***Standard Operating Procedure for Project Appraisal Workshop***

**AGENDA**

**Date:** *Thursday 30th November 2017*

**Venue:** *TBC*

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| **Time** | **Topic** | **Facilitator** |
| 8:30 | **Registration** | **NAB Sec** |
| 9:00 | **Welcome** | **NAB Sec** |
| 9:05 | **Opening Prayer** | **NAB Sec** |
| 9:10 | **Background to SOP**  Short background on the SOP consultancy | **Anthony P** |
| 9:20 | **Project appraisal process**  **Project profile form**  **Project budgeting template**  Overview of the project appraisal process, the profile form, the budgeting template, some short exercises for the participants, and an opportunity for participants to provide feedback | **Anthony P** |
| 10:30 | **Morning Tea** |  |
| 11:10 | **Monitoring and evaluation process**  **Project reporting template**  **Project screening tool**  **Project risk assessment tool**  Overview of the monitoring and evaluation process, project reporting template, project screening tool, and project risk assessment tool, some short exercises for the participants, and an opportunity for participants to provide feedback | **Anthony P** |
| 12:30 | **Lunch** |  |
| 13:30 | **Feedback and grievance redress mechanism**  **Conflict of interests**  Overview of the feedback and grievance redress mechanism, managing conflicts of interest, some short exercises for the participants, and an opportunity for participants to provide feedback. | **Anthony P** |
| 14:30 | **Summary and any further feedback from participants** | **Anthony P** |
| 15:00 | **Closing prayer** | **NAB Sec** |
|  | **Afternoon Tea** |  |