

## Proposal Development Training for NGO Professionals

**Organization:** AF Development Care (AFDC)

**Status:** Ongoing Course

**Contact:** Sachi Satapathy, Director, afdcdirector@gmail.com

### Training Overview

This **3-day, intensive, individualized online Proposal Development Training Course** is designed for NGO professionals in humanitarian development, disaster relief, and community development, as well as those seeking funding from UN agencies and international donors. Led by **Sachi Satapathy**, Director of AF Development Care, this hands-on training equips participants with the skills, tools, and strategies to craft compelling proposals that secure funding and drive impact.

**Duration:** 3 Days (9 hours total of one-on-one coaching)

**Dates:** Flexible scheduling; book at least 7 days in advance

**Location:** Virtual (Online)

**Course Fee:** USD 298 (includes materials, certification, and coaching)

**Registration Deadline:** Rolling applications

### Who Should Attend?

- **Entry-Level Professionals:** Master proposal writing basics for NGO careers.
- **Mid-Career Managers:** Secure larger grants as fundraising coordinators or project managers.
- **Senior Leaders:** Refine strategic fundraising skills for executive roles.
- **Humanitarian & Development Professionals:** Seeking funding for disaster relief, education, health, or advocacy projects.
- **Aspiring UN/International Agency Staff:** Preparing for roles in global humanitarian organizations.
- **NGO Teams:** Group training available for program/project staff.

**Prerequisites:** Basic understanding of NGO/humanitarian work; medium-level English proficiency.

### Key Learning Outcomes

Master proposal development skills for humanitarian and development contexts:

- **Concept Notes & Proposals:** Craft compelling grant proposals and concept notes aligned with donor priorities.
- **Needs Assessments:** Conduct assessments to justify funding requests.
- **Logical Frameworks (Logframes):** Link activities, outputs, and outcomes for donor clarity.
- **Budget Development:** Create realistic, compliant budgets.
- **Donor Compliance:** Navigate guidelines and reporting standards (e.g., UN, USAID).
- **Impact Reporting:** Write donor reports and impact stories to showcase results.

- **Donor Relationships:** Build strategies for long-term funding success.

### Why Choose This Training?

- **Individualized Training:** Tailored to your role, organization, and funding goals.
- **Expert Facilitation:** Learn from Sachi Satapathy, a seasoned fundraising expert.
- **Practical Focus:** Develop real proposals with personalized feedback.
- **Career Boost:** Earn a globally recognized certificate for UN and NGO roles.

### Training Agenda

#### Day 1: Understanding Donors & Crafting Concept Notes

- Introduction to proposal development and funding landscape (UN, USAID, EU).
- Donor analysis: Research priorities, eligibility, and funding cycles.
- Practical Exercise: Draft a concept note for a humanitarian project.
- Tools: Donor mapping templates, SWOT analysis, needs assessment frameworks.
- Outcome: Draft concept note aligned with donor priorities.

#### Day 2: Writing Winning Grant Proposals

- Structure of a winning proposal (problem statement, objectives, methodology, budget).
- Develop logframes and results-based management (RBM) frameworks.
- Create realistic, compliant budgets.
- Case Study: Analyze a successful proposal to a UN agency.
- Tools: Proposal templates, budget trackers, logframe guides.
- Outcome: Draft grant proposal with logframe and budget.

#### Day 3: Compliance, Reporting & Follow-Up

- Understand donor compliance and reporting requirements.
- Write donor reports and impact stories to showcase results.
- Build strategies for repeat funding and donor relationships.
- Case Study: Prepare a donor report for a humanitarian project.
- Tools: Reporting templates, CRM platforms for donor tracking.
- Outcome: Donor report template and follow-up plan.

### Career Impact

- Stand out in funding applications globally.
- Secure donor support with compelling proposals and reports.
- Build confidence to lead fundraising for high-impact initiatives.

### Sachi Satapathy's Tips

- **Know Your Donor:** Align proposals with donor strategic goals.
- **Tell a Story:** Use data and human impact to make proposals compelling.

- **Be Clear & Concise:** Avoid jargon for donor-friendly proposals.
- **Master the Logframe:** Ensure clear, measurable outcomes.
- **Budget with Precision:** Justify costs to build donor trust.
- **Follow Up Strategically:** Build long-term donor relationships.

*"Proposal development turns your vision into reality. With the right skills, you can unlock funding to transform lives."*— Sachi Satapathy

## Fee Information

- **Course Fee:** USD 298
- **Includes:** Training modules, case studies, templates, coaching, and a certificate.

## How to Register

Email [afdcdirector@gmail.com](mailto:afdcdirector@gmail.com) with:

- Full name/ Country of Residence and contact details.
- Current role/organization (if applicable).
- Brief statement on why you want to take the training.
- Preferred training dates.

Subject Line: Proposal Development Training Registration

Receive payment instructions and course confirmation.

Book at least 7 days in advance to secure your slot

## About Training Coach- Sachi Satapathy

Sachi Satapathy is a globally renowned lead training coach in Monitoring, Evaluation, Accountability, and Learning (MEAL), Project Management, Proposal Development, Communication Strategy, and Report Writing, with over 19 years of hands-on expertise in international development and humanitarian initiatives. As Director of AF Development Care in New Delhi, he has spearheaded 47 high-impact evaluation projects across 27 countries—including India, Nepal, Sri Lanka, Myanmar, Philippines, Afghanistan, Gaza, Lebanon, Democratic Republic of Congo, Papua New Guinea, Bangladesh, Vietnam, Maldives, and South Africa and all of Global South countries—partnering with prestigious organizations such as Welthungerhilfe (Germany), NOMI Network (USA), Global Campaign for Education (South Africa), International Catholic Migration Commission (Switzerland), USAID, UNICEF, American Leprosy Mission (USA), World Health Organization, GIZ/BMZ- Germany, World Vision, SAARC, World Bank, UNFPA, International Union Against TB and Lung Diseases (The Union), ChildFund, World Federation of Haemophilia (WFH), Montreal, Canada. His work spans critical areas like public health, women's economic empowerment, AI in education, WASH sanitation, child



protection, neglected tropical diseases, tobacco control, and sustainable livelihoods, driving evidence-based policy advocacy aligned with SDGs such as 3, 4, 5, 8, and 17, while securing multi-million-dollar funding from governments, multilateral agencies, and foundations. What makes Sachi the best training coach in these domains is his proven track record of training over 450 professionals and 45 organizations worldwide—equipping 130+ from 25 NGOs in MEAL, 300+ from 20+ organizations in project management, and many more in proposal development—through globally recognized programs like the AFDC Youth Ambassador and Young Women Humanitarian Leadership initiatives, combined with his thought leadership in 70 op-eds, peer-reviewed journals, and books, ensuring participants gain practical, scalable skills for transformative impact in development and relief sectors.