



Vishwa Yuvak Kendra

**BOSCH INDIA  
FOUNDATION**

Project

# Sashakt NGO Capacity Building

Training on

**NGO Governance, Resource Mobilization,  
Reporting and Documentation**



# Overview

Non-Governmental Organizations (NGOs) are service-oriented organizations that bring people together for constructive community work. Their autonomy often leads them to enjoy high levels of public trust, and they can thus raise the concerns of the society on a wider scale.

The “NGO Capacity Building” program collaboratively designed by Bosch India Foundation (BIF) and Vishwa Yuvak Kendra (VYK) are typically aimed at increasing the organizational efficiency and effectiveness of NGOs and community service organizations. It aims to serve as an ideal course for target participants, which include higher and middle managers from the NGO sector.

This course will provide detailed information about the development sector, such as NGO formation and management, stakeholder engagement, reporting and documentation, financial management and resource mobilization. It will also give an exposure to Corporate Social Responsibility (CSR) in the current national context.

Using this brochure, you will be able to learn about the programme structure, course contents (divided into three modules), training methodology, expected outcomes, resource persons, and the enrolment process. We hope to have nominations from your NGO and are confident that the participants will significantly benefit from this program.



## Programme Objectives

The objective of the training programme is to enhance the knowledge, awareness and basic skills of participants on NGO Governance & Management and its sustainability. The comprehensive learning objectives of this project include providing the participants with:

|    |  |
|----|--|
| 1. | Managerial Concepts on NGO Governance                          |
| 2. | Tools and Techniques for Building Organization Sustainability  |
| 3. | Enhancing the Skill sets of grass-root level Community Workers |
| 4. | Fundraising Strategies   |
| 5. | CSR - Related Compliance                                       |
| 6. | Reporting and Documentation Structures                         |
| 7. | Various ICT Tools and Techniques to reach out to the masses    |

## Target Audience

Project **Sashakt** targets program managers, team leaders, professionals and functionaries working in development sector. This training programme will benefit its participants by equipping them with relevant skills on the management of NGOs. Since the training is residential in nature, around 60 participants will be provided the opportunity to attend the training. Representation would be encouraged from Differently - Able and other marginalized sections as well.

## Eligibility

- o Functionaries of registered NGOs (Society / Trust / Section - 8 Company).
- o Understanding and functional knowledge of both English and Hindi languages.
- o Educational qualification preferably a graduate & above.
- o Minimum 2 years of working experience in development sector.

# Programme Structure

## NGO Capacity Building

### Module 1

NGO Governance and  
Due Diligence

5 days

(22 - 26 November 2022)

### Module 2

Resource Mobilization  
and Documentation

5 days

(19 - 23 December 2022)

### Module 3

Skill Employability & Reporting

4 days

(6 - 9 February 2023)

**Certificate by Bosch and VYK**  
(after successful completion of all the three modules)



## Apex Body



**Ms. Sakina Baker**  
Head-CSR, Bosch Limited &  
Bosch India Foundation



**Mr. Uday Shankar Singh**  
Chief Executive Officer  
Vishwa Yuvak Kendra

## Coordination Team



**Ms. Mukta Bhardwaj**  
Programme Officer  
Vishwa Yuvak Kendra



**Ms. Sweety**  
Bosch  
CSR Team

# Course Contents

The following topics shall be covered during the three modules of this programme:

## Module-1 (M1)



## Module-2 (M2)

# Resource Mobilization and Documentation

### 1. Resource Mapping and Funding Ecosystem

- Resource Mapping
- Fundraising Strategy and Plan
- Funding Landscape - National & International  
(a) INGOs (b) Government (c) CSR (d) Others (e) Individuals
- Organizational Preparedness for Fund Raising & RM
- Strategy & Tools

### 2. Community based Project Planning (PPP- Participatory Project Planning)

- PNA - Project Need Assessment
- Contextual and Problem Analysis
- Defining Change and Result Hierarchy
- Project Strategies and Intervention Plan
- Project Budgeting
- Project M&E (Monitoring & Evaluation) and Documentation
- Risks and Sustainability Plan

### 3. Writing Impact Driven Proposals (Framework)

- Concept Note vs. Proposal framework
- Presentation & Articulation of proposal to different Donors
- Approaching Donors, Communication & Negotiation

### 4. Documentation & Effective Report Writing

- Documentation - Project  
(a) Legal (b) Program (c) Financial
- Framework / Structure of various reports
- Audio Visual Documentation
- Process Documentation
- Indicator based Project Reporting (Result Based Reporting)

## Module-3 (M3)

# Skill Employability & Reporting

### Organizational Sustainability

- Organizational Development Plan
- Sustainability & Succession Plan
- Effective Communication & Marketing Skills

### Effective Communication & Report Writing

- Project Reports
- Progress Reports
- M&E Reports
- Case Studies & Success Stories

### Organizational Memory & Information Management

- MIS & Data Management
- Report Presentation
- Data Processing & Retrieval System

### Institutional Strengthening & Capacity Building

- Staff Capacity Building
- Upgrading Skills & System Thinking
- Mentoring, Coaching & Supportive Supervision
- Presentation Skills

## Training Methodology

This **residential** training shall be conducted using diverse methods and tools following the principles of adult and experiential learnings.

