

**FINAL REPORT FOR
RAINFOREST**

**IT TRAINING OF KORUP
CONSERVATION**

SOCIETY(K.R.C.S) AND MUNDEMA COUNCIL STAFF



Sponsored by GIZ

Prepared by

Mr. Ekole Nelson Betobe

Programme Coordinator (P.C) KRCS

Assisted by

Mosaki Emmanuel Motoase
Interim Programme Adviser(IPA) KRCS

January 2015

1. Introduction

The Korup Rainforest Conservation Society (KRCS) created in 2009, has as main objective to contribute towards safeguarding the integrity of the rich biodiversity of the Korup National Park together with, and especially for the benefit of the local communities. Our major challenge to effective conservation delivery in the area so far has been the low capacity of her members (including some of her top executives) in the day to day management of the organization. Following, an internal capacity needs assessment conducted in early 2014; the capacity building of her top executives was identified and considered as a top priority.

With the support of the German Technical corporation, KRCS benefited from a training on Institutional capacity building during the month of August 2014. This has greatly improve on the management of this Association, as three important working documents (The financial procedure manual, The Office procrdure manual and a five years strategic plan for KRCS) were elaborated by workshop participants with guidance from the consultant during this workshop. Also, one of the recommendation of the consultant was the need for members of KRCS to be further trained on the preparation of computer-assisted financial statements to facilitate financial management. It is on this basis that, KRCS, with the support of the German Technical Cooperation through the local subvention were again able to benefit from IT training which was held from the 17th to 23rd of December 2014 at the head quarters of KRCS in Mundemba (South West region). Mr. Samuel Kato Namuene (consultant) delivered the training to 12 top KRCS executive members and three Mundemba council staff on five key IT gaps; electronic filing, Microsoft words, Microsoft Excel, Microsoft Power Point and Internet Basics. The inclusion of some council staff to this workshop was based on the memorandum of understanding that was signed between KRCS and Mundemba council during the month of August 2014.

Following the success of the project, this report summarises all the activities of the project as per the Terms of reference. The report includes an Acknowledgement section, Preparatory phase, the training workshop, Results or achievement, financial balance sheet and Conclusions/recommendations.

2. Acknowledgements

Apart from indispensable financial support from the GIZ Yaoundé, we remain grateful to the southwest regional technical staff of GIZ especially Mr. Oemar Idoe and Mrs. Anja Barth for their mentorship all through the conception and implementation of this project. We also wish to thank all KRCS members and the Mundemba council staff for their support, commitment and active participation before, during and even after the training. With acquired skills put into practice, together, we can do even more.

Furthermore we wish to express our gratitude to Mr. Samuel Kato Namuene who gave his all in delivering a participatory, practical and engaging training workshop here in Mundemba.

3. Preparatory Phase

3.1 Signing of the contract.

Following the approval of the project by the GIZ hierarchy in Yaoundé, the contract for the local subvention was signed by KRCS programme coordinator and then forwarded to Buea for onward transmission.

3.2 Selection and contracting of Consultant for the training workshop

The consultancy was advertised through an open call to tender using both analogue and electronic media. The call for tender was posted on the walls of public places here in Mundemba, our Facebook pages and also circulated by email as widely as possible. The deadline for submission was a three weeks from date of publicity.

By the 8th of December 2014 three (3) application files had been received. A four members committee consisting of the PC, PA HOU in charge of research and training and a member were charged with selection of the consultant using defined criteria as summarised in the table below. The selection was done on the 12th December 2014 and the bidders were informed of the outcomes on the next day

criteria	cand. 1	cand. 2	cand. 3	comment. Candidate 1	comment . Candidate 2	comment. Candidate 3
name	Kato Samuel	Macgilvery Ekiko Mohammadu	Njikum Edwin	Presentation is fine and explicite. Training programme fits our normal time frame. Weekends inclusive. Indicated the use of cardboard, and review of previous day lesson. Has expirience in capacity building and workshop facilitation.Diploma in IT and a degree in none related subject. Cost above range	No clear explanation of how to carry out training. No personal Infoamtion on CV. Training Programme above time frame. Weekend not inclusive. No clear workshop method. No clear expirience on capacity building and training. Has an International Degree on Computer Information Systems. Cost within range	File too Heavy. Could not be Evaluated. Disqualified
institution	Individual	individual	Individual			
date of submission	12/08/2014	12/08/2014	12/08/2014	8	8	
presentation of tender				9	8	
cv				8	7,5	
reference				8	8	
training programme				8	6	
method				8	7,5	
capacit building expirience				8	6	
qualification				7	9	
Cost				9	9	
Total				73	69	

At the end, Mr. Kato Samuel namuene, IT support staff PSMNR South West Region was selected, strictly based on the highest score from criteria. The final negotiations review and updating of training content and time table as well as signing of the consultancy contract followed immediately by the PC and then the consultant who was contacted in Buea for signing on the 14th December 2014.

