![image](punto sud logo) Academy
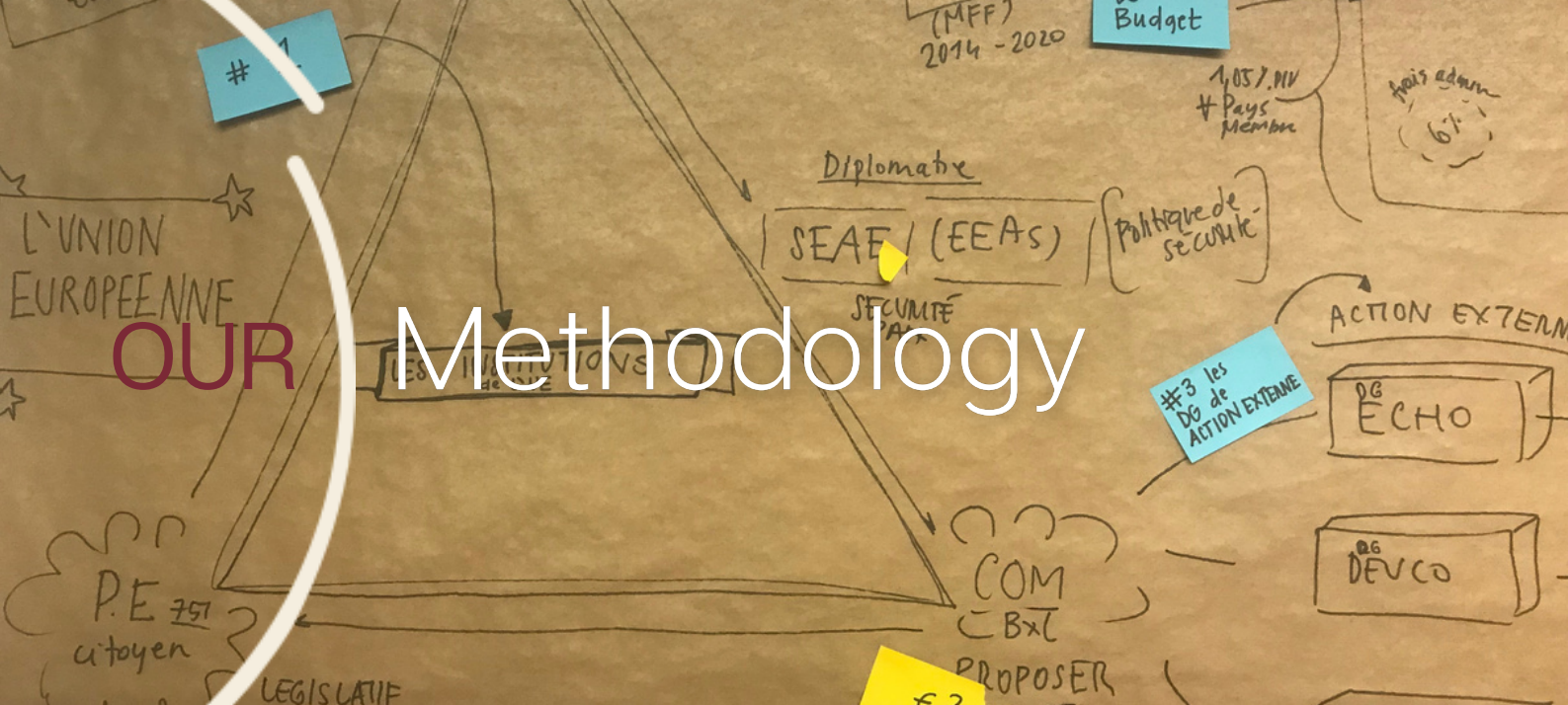
Course catalogue
2023

A **learning hub** for international cooperation and humanitarian aid programmes.

The **PuntoSud Academy** is the PuntoSud learning hub.

Its main objective is to support and grow the capacities of **development cooperation and humanitarian aid professionals** working for NGOs, UN agencies, European Commission, Member States' national agencies in managing their projects and programmes.

Through its activities, the Academy aims at **raising knowledge and empowering organisations** in developing their internal control systems. It also focuses at making **cooperation among grant-recipients and with donor agencies** more efficient and collaborative to ensure a more efficient use of resources.

Since 2008, the Academy is the **official partner of the European Commission** for the provision of training and helpdesk services to all DG ECHO's partners and staff.

OUR Methodology

With over 20 years of expertise, the **PuntoSud Academy** methodology is based on its long-standing and successful experience in designing and delivering training services worldwide.

