



ONLINE

POLICY MANAGEMENT

PROJECT DESIGN CERTIFICATION PROGRAMME

 10 WEEKS, APPROXIMATELY 7.5 HRS/WEEK

Information Note



International
Labour
Organization

ITC 
International Training Centre



**Learn to design convincing,
results-based projects that
donors trust and
organizations need.**



INTRODUCTION TO THE PROJECT DESIGN CERTIFICATION PROGRAMME

Do you want to learn how to design and write successful projects? Are you interested in laying a solid basis for all skills pertinent to Project Cycle Management and Results Based Management? Are you ready to build skills the hard way but also learn how to use Artificial Intelligence (AI) as your support?

The Project Design Certification Programme trains participants in writing project proposals for donor funding, including through innovative funding sources. It equips participants with a toolkit for analysis, design, planning, governance and monitoring of projects, including the responsible use of AI tools.

At the end of the course every participant will have completed a full project proposal ready for submission to a funder. The programme builds participants' capacity to confidently analyse contexts, propose convincing and sound strategies based on solid planning, and use AI to support the application of newly acquired skills.

By sponsoring participants on this certification programme, organizations strengthen their institutional capacity to translate their mission into concrete results for beneficiaries. The programme supports organizations in responding to an increasingly competitive development environment that requires innovative and well-designed approaches. This certification programme contributes to closing this skills gap in the development sector.

WHO ATTENDS THIS COURSE?

This course is designed for aspiring proposal writers and fundraisers, as well as practitioners with experience who wish to consolidate their skills and strengthen their knowledge base. It is a foundational course that provides the basis for further specialization in areas such as Monitoring and Evaluation, Project Management and Financial Management.

The course is relevant for technical specialists, project coordinators, project managers and assistants working in international organizations, government institutions at central or local level, NGOs, and philanthropic organizations who wish to acquire solid skills in project design and Results Based Management.

WHY A PROJECT DESIGN CERTIFICATION PROGRAMME?

This certification serves as a standalone qualification demonstrating that participants possess the knowledge and skills required to develop a complete project proposal. A well-written project document is the first step towards project success and provides a strong entry point for fundraising and partnership building.

The course also contributes to the development of the capacity of organizations. Organizations rely on their staff to develop and implement projects within their areas of specialization, yet these skills are often insufficiently developed. Project design is a key competence that enables organizations to mobilize resources and deliver change through well-designed and well-managed projects.

The course also provides a solid basis for further specialization in project and programme cycle management. It is an ideal entry point for all other courses related to project and programme management offered by the ODPS programme.

WHAT WILL I LEARN

- Identify project opportunities for an organization
- Use tools and techniques to analyse contexts and stakeholders
- Design project strategies based on sound analysis
- Plan projects using Results Based Management approaches
- Prepare project budgets aligned with project objectives
- Use Artificial Intelligence responsibly and effectively to support project design and writing
- Develop a complete project proposal for donor funding

WHAT WILL I BE ABLE TO DO?

Course participants will be able to:

- Identify and formulate project ideas aligned with organizational priorities
 - Identify funding sources
 - Tailor projects to donor or funding requirements
- Apply analysis, design, planning and budgeting tools
 - Perform a problem analysis and an objectives analysis
 - Identify and analyse the stakeholders and beneficiaries
 - Analyse strategic alternatives and design a viable project strategy
 - Develop a full Logical Framework, complete with key performance indicators and assumptions
 - Design a risk management plan
 - Formulate a comprehensive Operational Plan, complete with work breakdown structure, resource schedule, Gantt Chart and milestones, and budget

- Develop a Monitoring & Evaluation strategy
 - Design indicators and sources of verification
 - Plan for M&E as part of project implementation
 - Develop an evaluation plan
- Develop and write out a full project document ready for submission to a funder
 - Assemble all relevant parts into a real project document
- Use Artificial Intelligence as a support tool in project design
 - Leverage AI tools to support analysis and writing
 - Be able to apply an AI quality protocol
- Identify potential partnerships and funding opportunities
 - Distinguish funding and financing modalities
 - Identify potential sources

HOW WILL I LEARN?

The course combines self-guided study with knowledge tests and written assignments supported by coaching, all of which are obligatory. Weekly webinars are offered but attendance is not mandatory. It is delivered through distance learning and deployed on the ITCILO e-campus. Each week, participants engage with online learning materials and complete a practical assignment based on their own project, receiving feedback and guidance from a coach. Optional material on Artificial Intelligence is provided to progressively strengthen participants' skills.

WHAT CERTIFICATION WILL I GET AS A SUCCESSFUL CANDIDATE?

On successful completion of the programme requirements, participants will be awarded a **Certificate of Achievement**.

The certificate confirms that all assignments, knowledge tests and other prerequisites have been completed to the required standard.

The complete learning effort amounts to approximately 75 hours of learning.

The certificate is issued electronically, is protected by blockchain technology, and can be displayed on social media.

WHY SHOULD I JOIN?

This course is delivered through distance learning and deployed on the ITCILO e-campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace and to fit the weekly assignments and the carry-through assignment within your own schedule.

CONDITIONS TO PARTICIPATE

WHAT ARE THE TECHNICAL REQUIREMENTS NEEDED?

For a smooth learning experience, participants need to have basic computer skills and a computer with a reliable internet connection and speakers.

Candidates are expected to have some previous experience in project management and administration as well as a good command of English.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

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INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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