3.3 Bank to Cash transaction and procurements of materials

Due to the delay in the banking operations, the workshop was run with internal funds from KRCS. No money was cashed before the commencement of the workshop. Every item was bought and transferred to Mundemba in good conditions by the consultant (see attached financial report. It is expected that the full contract amount from GIZ contributions will be transferred to KRCS account at Ekokank, Kumba by the end of the workshop.

3.4 Arrival of consultant and preparatory meeting

On Sunday the 16th of December 2014, following the arrival of the consultant a preparatory meeting was held at KRCS office to agree on roles and responsibilities, confirm the agreed time table and also assure the consultant about our readiness, expectations and available logistic arrangements for the training. The installation of the newly bought computer and accessories was done by the consultant together with the workshop participants.



Participants following up the installation of newly acquired computers

4. The training workshop

Hired Venue :The women empowerment centre hall, Mundemba.

Duration : 7days.

Number of participants :12 KRCS members and 3 council staff

Facilitator/Consultant : Mr. Samuel Kato Namuene.

Methods

Overhead projections was used for illustrations. The language of instruction was English. One computer was shared by two participant. Practical exercises were given at the end of each module to enable participants to better understand the modules. As part of materials, each participant received a folder containing a note book, pen, and papers for note taking.

Workshop Schedule

The workshop ran from Wednesday 17th August to Friday 23rdth December 2014 beginning from 8:00 a.m. to 4:00pm daily. Each day was interrupted by a breakfast and lunch break towards the end (see attached timetable).

Modules delivered

Key concepts covered were electronic filing, Microsoft Words, Microsoft Excel Microsoft Power point and Internet basics.

Outputs of training workshop

The following results were achieved from the training:

- 12 KRCS executive and 3 Mundemba council staff received training on electronic filing, MS Word, MS Excel, MS Power Point, and Internet Basics.
- All 15 participants received a training manual and end course certificates.
- Hard and soft copies of all presentations/hand outs made during the workshop were presented to KRCS.
- An electronic version of a comprehensive draft report of the 7 days workshop was submitted to KRCS 7 days after the training workshop. The final copy was resubmitted two days later detailing the activities undertaken during the workshop, lessons learnt and suggestions for improvement.

Consultant’s recommendations

The consultant recommends an advanced training which will thrill the participants through more advanced functionalities of the above training in an advanced tailored course.

5. Justifications Financial report

So far the entire workshop was realised by KRCS funds. Going by the terms of the contract, the financial statement of equipment, materials bought and the running of the workshop was as shown in the table below.

KRCS AND MUNDEMBA COUNCIL IT TRAINING FINANCIAL JUSTIFICATION

SN	DATE	DESCRIPTION	CREDIT	DEBIT	BUDGETE D	REMARKS
1	12/12/2014	Hire of hall		140000	140000	Council controbution
2	12/12/2014	Hire of 4 additional PCs days		70000	70000	KRCS/Council contribution
3	12/12/2014	Hire of stanby generator including fuel		70000	70000	KRCS contriution

4	14/12/2014	Stationeries (15 block notes x 700, 40 ball pens x200, 2 paper scotch x 100)		20700	20700	KRCS contribution
5	14/12/2014	Flip chart rolls		14000	14000	KRCS contribution
	14/12/2014	Packets of workshop cards		10000	10000	KRCS Contributin
	14/12/2014	Packets of pins		4000	4000	KRCS Contributin
	14/12/2014	Cartons of A4 papers		15000	15000	KRCS Contributin
	14/12/2014	Transportation of equipments and material from Buea to Mundemba		40000	40000	KRCS Contributin
	15/12/2014	Perdiems of KRCS staff during signing of contract in Buea(2 nights)		50000	50000	KRCS Contributin
	19/01/2015	Perdiem for project team leader(justification in Buea)		50000	50000	KRCS Contributin
	22/12/2014	Preparation of attestation		7500	7500	KRCS Contributin
	16/12/2014	Report production (hard copies)		15000	15000	KRCS Contributin
	23/12/2014	Consultancy fee		750000	750000	
	16/12/2014	Parket of markers		7000	7000	
	16/12/2014	Folder bags		15000	15000	
	12/12/2014	Purchase of printer		135000	90000	Fu
	12/12/2014	purchase of Desk top computer		500000	500000	
	12/12/2014	Purchase of antivirus licences		80000	80000	
	12/12/2014	Purchase of power backup (UPS)		120000	120000	
	12/12/2014	Purchase of Prjector		300000	250000	
	12/12/2014	Purchase of Hard drive (250 GB)		50000	50000	
	02/01/2015	Purchase of Camtel Internet Key		50000	35000	
	16/12/2014	Travelling cost of consultant		32000	50000	
	23/12/2014	Breakfast(17 persons x7)		119000	11900	
	23/12/2014	Coffee break		0	119000	Part of funds was used to provide water and to ugment the cost of printer and icamtel internet key
	23/12/2014	Water		59500	0	Was not budgeted
	23/12/2014	Lunch		297500	297500	
	18/12/2014	Communication credit		30000	30000	
				254500		
				0		
		Contract amount	251250			