Its training programs are based on **experimental** and **adult learning approaches** that can be summarised through the following best practices:

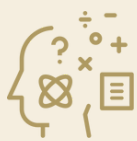## Our formula for learning

- Use of emotion
- Converting theory into practice
- Creation instead of consumption
- Fostering new attitudes
- Building on existing knowledge
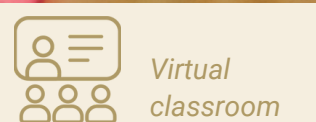- Anchoring key concepts through repetition
- Interaction is critical

academy.puntosud.org

OUR Virtual Courses

Get EU Grants: writing successful proposals

Virtual classroom

4 sessions 4 hours each

This course provides **practical guidance** on how to prepare **compelling project proposals** and obtain funding from the EU for development cooperation programs.

It explores the **EU funding and programming system** and how to establish a **fruitful relationship** with the EC and the EU delegations. It focuses on how to deal with calls for proposals and on the **information to be provided** at each stage of the application process (i.e. concept note and full application). Finally, it allows participants to get tips from PuntoSud experts on how to draft a realistic **budget,** in line with the EU requirements.
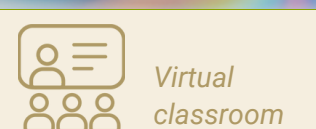
🔗 *Click to read more about the course*

Financial management of EU Grants

Virtual classroom

3 sessions 4 hours each

This course covers everything you need to know about the financial management of EU-funded projects starting from the preparation of a **suitable** and **realistic budget** and a **procurement plan,** in compliance with EU applicable rules. The course also aims to enhance participants' knowledge and tools for **monitoring project expenditure** to ensure the **eligibility** of all the costs and the collection of all needed **supporting documents**. Moreover, it focuses on how to manage **budget modifications** and draft **financial reports.** Finally, it seeks to help organisations to properly prepare and deal with **expenditure verifications** and possible **audits.**
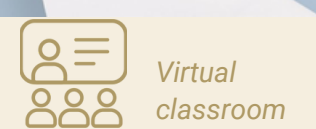
🔗 *Click to read more about the course*

Result-based planning and management

Virtual classroom

3 sessions 4 hours each

In the last 30 years, manuals and donor guidelines have been making a great effort to introduce different planning & management methods, like ZOPP, RBM, Logframe Approach, ToC, etc. The question is **'what should we do today' with this massive theoretical evolution?'**. The course aims to respond to this question by providing an overview of the most common planning & management methods and by accompanying participants in **linking PCM, RBM and ToC,** for the benefit of **clear evidence of project achievements and of change**.

🔗 *Click to read more about the course*

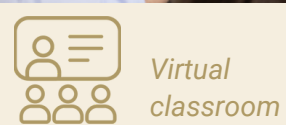## Monitoring and Evaluation in EU funded projects

Virtual classroom

2 sessions 4 hours each

This course guides participants through the set up and management of **M&E systems** within EU-funded projects. It provides practical tips and step-by-step guidance for the development of adequate M&E **tools,** starting from a good logframe with relevant and measurable indicators. It focuses on the **methods of collection, analysis and use of data** to make sure the action is on track and achieves the expected results. It goes through the **different types of M&E exercises** and discloses how to prepare relevant **Terms of References**. Finally, it shows how M&E can feed the organisation' **reporting, communication and learning processes**.
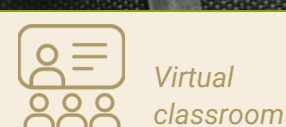
Click to read more about the course

Reporting on the implementation of EU Grants

Virtual classroom

2 sessions 4 hours each

This course discloses all the aspects related to reporting on EU Grants **according to the PRAG** rules. It focuses on the main **EU requirements, deadline** and **templates** for the preparation of **narrative reports**, keeping focused on results, responding to the EU expectations and communicating all the occurred changes in a proper way. The course shows also the **steps** to be followed to **prepare accurate financial reports** and to provide the needed information related to project expenditure. Finally, it clearly explains the **EU payment procedures** and **currency conversion** rules and practices for reporting.

