

01 February 2017

Kyung Hee University
Graduate School of Pan-Pacific International Studies
MA in International Development and Consulting (IDC)

SYLLABUS
CONSULTING SKILLS MODULE II & III
PROFESSIONAL TRAINING

Spring 2017

Lecturer: Meeja Hamm (Ms)

Class: Friday, 16:30~19:15hours

Office Hours: Friday, right after the lecture or by appointment

Email: meejahamm@gmail.com,

Course description:

This course is designed to provide the students with an opportunity to learn and to experience working as a professional international development consultant with multilateral development banks (MDBs).

In order to achieve this objective, the students will be required to (1) select a Technical Assistance (TA) project in a country, sector, and specific area; (2) virtually implement the TA project and (3) prepare Consultant's inception report. In the process, the students will be able to learn the terminologies of the international development, about the business opportunities and processes of MDBs, implementation methods of the project and acquire skills required for an international development consultant.

Course structure:

The course will be a combination of lectures, discussions, virtual implementation of a technical assistance project, writing inception and final report for a selected project and making presentation on the approach and methodology.

Reading assignments:

1. ADB, Design & Monitoring Framework
2. ADB, Guidelines on The Use of Consultants by ADB and Its Borrowers
3. ADB, Procurement Guidelines
4. ADB, Asia 2050
5. ADB, 2011a. Capacity Development Action Plan: Annual Progress Report 2010
6. DANIDA, Guidelines for Program Management, 2010
7. ADB, Introductory Course on Economic Analysis of Investment Project, May 2008
8. ADB, Financial Analysis of Project

9. ADB, Project Performance and Project Cycle, Sept., 2008
10. Glossary – OECD, DANIDA, ADB (Operations & Knowledge Management)
11. EC, 2005. Institutional Assessment and Capacity Development: why, what, how? Tools and Method Series, Reference Document No. 1
12. World Bank, 2005b. 2005 Evaluation of Capacity building in Africa, Operations Evaluation Department
13. Technical Assistance to the Marshall Islands for the Institutional Strengthening of the Marshall Islands Development Bank-Phase II (Meeja Hamm)
14. Report of the Task Force on Improving Project Quality Implementation Status as of March 1997 (Meeja Hamm)
15. Technical Assistance to Bhutan for Improvement of a Regulatory Framework for Procurement and Contracting Project (Meeja Hamm)
16. Technical Assistance to Bhutan for Capacity Building of the Construction Development Board (Meeja Hamm)
17. Technical Assistance for the Pacific Developing Member Countries' Leadership Enhancement and Advancement Program (Meeja Hamm)
18. Federated States of Micronesia: Country Strategy and Program Update (2006-2007) – Meeja Hamm.
19. Technical Assistance for Implementation of the Public Sector Capacity Building Roadmap for the Federated States of Micronesia (FSM) – Meeja Hamm

Grading:

1. Attendance and class participation (25%)
2. Writing a report and presentation (25%)
3. Mid-term exam (25%)
4. Final Exam (25%)

Ground Rules

1. Please be on time.
2. Please read the assigned reading materials and participate in the class.
3. Find a seat in the first three rows. Please DO NOT sit in the back three rows.

Course outline:

Week 1 Overview on MDBs

1. Websites in general
2. Internship – online application
3. Business and Career Opportunities
4. Consultant Management System
5. Q&A and discussions

Week 2 Registration with ADB or WB as an international development consultant

1. CMS-online registration-Registration number
2. Golden circle
3. Cover letter & CV
4. Review and discussions
5. Q&A

Week 3 Guidelines on the Use of Consultants

1. Terminologies & Concepts
2. Guidelines on Use of Consultants
3. Q&A and discussions

Week 4 Consultant selection methods (Individual and Firm)

1. QCBS, QBS, SSS, LCS, FBS
2. Key success factors
3. Q&A & discussions

Week 5 Selection of Projects

1. Project Cycle
2. PPTA, CDTA, PATA, RETA, SSTA, Project Loan, Sector Loan, DFI Loan
3. Concept clearance
4. Country
5. Sector

Week 6 Selection of TA or Loan project

1. Overview on TA and Loan papers of MDBs
2. Writing Technical and Financial Proposals
3. Q&A and discussions

Week 7 Implementation of TA

1. Potential Problems during implementation
2. Debriefing (Dissemination Workshops)
3. Q&A and discussions

Week 8 Mid-term Exam

Week 9 Writing inception report for a selected project

1. Essentials of writing an inception report
2. Sources of information
3. Q&A and discussions

Week 10 Writing final report for a selected project

1. Essentials of writing a final report
2. Sources of information
3. Q&A and discussions

Week 11 Project Design and Monitoring Framework

1. Introduction
2. Design summary
3. Performance Targets and Indicators
4. Case study

Week 12 Monitoring & Evaluation

1. Managing for Results
2. Cascading corporate priorities
3. Data sources
4. Challenges
5. Q&A and Discussions

Week 13 Presentation on inception & final reports

1. Presentation
2. Feedback and Q&A
3. Wrap up

Week 14 Presentation on inception & final reports

1. Presentation
2. Feedback and Q&A
3. Wrap up

Week 15 Final Exam & Term Paper

1. Submission of inception & final reports
2. Final Exam