

**CENTRE FOR AFRICAN
FAMILY STUDIES
(CAFS)**



**2008
COURSE
CATALOGUE**



2008 Courses

Resource Mobilization & Proposal Writing
7 – 11 April 2008

Using Culturally Sensitive Approaches to Address Gender-Based Violence
21 – 25 April 2008

Managing HIV & AIDS Programmes at the Workplace
5 – 16 May 2008

Advocacy for Reproductive Health and HIV & AIDS
2 – 13 June 2008

Management of Integrated Community-Based Health Programmes
16 June – 4 July 2008

Advances in Behaviour Change Communication for HIV & AIDS
14 July - 1 August 2008

Monitoring and Evaluation of HIV & AIDS Programmes
28 July – 15 August 2008

Supervising HIV & AIDS Services
18 – 29 August 2008

Promoting Gender and Rights in Reproductive Health and HIV&AIDS
13 - 31 October 2008

Managing HIV / AIDS and Reproductive Health Programmes
10 – 28 November 2008

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The Centre for African Family Studies

The Centre for African Family Studies (CAFS) is an African institution dedicated to strengthening the capacities of organisations and individuals working in the field of health , HIV & AIDS, population and development in order to contribute to improving the quality of life of families in sub-Saharan Africa.

CAFS has been serving Africa since 1975, first as an affiliate of the International Planned Parenthood Federation–Africa Region (IPPFAR) and since 1998 as a fully autonomous international non-governmental organisation.

To achieve its mission, CAFS conducts courses and provides research and consultancy services from strategically located bases in East and West Africa, with headquarters in Nairobi, Kenya, and a regional office in Lomé, Togo. Highly qualified professionals, who form a multi-disciplinary team within the fields of reproductive health, HIV & AIDS and population & development provide its services.

The CAFS team reflects strong field experience and a profound knowledge of the African social and cultural environment.



Why choose CAFS courses?

The Centre for African Family Studies (CAFS) has over thirty years experience in programmes in the area of Reproductive Health (RH) and HIV & AIDS with focus on Advocacy, Behaviour Change Communication and Counselling (BCC), Management and Leadership, HIV & AIDS Treatment, Care and Support, HIV & AIDS Community-based/Home-based Care and Support, Community-based Reproductive Health Services, Youth Reproductive Health and HIV & AIDS, Gender and Empowerment, Population and Development.

CAFS training helps reproductive health and HIV & AIDS decision makers to meet Africa's current challenges. The training approach is flexible and incorporates highly participatory and experiential training methods. CAFS' practical and work-related training enables participants to immediately transfer their new skills into their work environment. Trainees develop project proposals and action plans that seek solutions to problems they want to resolve in their respective countries.

CAFS has established a follow-up system where the course coordinator and the participant's supervisor constantly share information on the implementation of the action plan. This assists the participants to become effective agents of change.

If you do not find a course that fits your exact needs, CAFS can provide courses in English or French that are tailored to your organisation's requirements. In-company and in-country training seek to build capacities with a custom-made solution.

Our goal is to build superior capacity to ensure effective management of reproductive health programmes and organisations. We look forward to working with you to strengthen health services in Africa.

Training and Technical Assistance



Regional Courses

CAFS training approach is flexible and incorporates a variety of training methods that enable health care providers, administrators, researchers and programme managers to meet Africa's health care challenges.

These range from formal lectures or tutorials to seminars and workshops, or to more informal on-the-job apprenticeships and mentoring programmes. Formal training is tempered with group discussion and practical fieldwork for a well-balanced approach.

Highly experienced participants, with diverse expertise, provide for excellent cross-border exchanges. These exchanges form the basis for developing action plans with innovative strategies.

In-country courses

CAFS conducts in-country courses to meet the large-scale personnel requirements of populations which are increasingly demanding access to reproductive health (RH) and HIV & AIDS education and services. These courses can better meet the escalating demand for skilled managers and service providers.

In-country courses are tailored to national RH and HIV & AIDS training requirements in the following areas:

- BCC/Interpersonal communication and counseling
- Advocacy in RH and HIV & AIDS
- Contraceptive technology
- Management of RH and HIV & AIDS programmes
- Various aspects of programme development
- Management and leadership development
- Evaluation of RH and HIV & AIDS programmes
- Operations research
- Participatory techniques
- Development and evaluation of population policies and programmes
- Consulting Skills

The tailor-made courses allow the user to not only select content but also to choose between formal and informal approaches to training and to set parameters such as duration, selection and use of materials, participant skills level and training environment. All CAFS courses comprise of a number of modules that can be easily adapted to meet the needs of the requesting agency.