Click to read more about the course

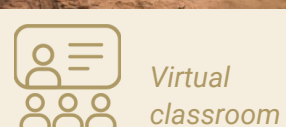## Managing ECHO Humanitarian Actions

Virtual classroom

3 sessions 6 hours each

This course is focused on the **European Union Humanitarian Aid Action** and its main objectives.
It provides in-depth and practical knowledge about the **Partnership 2021 – 2027** and **its main provisions**.
Part of the course is dedicated to the logic behind the **Single Form format,** how to properly complete and submit it and **how to manage** (and report on) the ECHO funded action.
The course finaly aims at making participants able to ensure **compliance** with the donor's rules and an **adequate, effective, equitable and flexible delivery of aid**.
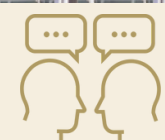
Click to read more about the course

OUR Face To Face

Become a master of contractual and financial management of EU Grants under the PRAG rules

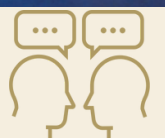Face To Face | 3 days 7 hours each

The course provides a specific and practical overview of **all the rules and procedures** applicable to EU Grants under the **PRAG**. It makes use of case studies, good and bad examples from the real life. The course aims at sharing **best practices practical experiences** also from the participants to solve all types of issues and challenges related to the implementation of EU-funded projects: e.g. **procurement,** procedures for possible **amendements, M&E tools,** ensuring **cost eligibility** and **EU visibility, reporting**. It also provides useful tips for establishing fruitful **partnership and coordination** mechanisms with the EC or EU delegations and other actors on the ground.

🔗 *Click to read more about the course*

Gestione finanziaria dei Grant dell'Unione Europea secondo la PRAG

Face To Face | 2 days 7 hours each

Questo corso è pensato per accompagnare i partecipanti nella **preparazione del budget di** progetto realistico e conforme ai principi di eleggibilità previsti dall'UE. Il corso presenta tutte le regole relative all'**acquisto** di forniture, servizi e lavori in modo da predisporre un piano di acquisti adeguato. Permette inoltre di acquisire conoscenze e strumenti per **monitorare le spese** del progetto, garantendo l'**ammissibilità dei costi** e la raccolta di tutti i documenti giustificativi necessari. Il corso presenta inoltre le regole per richiedere eventuali **modifiche al budget** e fornisce una guida per la preparazione di un **report finanziario** e per prepararsi alla **verifica delle spese.**

🔗 *Click to read more about the course*

Approaching the EU as a donor

Face To Face | 1 day 7 hours

Applying for EU funding has not only to do with organisations' capacity of writing good project proposals. It is a matter of **institutional knowledge**, of being aware of the **EU priorities** in a given sector or area of intervention. It also entails a solid and continuous **collaboration with EU staff** both at field and HQ level, ensuring that the organization has something relevant to share and move forward. This course provides all the details about the **EU funding processes and trends**, shares tips and on how to build a **collaboration strategy with the EU** and adopt a **proactive attitude** towards the relevant EU interlocutors.

🔗 *Click to read more about the course*

OUR eLearning

All you need to know about financial support to third partes

This course provides all the information needed to **design, select, award, manage, monitor and report** on financial support to third parties.

It provides for download the **formats and the templates** (developed by PuntoSud) that are needed in each phase of the process (e.g. Guidelines for applicants of a call for proposals, formats to be used by the third parties at proposal and reporting stages, contracts to be signed with the third parties).

Finally, it gives practical tips and tools to **ensure compliance** with EU applicable rules.

eLearning | 3hrs 30mins

🔗 *Click to read more about the course*

Be prepared for EU project expenditure verifications

This course goes through the experience of a fictional NGO whose staff is going to face an expenditure verification and want to **avoid the risk of ineligibility** of costs.

It focuses on how an expenditure verification is conducted, what can be expected from auditors, how to ensure that all the required **information** and **supporting documents** are **available**, well **organised** and **compliant** with Auditors' requirements.

eLearning | 3hrs 30mins

🔗 *Click to read more about the course*

Getting fear out of EU procurement

This course consists of a guide throughout the different phases of **procurement processes** in the framework of EU Grants.

It helps familiarising with **procurement principles** and terminology and shows how to translate them into practical procedures.

It goes through the essential steps of drafting procurement plans and **provides guidelines** and ready-to-use **checklists** and **templates** for the different procurement processes.

eLearning | 2hrs

🔗 *Click to read more about the course*

Creating and implementing an effective Code of Conduct

eLearning | 1hr 30mins

Having a code of conduct is one of the requirements that must be met to receive EU grants.

This eLearning is general guide for the **development and enforcement** of the organisations' code of conduct.

It provides an overview of the guiding **principles** and some tips to **put them into practice.**

It explains how the code should be **applied and monitored** and the importance of keeping it **updated** during the time.