			0		
		Balance		32500	

6. Conclusions and Recommendations

Cognizance of the fact that capacity building is crucial for effective service delivery, the 7 days training of 12 executive members of the KRCS and 3 mundemba council staff on Information Technology was indeed timely. The high level of success, 100% participation of our members and more than 75% satisfaction of members on skills gained will go a long way to ensure progress towards the attainment of the mission and vision of our organisation, most especially in the implementation of the five years strategic plan recently elaborated during the last workshop. The results achieved are going to be far-reaching, considering the general consensus of and commitment by members to translate learning into action.

General impression of the participants which at the end of the training with respect to the percentage satisfaction on facilitation, content, fasciltators mastery of subjects, logistics got scores above 75 percent for all evaluation criteria.

Above all, the relevance of this training to our organisation cannot be overemphasised. Nevertheless, much is still to be done in terms of capacity building especially in the area of writing project proposals for funding.

Appendix I

Actual training program for KRCS and Mundemba council Staff on IT

Training programme

Time	Activity	Responsibility
Day One		
13/12/14	Provide KRCS with technical support on hard and software to be purchased	Consultant
Day Two		
14/12/14	Assist in the purchase of IT equipment for KRCS in Buea/Douala	KRCS/Consultant
Day Three/Preparation training workshop		
16/12/14 1pm – 5pm	Installation and maintenance of all IT equipment at KRCS head office	Consultant and all trainees
Day Four/Start of training Workshop		
17/12/14		
7:30am	Arrival of participants and Consultant	
8:00am	Registration of participants	Your Secretary???
8:30am	Welcome remarks and Family Photo	KRCS Representative/Mayor Mundemba council
9:00am	Introduction of participants, Assessment of participants knowledge on IT	Consultant/ Participants
9:30am	<i>Please fill all blank spaces with what you intend to cover. You can also creat other slots as you did not provide this in your tender.</i>	Consultant
10:30am	Coffee Break	
11:00pm	Microsoft Word 2007: Starting Microsoft Word, Parts of the Microsoft Word Window, Creating and editing documents, saving and opening documents, printing	Consultant
1:00pm	Practical Exercises	Consultant
2:00pm	Lunch Break	
4:30pm	Evaluation of Training Closing	Participants/Consultants
18/12/14 Workshop Day two		
8:00am	Registration of Participants	Secretary
8:30am	Start of training: recap of day one	Participants/Consultant
9:30am	Intereactive session with questions and answers on day one	Participants/Consultant
10:30am	Coffee Break	Consultant
11: 00 am	Microsoft Excel: Starting Microsoft Excel, Parts of the Microsoft Excel Window, Entering values and labels, editing in Excel,	Consultant
1:00pm	Lunch Break	
2:00pm	Working with formulas and functons, working with charts, printing in excel	Consultant