Technical Assistance

CAFS is a leading provider of consulting and advisory services in Reproductive Health, HIV & AIDS and Population & Development. Using a participatory approach to organisational development and service delivery, CAFS responds to its clients' programme and management challenges across national boundaries. CAFS professional staff provides short- and long-term technical assistance services in Francophone and Anglophone sub-Saharan African countries in institutional capacity building, strategic planning, programme evaluation and development, curriculum development and operations research.

CAFS assists clients to convert information into insights and operations in order to improve client efficiency and performance.

Resource Mobilization and Proposal Writing

7 – 11 April 2008, Nairobi

Every organisation strives to find the necessary funding to achieve its mission. In order to be sustainable, non-profit organisations must diversify their source of funding. Resource Mobilization and Proposal writing is an important part of the grant seeking process, yet it is a challenge to many organisations.

This one-week course is designed to provide skills to develop project proposals using logical framework, which encourages the discipline of clear and specific thinking throughout the proposal development process, and the skills for designing, implementing and evaluating an efficient resource mobilization campaign.

Course Focus

- Understand concepts and practices of resource mobilization
- Design a marketing strategy
- Problem identification and definition
- Effective communication in fundraising
- Designing a project logical framework
- Developing a project monitoring and evaluation plan
- Developing a project implementation plan
- Project management and structure
- Budgeting

Course Benefit

By the end of the course participants will be able to:

- Design and implement a resource mobilization strategy
- Design and write winning project proposals;
- Develop project monitoring and evaluation plans;
- Budget projects and programmes;
- Transform an idea into a proposal using the logical framework approach.

Audience

The course is suitable for board members, managers and programme officers who wish to diversify funding and resources for their organisations. They will be managers and staff from government ministries and departments, local NGOs and international organisations involved in health and development.

Tuition

US\$1,000

Using Culturally Sensitive Approaches to Address Gender-Based Violence

21 – 25 April 2008, Nairobi

Gender-based violence is one of the most widespread human rights violations. The consequences of gender-based violence to women, their children, families and communities is a major obstacle to reducing poverty, achieving gender equality and meeting the Millennium Development Goals. International conferences and conventions including the International Conference on Population and Development (ICPD), the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) have made various recommendations including legislation to address gender-based violence. But, legislation by itself is not adequate to change people's attitudes and practices. In many communities, cultural beliefs, religious orientation, attitudes and practices reinforce acts of gender-based violence.

Challenging peoples' attitudes, beliefs, perceptions and behaviours related to gender relations, and rights requires a great deal of sensitivity to social dynamics, patience and respect for cultural diversity in order to be able to work with people and find common ground to address gender-based violence. To do this effectively, programme developers and implementers should have the technical capacity to promote a favourable environment that helps community members to examine and challenge cultural values and norms while at the same time being careful not to create misunderstanding, unnecessary tensions and antagonism.

This one-week course provides practical skills in using culturally sensitive approaches to develop and implement targeted interventions and develop partnerships with community change agents to address gender-based violence.

Course Focus

- Social Construction of Gender
- Gender, Reproductive Health, HIV & AIDS and Development
- Understanding gender-based violence
- Approaches to address Gender-based Violence
- Addressing Gender-based Violence Practices
- Advocacy, Negotiation and Communication Skills

Course Benefits

By the end of the course, participants will be able to:

- Examine concepts of gender, gender-based violence, sexuality and rights;
- Analyse how gender norms, perceptions of masculinity and femininity are socially constructed;
- Discuss how gender-based violence impacts on health and development;
- Promote and apply culturally sensitive participatory approaches to address gender-based violence;
- Develop and implement innovative interventions for eradicating sexual violence, domestic violence, and female genital cutting;
- Initiate and develop partnerships with other social change agents to promote a culture that will reduce gender-based violence practices in society.

Audience

This course is designed for programme managers and professionals responsible for developing and implementing interventions for eradicating harmful traditional practices or promoting gender equality and family health. They will include staff from governments, NGOs, civil society, humanitarian organisations, development partners and technical assistance agencies.