🔗 *Click to read more about the course*

Dealing with simplified cost options

eLearning | 1 hr

In the last years, the DG INTPA and DG NEAR gave grant applicants the possibility to present budgets including simplified cost options. The main aim is to simplify and **reduce administrative burdens**. However, many organisations often encounter difficulties in their practical use, when it comes to cost calculation and eligibility of costs and need to familiarise with EU requirements. This short eLearning aims at giving a **practical guide** on the **use of Simplified Cost Options**, from **proposal** to **reporting** and **expenditure verification** stages.

🔗 *Click to read more about the course*

OUR Webinars

How to design financial support to third parties activities

As several EU Calls for Proposals include the 'Financial Support to Third Parties' (FSTP) activity as an **essential component** of the projects, this course wishes to explore what exactly FSTP is, its **main aim** and **how to include** this component in project proposals. The webinar goes through the Guidelines for Applicants to understand which are the **requirements** to comply. It also aims to discover which **information** should be provided both in the Application formats and in the budget. Finally, it provides an expert to answer all the participants' questions and share the lessons learned over the course of PuntoSud long experience in this field.

🎧 Webinar   ⏱ 1 hr 30 mins

🔗 *Click to read more about the course*

OUR Learning plans

Mastering winning proposals and EU Grants management

🔗 *Click to read more about the course*

Mastering financial management of EU Grants

🔗 *Click to read more about the course*

DG ECHO PARTNERS

All **DG ECHO Partners** can also benefit from the courses that the PuntoSud Academy and the member of its consortium developed on behalf of the DG ECHO.

The available courses cover all procedural aspects that are relevant for the management of a DG ECHO funded Action such as the MGA and its annexes, financial management, working with partners, proposal drafting and reporting using the Single Form, the Audit process, etc.

They also include gender, resilience, logistics, and greening Humanitarian aid intervention policies.

These courses are offered for free to all DG ECHO partners, however, in case you need a tailor-made solution for the staff of your organisation, you can contact the Academy for the delivery of an ad-hoc In-House course.

Click **here** to see the entire training offer dedicated to the DG ECHO operations.

OUR IN-HOUSE TRAINING

Courses tailored
for your organisation, delivered at your offices

If several people have the same training needs, or if you want to **develop the knowledge and skills of your staff or board** in a particular area, then an in-house programme is likely to be the most effective training option.

All the courses proposed in this catalogue can be delivered as face-to-face or virtual classroom sessions or other options can be explored to address your specific needs.

PuntoSud Academy trainers will bring their knowledge and experience to you, saving you time and money and providing completely flexible solutions.

OUR LEARNING SOLUTIONS

Webinar

Virtual classroom

Face to Face

eLearning

More info on our website: **academy.puntosud.org/in-house**

WHEN you can benefit from our in-house solutions

● You would like to **increase the amount of EU funds** your organisation manages, and to do that, your staff needs to know exactly how to approach this donor, apply for its funding and write successful proposals.

● You are currently managing EU grants and you need to **improve your understanding**, skills and capacities, as well as those of your implementing partners' staff, with regards to **EU rules and procedures**.

● You are at the **starting phase of an EU-funded project** and you would like the project team to be aware of the contractual obligations that this grant contract will entail and how they should work in order to **ensure full compliance** with the donor's rules.

● You've had a bad experience with an **EU audit / expenditure verification** and you want to ensure that you'll be better prepared next time.

● You want to increase the capacities and skills of your organisation concerning topics such as **PCM, monitoring, internal controls, accountability, proposal writing**, etc.

● You want to **convert your internal procedures and policy** into an appealing interactive **eLearning module** that allows you to easily train your staff and track its performance.

● You would like to organise a **capacity development programme** or a **training for trainers** within one of your projects and you need support.

More info on our website: **academy.puntosud.org/in-house**

Our selected Client & Partners

OUR Community

If you are a professional within the sector, searching for a place that allows you to stay **UP TO DATE** on important **changes** and novelties related to **EU rules and procedure** and looking to **SHARE** with other professionals the tips, insights, innovations and recommendations that could **facilitate the management of EU-funded development projects**, then you are in the right place!

WHAT DOES THE HUB OFFER?

Document Repository

Forum and Discussions

Notification System

Webinars and Q&A Sessions

Helpdesk

FAQ

More info on our website: **academy.puntosud.org/community**

BOOKING OUR COURSES ON:

🔗 academy.puntosud.org

MORE INFO:

support@academy.puntosud.org