Word to PDF Converter v5.0 Unregistered |
<http://www.word-to-pdf-converter.net>

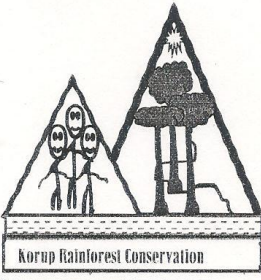
4:30pm	Evaluation and Closing	Participants/Consultants
19/12/14 Workshop Day Three		
8:00am	Registration of participants	Secretary
8:30am	Start of training: recap of day two	Participants/Consultant
9:00am	Intereactive session with questions and answers on day two	Participants/Consultant
11:00am	Coffee Break	
11:30pm	Microsoft PowerPoint: Starting Microsoft PowerPoint, The Microsoft PowerPoint Window, Creating and editing slides,	Consultant
1:00pm	Lunch Break	
2:00 pm	Formatting with background, working with animations, themes and transitions, working with views and slide show, printing in PowerPoint	Consultant
4:30pm	Evaluation and Closing	Participants/Consultants
20/14/14 Workshop Day Four		
8:00am	Registration of participants	Secretary
8:30am	Start of training: recap of day three	Participants/Consultant
9:00am	Intereactive session with questions and answers on day three	Participants/Consultant
10:30am	Coffee Break	
11:00am	Creating and organizing folders and files: creating folders with toolbar abd keyboard shortcuts, renaming and deleting files and folders, searching files and folders	Consultant
1:00pm	Lunch Break	
2:00pm	Organize open windows for easy file transfer: Cascading and tiling windows, maximising and minimising windows, noving windows, shrink all open windows.	Consultant
4:30pm	Evaluation and closing	Participants/Consultants
21/12/14 to 23/12/14 Workshop Day Five to Day 7 Please complete!		
8:00am	Registration of participants	Secretary
8:30am	Start of training: recap of day four	Participants/Consultant
9:30am	Intereactive session with questions and answers on day four	Participants/Consultant
10:30am	Coffee Break	
11:00am	Working with Emails: Creating and email address, sending and receiving emails, sign out of your email box Copy/Cut/Paste/Drag and extract files and folders: Windows clipboard, copy, cut paste files, extract files with winrar	Consultant
1:00pm	Lunch Break	
2:00pm	Practical exercises on everything covered	Participants/Consultant
4:30pm		
Day 7 1:00pm	Closing ceremony; Award of certificates and final handouts	Consultant/KRCS coordinator



Word to PDF Converter v5.0 Unregistered |
<http://www.word-to-pdf-converter.net>

Appendix II

Cover page of training Manual



K. R. C. S.

Authorisation N° 04/G40/606/AR/BASC/SP
...Involving Local People for a Greener Future

Contact Address:
C/O Korup National Park
P O Box 36, Mundemba
Southwest Region, Cameroon

Tel: +237 77 10 91 75
Fax: +237 75 19 57 15
Email: kracs4all@yahoo.com

**CAPACITY BUILDING TRAINING FOR KORUP FOREST CONSERVATION
SOCIETY (KRCS) STAFF**

BY KATO SAMUEL NAMUENE

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Organize Files and Folders

Organize Windows for Easy File and Folder Transfer

Copy/Cut/Paste/ drag files and folders

Appendix
III
Sample
attendance
sheet



K. R. C. S.

Authorisation N° 04/G40/606/AR/BASC/SP

...Involving Local People for a Greener Future

Contact Address:

D/O Korup National Park
P.O. Box 36, Mundemba
Southwest Region, Cameroon

Tel: +237 77 40 91 75

Or +237 75 49 57 65

Email: kracs4all@yahoo.com

Bankers: Ecobank, Kumba

I.T MAINTENANCE AND CAPACITY BUILDING WORKSHOP

Place Women Empowerment Centre

Date 2014 Dec 19

ATTENDANCE LIST

S/N	NAME	POSITION	CONTACT	SIGNATURE
01	EKOLE Nelson BETOBE	P.C / KRCS	670002798	
02	INTANG AMBROSE O	KRCS MEMBER	674403347	
03	BEPUAKA EKUKA	Research & Training	679192033	
04	Kato Samuel Naman	Consultant	679731093	
06	Josh Rostand	KNP	675987012	
07	INYANG Z. EKPE (CA)	KRCS CEO.	670557934	
08	Sumbede Sumbede	Fin/Adm. Asst	676708079	
09	MWIALE TREVOR NINJA	Head of Research	675581119	
10	ENI EDWARD K	Auditor	674280246	
11	Maki Ophelia E	KRCS member	677892866	
12	Orume Robinson	PA - KRCS	677109175	
13	Nja Tike Namata	F.O. Mundemba Council	679353408	
14	KUNDA JOHNSON O	S.G. Mbr. Cmt	677284148	
15	Mosaki Emmanuel M	Member	677146346	
16	Vivian Pembe Njema	Fin. Sec. M.C	678-518-567	
17	NKWOE Bodie Ekpol	Auditor I	672260336	
18	Ekpo Peter	CEO No 2	67556626	
19				



Appix IV

Work shop Photos



First Deputy Mayor of Mundemba council Presiding during the opening ceremony of the workshop.



Participants following up lectures during workshop



Participants doing practical exercises at the end of a module.



Award of certificates to participants