Tuition

US \$ 1,000

Managing HIV & AIDS Programmes at the Workplace

5 – 16 May 2008, Nairobi

The large number of adults infected with HIV and those dying from associated diseases in Africa, calls for all organisations, private businesses, non-governmental organisations and government departments to address the pandemic in the workplace. Addressing the effects and impact of HIV & AIDS is critical to ensuring the smooth running of an organisation's activities and maximising investment in human resource development. Organisations of all sizes are faced with the challenge of having to manage employees infected or affected by HIV & AIDS. The sensitivities and complexities of HIV & AIDS pose a special challenge for management and staff of all organisations.

The introduction of antiretroviral combination therapy has revolutionised the care and treatment of people infected with HIV. A comprehensive workplace HIV & AIDS prevention programme should integrate treatment, care and support services as part of a continuum of care extended to all employees.

This two-week course is designed to equip managers from both the private and public sector with skills to design, develop, implement and manage HIV & AIDS workplace programmes with interventions including policies, prevention activities, treatment, care and support services to meet the needs of workers.

Course Focus

- Components of HIV & AIDS workplace programmes
- Legal, ethical and HIV & AIDS workplace policy issues
- Developing HIV & AIDS workplace policy
- Involving PLWHA in HIV & AIDS workplace programmes
- Peer education and counselling at the workplace
- Counselling, testing and self disclosure
- Reducing stigma and discrimination towards people living with HIV & AIDS (PLWHA) at the workplace
- Orientation on antiretroviral combination therapy
- Prevention of mother to child transmission of HIV
- Designing, planning and implementing HIV & AIDS workplace interventions
- Monitoring and evaluating HIV & AIDS workplace programmes

Course Benefits

By the end of the course, participants will be able to:

- Mobilise leadership within their workplace to initiate or strengthen the organisational response to HIV & AIDS;
- Develop and manage a comprehensive HIV & AIDS workplace programme to support prevention, treatment, care and support interventions at the workplace;
- Provide comprehensive education to strengthen access, adherence and compliance to antiretroviral therapy, and the continuum of care and support services for employees infected or affected by HIV & AIDS;
- Develop an organisational policy to implement an HIV & AIDS workplace programme within their organisation;
- Mainstreaming the workplace HIV&AIDS Programme into the Human Resource Policy of the organisation;
- Monitor and evaluate the implementation and impact of the HIV & AIDS workplace programme.

Audience

This course is designed for managers from private, public, and civil society organisations that either desire to initiate or strengthen their organisational response to HIV & AIDS at the workplace. Such managers may include health and safety managers, quality control managers, human resource, personnel and administration managers, labour union and industrial relations managers, medical, clinical and nursing officers, and AIDS control programme managers.

Tuition

US\$1,500



Advocacy for Reproductive Health and HIV & AIDS

2 – 13 June 2008, Nairobi

Advocacy has become a requisite tool for reproductive health and HIV & AIDS programme managers and service providers throughout the continent. As competition for scarce resources increases, advocacy skills become important tools in influencing the decision-making process regarding resource allocation.

This two-week course provides hands-on experience in designing, developing and setting indicators for monitoring and evaluating an advocacy campaign and strategy aimed at influencing policy change.

Course Focus

- Identifying problems, policy issues and solutions
- Setting advocacy goals and objectives
- Identifying and researching audiences
- Developing and delivering advocacy messages
- Using data to advocate for health policy development and planning
- Formal and informal decision-making processes
- Building alliances, networks and coalitions
- Self-development skills
- Effective presentations
- Resources mobilisation
- Monitoring and evaluating advocacy efforts

Course Benefits

At the end of the course, participants will be able to:

- Apply advocacy skills as a tool for change;
- Increase the effective use of data as evidence and a tool for advocacy;
- Design and implement a strategy for resource mobilization;
- Encourage a democratic process by providing people with the skills to make their voices heard;
- Influence policy.

Audience

This course targets people who wish to improve and use advocacy skills to achieve their personal and organisational goals in reproductive health policies and programmes. They will be programme managers and staff of government departments and NGOs who wish to influence policies in their agencies and/or communities, professionals in institutions, associations and networks involved in advocacy, researchers interested in promoting the utilization of their findings, trainers and lecturers who work with advocates.

Tuition

US\$1,500

Management of Integrated Community-Based Health Programmes

16 June – 4 July 2008, Nairobi

Today, communities are facing numerous health problems including HIV & AIDS, Malaria, Tuberculosis, childhood illnesses, pregnancy related complications, malnutrition and many other communicable diseases. Community-based health services have developed from an alternative delivery system for controlling communicable diseases and promoting maternal and child health. Good management is critical to the success of community based health care programmes. Strategic management skills are required to meet these challenges.

This three-week course provides hands-on skills needed to design, implement, supervise, monitor and evaluate integrated community-based Health care programmes. It also aims to enhance community participation in programmes.

Course Focus

- Introduction to Community-based Health care services
- Mobilizing Communities for Health and Social Change
- Community/Home- based HIV & AIDS services
- Community-based Reproductive Health
- Community-based Malaria Services
- Integrated Management of Childhood Illnesses (IMCI)
- Community-based Tuberculosis Services
- Management of Logistics
- Programme Design and Development
- Management of Community-based Health Programmes
- Becoming a Facilitator/Trainer

Course Benefits

By the end of the course participants will be able to:

- Discuss the concept of integrated community based health care programmes;
- Discuss the concept and rationale for community based health programmes in reference to current international health and development goals;
- Design, develop, and implement effective community based health care programmes;
- Promote community based participatory approaches to increase effectiveness of community based health programmes;
- Effectively use programme indicators to monitor and evaluate community based health care programmes.

Audience

This course targets personnel from Governments, NGOs, community-based organisations (CBOs), faith-based organisations (FBOs) currently supporting or coordinating community-based health programmes or intending to do so in the near future. Organisations are encouraged to send a group of managers/supervisors in order to reinforce teamwork in programmes.

Tuition

US\$ 2,200

Advances in Behaviour Change Communication for HIV & AIDS

14 July – 1 August 2008, Nairobi

Promoting positive behaviour change is a complex process requiring a thorough understanding of what motivates people to adopt or resist new behaviours. Behaviour change communication (BCC) approaches recognise that presenting facts alone does not guarantee behaviour change. Individuals are greatly influenced not only by their own knowledge about issues but also by social pressures exerted by their peers and the larger community including culture, societal norms, laws and policies. Human behaviour does not change in a linear manner. As people move to different stages or steps within the continuum of behaviour change, they require different information, messages and support. BCC strategies are therefore designed to accommodate the stage of behaviour adoption of an individual and to impart knowledge and skills and provide psychosocial support that individuals need to initiate and sustain change.

This course is designed to equip programme managers working in BCC programmes with skills to design and implement effective behaviour change communication interventions for HIV & AIDS programmes.



Course Focus

- Understanding Behaviour and Behaviour change
- Designing Effective Behaviour Change Communication Interventions for HIV & AIDS
- Developing Appropriate messages and Materials to promote Behaviour Change

Course Benefits

At the end of the course, participants will be able to:

- Develop effective behaviour change communication approaches for HIV & AIDS prevention, care and support interventions;
- Conduct behaviour analysis to identify motivators and inhibitors to behaviour change
- Conduct communication, stakeholder and audience analysis
- Develop and design appropriate messages and materials for HIV & AIDS prevention care and support interventions.

Audience

This course is designed for programme officers and managers working in the field of HIV & AIDS prevention and health education in various sectors including ministries of health, HIV & AIDS NGOs, reproductive health organisations, civil society and for-profit organisations. Programme Officers working for multi- and bi-lateral organisations that are responsible for providing technical assistance to national organisations or projects, will also benefit from this course.

Tuition

US\$2,200

Monitoring and Evaluation of HIV & AIDS Programmes

28 July – 15 August 2008, Nairobi

The funding for health services is continuously declining and the funding agencies are no longer satisfied with mere progress reports. There is also increased pressure on HIV & AIDS programme managers to be accountable, show impact, and carefully select areas of investments in order to maximize the impact of scarce resources. Thus, impact assessment has become a major step in the planning and implementation of HIV & AIDS programmes and monitoring of on-going projects has become an important internal management tool.

Unfortunately, the capacity to assess impact on an on-going basis and make the results of such assessment part of the continuous process of planning and implementing HIV & AIDS programmes is still weak in many developing countries. Although the demand for such training and skill building is very high, only few organisations offer such training in the region.

In response to this, CAFS has developed a three-week course to provide hands-on skills in designing and implementing monitoring and evaluation systems and tools in HIV & AIDS programmes. The course provides training in fundamentals of monitoring and evaluation tools and techniques.

Course Focus

- Monitoring and evaluation concepts and practices
- Logical framework for programme design
- Building performance monitoring and evaluation plans
- Selecting indicators
- Impact evaluation designs
- Collecting and analyzing monitoring data
- Utilization and feedback of M&E results
- Monitoring and evaluating behaviour change communication programmes
- Monitoring and evaluating home-based care programmes
- Monitoring and evaluating voluntary counselling and testing services
- Monitoring and evaluating prevention of mother-to child transmission programmes
- Monitoring and evaluating clinical care programmes
- Monitoring and evaluating orphans and vulnerable children programmes

Course Objectives

At the end of the course the participants will be able to:

- Design and implement monitoring and evaluation plans;
- Design and implement data collection and analysis for monitoring and evaluation;
- Develop indicators for the various HIV/AIDS interventions;
- Establish a monitoring and evaluation system.

Audience

This course targets professionals who wish to improve and use monitoring and evaluation skills to achieve their programme goals in HIV & AIDS. They will be programme managers, programme officers in charge of monitoring and evaluation, and staff of government departments and NGOs who wish to improve their reporting systems and promote impact assessment.

Tuition

US\$ 2,200

Supervising HIV & AIDS Services

18 – 29 August 2008, Nairobi

One of the primary responsibilities of a supervisor of HIV & AIDS services is to improve the performance of people. A supervisor of health services works to make sure that those in need of healthcare receive high quality services from those who provide them. Good supervision increases the competence and satisfaction of providers, which improves the performance of the facility, which in turn increases the well-being and satisfaction of the clients.

The purpose of this course is to assist the HIV & AIDS supervisor in using a performance and quality improvement approach to guide, assist, train, and encourage staff to improve their performance and provide high quality health services. It is organised around a step-by-step process that is useful for all supervisors, particularly the new supervisor. The process can be used to solve specific performance-related gaps in delivery of HIV & AIDS prevention, treatment care and support services and thereby improve health services. It can also be used to plan and initiate new HIV & AIDS services.

This two-week course focuses on supportive supervision techniques and provides updates on Voluntary Counseling and testing (VCT), Prevention of Mother-to-Child Transmission of HIV (PMTCT), Antiretroviral Therapy (ART) and Management of opportunistic Infections (OIs). The participant will also be exposed to practical application of HIV & AIDS supervision protocols in clinical settings.

Course Focus

- Overview of the HIV pandemic in sub-Saharan Africa
- Supportive supervision
- Technical updates

Course Benefits

At the end of the course, the participant will be able to:

- Work with HIV & AIDS providers;
- Define desired performance for HIV & AIDS healthcare delivery;
- Assess performance of HIV & AIDS providers;
- Find root causes of performance gaps in HIV & AIDS services;
- Select and implement appropriate interventions to improve performance of HIV & AIDS providers;
- Apply supportive supervision skills while Working with HIV & AIDS providers;
- Monitor and evaluate performance.

Audience

This course targets supervisors of HIV & AIDS services at national, provincial, district and facility levels. They will be programme managers and staff of National AIDS Control Councils, Ministries of Health and Non-governmental Organisations responsible for improving the performance of HIV & AIDS providers in clinical settings.

Tuition

US\$ 1,500



Promoting Gender and Rights in Reproductive Health and HIV&AIDS

13 – 31 October 2008, Nairobi

CAFS is a regional collaborating centre of the World Health Organisation (WHO) in its worldwide effort to improve the quality and scope of reproductive health. Launched in 1996, "Operationalising Cairo and Beijing: A Training Initiative in Gender and Reproductive Health" is a collaboration of the WHO Secretariat, Women's Health Project of the University of Witwatersrand and the Harvard School of Public Health.

The Initiative offers a three-week core curriculum in gender and rights in reproductive health and HIV & AIDS for senior programme managers, planners, and policy-makers. The course uses a unique format of core modules and regional case-material. The content has been adapted to highlight regional priorities and current controversies in diverse countries in relation to the MDGs and the ICPD and Beijing Plans of Action in the context of HIV & AIDS.

Course Focus

- The gender concept and reproductive health
- Gender analysis
- Gender policy approaches
- Social determinants of health
- Gender mainstreaming in RH and HIV & AIDS programmes
- Health systems analysis
- Sexual and reproductive rights
- Gender and HIV & AIDS

Course Benefits

At the end of the course, participants will be able to:

- conduct gender analysis in reproductive health and HIV & AIDS;
- advocate for gender-responsive policies and programmes;
- apply gender analysis to their own health systems, examining determinants of health, health policy formulation, implementation, monitoring and evaluation;
- use gender sensitive research for policy and programme development.

Audience

The course is suitable for both senior and middle-level managers, planners and policy-makers. They will be individuals directly responsible for influencing or making policies to implement the MDGs and the Cairo and Beijing Programmes of Action. The course is beneficial for participants from both public and NGO sectors.

Tuition

US\$2,200

Managing HIV & AIDS and Reproductive Health Programmes

10 - 28 November 2008, Nairobi

Throughout Africa dynamic managers of Reproductive Health and HIV & AIDS Programmes are seeking practical assistance in managing their organisations and Programmes. The reality of the HIV & AIDS epidemic requires that Reproductive Health and HIV & AIDS Programmes are well designed and managed in order to achieve desired results. While prevention of HIV infection remains the most important approach to the control of the epidemic, care and support for the infected and affected is becoming crucial. This course provides state-of-the-art guidance to Reproductive Health and HIV&AIDS Programme Managers who are dedicated to achieving organisation and programme success through modern management techniques.

Course Focus

- The situation of Reproductive Health and HIV and AIDS
- Targeted HIV & AIDS Interventions
- Sector wide approach (SWAP) to the Reproductive Health and HIV & AIDS Programmes
- Understanding Your Organisation
- Understanding Management
- Developing Your Managerial Skills
- Team Building
- Policy Development
- Strategic Planning
- Programme Design and Development
- Financial Management
- Learning Organisations
- Facilitation Skills
- People Management
- Building Strategic Alliances in Reproductive Health and HIV & AIDS

Course Benefits

By the end of this course, participants will learn to:

- Understand emerging trends in development and management of interventions
- Analyse trends, contributory factors and impact of HIV & AIDS;
- Develop targeted Reproductive Health and HIV & AIDS interventions;
- Use strategic programme management skills to enhance the effectiveness of Reproductive Health and HIV & AIDS interventions;
- Apply prudent management skills to build and strengthen strategic multi-sectoral alliances for effective Reproductive Health and HIV & AIDS Programmes.

Audience

This course is designed for potential and current programme managers in the field of HIV & AIDS in various sectors including the government, NGO and private sectors. These are people responsible for coordination and day-to-day implementation of HIV & AIDS programmes within their organisations. Programme officers and advisors working for multi and bi-lateral organisations responsible for providing technical assistance to national or community-based organisations will benefit from this course.

Tuition

US\$2,200



CAFS courses offered in French in Lomé, Togo

Cours en Français en 2008

**Communication pour le Changement de Comportement dans la Lutte contre le VIH/SIDA,
la Tuberculose et le Paludisme**

07 – 18 Avril 2008, Lomé

Politique et Stratégies Nationales d'intégration du Genre

21 Avril – 02 Mai 2008, Lomé

**Renforcement des Capacités de Management et de Leadership
pour les Programmes et Développement**

12 – 23 Mai 2008, Lomé

Plaidoyer et Mobilisation des Ressources

26 – 30 Mai 2008, Lomé

Communiquer Efficacement avec les Jeunes en matière de Santé Sexuelle et Reproductive

09 – 20 Juin 2008, Lomé

Politique de Population et Stratégie Nationale de Réduction de la Pauvreté

30 Juin – 18 Juillet 2008, Lomé

Gestion des Programmes de Santé

11 – 29 Août 2008, Lomé

Formation des Formateurs pour les Programmes de Développement

06 – 17 Octobre 2008, Lomé

Gestion des Programmes du VIH/SIDA sur le Lieu de Travail

10 – 14 Novembre 2008, Lomé

Bonne Gouvernance pour le Développement

24 – 28 Novembre 2008, Lomé

For the above courses apply to:
Chef du Bureau Régional du CEFA
BP 80529, Lomé, Togo
Tél. : 228-222 36 40
Fax : 228-222 35 87
Email: cefa@cefalome.org

How to Apply

Application Form

Applicants should complete the course application form in detail and mail to:

The Director, CAFS

CAFS Centre, Mara Road, Upperhill
P.O. Box 60054
00200 Nairobi, Kenya
Tel.: (254-20) 2731479/2725641
Cell: (254) (0) 722 205 179 /733 601 765
Fax: (254-20) 273 1489
E-mail: courses@cafs.org

Funding

Applicants are advised to seek financial assistance from bilateral and multilateral agencies and organisations operating in their own countries such as USAID, CIDA, UNFPA, FAO, and GTZ. In order to reserve a place in one of CAFS' courses, it is advisable to indicate confirmed funding at least six weeks before commencement of the course. Participants are advised to ensure that payments are made by the sponsoring agency before the training programme begins. Cheques in favour of CAFS should be mailed to the address stated above. Payments by telegraphic transfer should be made to the following account:

Centre for African Family Studies (CAFS)

CAFS/ Account No. 100848-112
CITIBANK N.A., Upper Hill Road, Nairobi
Swiftcode CITI KENA
Nairobi, KENYA

Tuition

Tuition covers administrative and instructional costs, text, materials, supplies, health insurance, field trips, airport pick-up and drop-off and certificate awards.

Air Travel and Per Diem

Airfare, transit expenses and per diem are the responsibility of the sponsoring organisation.

Accommodation

Participants are responsible for meeting the costs of their accommodation, meals and other incidentals. CAFS recommends that all participants stay at the course venue—half board rate (covering bed, breakfast and lunch) is approximately US\$80.



**Centre for African Family Studies (CAFS)
Centre D'Etudes de la Famille Africaine (CEFA)**

COURSE APPLICATION FORM/FORMULAIRE DE CANDIDATURE AUX COURS

TEAR HERE

01. GENERAL INFORMATION/INFORMATIONS GENERALES

Course Applied for/Cours demandé			
Last name/ Nom de famille	First Name/Prénom		
Date of Birth/ Date de naissance	Sex/ Sexe		
Organisation Name/ Nom de votre organisme	Title at Work/ Titre		
P.O. Box/B.P.	Physical Address/ Adresse Physique		
Telephone	Fax		
City/ Ville	Country/ Pays		
Email	Internet	http://	

02. EDUCATION/FORMATION (Begin with most recent and include short-term or professional training/
Enumérez les formations et stages suivis en commençant par les plus récents)

Institution	Subject/Discipline	DateDiplôme/Certificat	Degree/Certificate/

03. WORK EXPERIENCE (List current position first)
EXPERIENCE PROFESSIONNELLE (Commencez par votre poste actuel)

Agency/Agence	Position/Titre	Dates From/to- De/A	Location/Lieu

04. CURRENT JOB RESPONSIBILITIES/FONCTIONS ACTUELLES

05. EXPECTATIONS/ (Please specify the skills you hope to acquire from this course)/
ATTENTES (Veuillez préciser les connaissances que vous espérez acquérir au cours de ce stage)

**06. HOW DID YOU LEARN ABOUT CAFS TRAINING COURSES? TICK ONE/
COMMENT AVEZ-VOUS ETE INFORME DES COURS DU CEFA ? SPECIFIEZ**

i.	Mail from CAFS/Courrier	Name of CAFS staff/Personnel du CEFA (nom) :
ii.	Donor/ Bailleur de fond	Name of donor/Spécifiez :
iii.	Internet	Which Web Site?/ Quel site Web ? :
iv.	CAFS' Publication/ Publication du CEFA	Title of publication/Titre de publication :
v.	Advert/ Annonce publicitaire	Which newspaper/Quel journal ? :
vi.	Alumni/ Anciens participants	Indicate organisation/Indiquer l'organisation :
vii.	Other/ Autre	Specify/Spécifiez :

07. PLEASE INDICATE THE NAME AND ADDRESS OF THE ORGANISATION THAT HAS AGREED TO PAY FOR YOU PARTICIPATION/ VEUILLEZ INDIQUER LE NOM ET L'ADRESSE DE L'AGENCE QUI A ACCEPTE DE PAYER VOS FRAIS DE PARTICIPATION

Organisation:	Contact Person/Personne contact:
P.O Box. No/B.P.:	City/ Ville:
Country/Pays:	Email:
Telephone/Téléphone:	Fax:

To the best of my knowledge the information supplied above is correct and true/
Je certifie que les informations données ci-dessus sont correctes

Applicant's Signature/Signature du candidat

Date:

08. AS A SUPERVISOR, PLEASE INDICATE WHAT YOUR ORGANISATION EXPECTS TO BENEFIT FROM THIS COURSE/ IL EST DEMANDE AU SUPERIEUR HIERARCHIQUE DE PRECISER LES CON NAISSANCES QUE L'ORGANISATION COMPTE ACQUERIR A TRAVERS LE CANDIDAT

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