Formal In-Class Interaction

PPT / Documentary Presentation

Case Studies

Group Activities

Experience Sharing

The training will be delivered in both English and Hindi languages for better understanding of the participants.



## Expected Outcomes

Enhancement of skills at various levels of management

Understanding of resource mobilization techniques and the various avenues available for the same

Knowledge of latest tools and techniques for reporting and documentation

Since the themes and sub-themes related to NGO governance and management, resource mobilization and documentation are vast and interlinked, same set of participants would be selected for all three modules so that they have a holistic understanding of the entire process.

## Enrollment Process

- Enrollment to this programme is highly competitive and hence we invite nominations from different NGOs who can nominate members of their team to join this training.
- They could be chief functionaries and middle managers from the NGO sectors.
- Interested NGOs can send an email to [mukta@vykonline.org](mailto:mukta@vykonline.org) (Ms. Mukta Bhardwaj) and subsequently the registration link will be shared with you.
- Please note there are only limited seats available and nominations will be available on first come first serve basis.
- Although there is no fee to attend the training program, since it has been waived off as part of Project **Sashakt**, which is supported by Bosch India Foundation. **Thus, there is no fee to attend this training programme.**
- The last date for accepting nominations is 31st October 2022.

**For further details please contact**  
Ms. Mukta Bhardwaj  
Email: [mukta@vykonline.org](mailto:mukta@vykonline.org)  
Mobile/Whatsapp: +91 - 73038 83801

## Resource Persons

Project **Sashakt** is fortunate to have a panel of highly accomplished and experienced resource persons who will be training participants. They come from various backgrounds including NGO Management, Finance and Accounting, Marketing and Communications, Corporate and Government Relations. VYK and Bosch India Foundation also ensures that quality resource material is offered to the participants, which are in line with current and emerging NGO Management context.



### **Dr. Harish Vasishth**

Executive Director- Credibility Alliance

Harish is the Executive Director at Credibility Alliance, a national consortium of Non-Profit in India and India partner of International Committee on Fund Raising Organization (ICFO). National Resource Person at NIRD NRLM Cell, Ministry of Rural Development, Government of India. Leading practitioner of Participatory methodologies, Project management and Evaluations, Governance and Social Inclusion in India. Member of International Norms Committee, Good Weave International USA, Member of International Committee of Fundraising Organizations and executive board member of many National and International NPOs.



### **Dr. K K Bandyopadhyay**

Director- PRIA & Head PRIA International Academy

Kaustuv Kanti Bandyopadhyay is the Director at PRIA and Head PRIA International Academy (PIA). He has more than 30 years of working experience with non-profit organizations, research institutes and universities. He is a leading expert on citizen participation and social accountability in urban governance. Over the three decades, Kaustuv has provided capacity building support to hundreds of non-profit organizations in many Asian countries with particular focus on organization development, strategic planning, participatory monitoring and evaluation, participatory training methodology and participatory research.



### **Ms. Gayatri Subramaniam**

Director- Association of Women in Business

Gayatri Subramaniam is the Director of Association for Women in Business. She played a major role in establishing National Foundation for Corporate Social Responsibility (NFCRSR), a unique platform created for Government, Corporates and NGOs for taking up development and sustainable initiatives at national level. Member of CSR advisory Committees of CII and Delhi Management Association. Involved in the development of National Voluntary Guidelines for Social, Economic and Environmental Responsibilities of business (NVGs) and Business Responsibility Reporting Framework (BRR) that was mandated by SEBI.



**Mr. Rajneesh Singh,**  
Managing Partner- SimplyHR Solutions LLP

Rajneesh is the Managing Partner of SimplyHR Solutions LLP. His professional experience of 31 years spans across Consulting (National Productivity Council), Manufacturing (Eicher Motors & Hindalco), FMCG (Gillette incl Duracell), Telecom (Vodafone), Hospitality (Oberoi Group of Hotels) and Media (Network18). He is a HR Generalist with exposure in each domain of HR. His core capabilities lie in Culture Building, Talent Management, Employee Engagement, Learning & Development and IR. Under his leadership, SimplyHR has been listed among the 20 Most Promising HR Outsourcing companies in India by SilicoIndia magazine in June 2015 and listed in the 25 Most Promising Human Capital Management Consultants in 2016 by Consultants Review magazine.



**Mr. Harsh Jaitli**  
CEO- Voluntary Action Network India (VANI)

An expert in policy planning and management, Harsh is at the helm of the organization. With an enriching experience of 30 years and having worked extensively in the social sector he brings richness of his expertise to organizational goals. With informed strategies and analytical thinking, he has created a pool of research studies and membership at VANI. He has worked on the themes like environment, health, local governance, Right to Information, organizational development etc. He has also driven his energies on institutional strengthening in the field of information resource management, financial management and project cycle management. Harsh has done a tremendous amount of work on occupational health related issues of workers in formal and informal sector.



**Mr. Dharam Rakshit**  
Head- Employee Relations, Hero MotoCorp Ltd.

Dharam Rakshit is the Head Employee Relations at Hero Moto Corp Ltd. and carries over two decades of experience in HR mainly working in manufacturing setups. Prior to joining Hero, Rakshit was heading the employee relations function at L&T's construction division. Backed by over 25 years of experience, Rakshit has expertise in Talent Management & Development, HR Strategy in Sync with Business Growth drivers, Change & Transformation, HR Policy design & agility, Building High Performance Driven Culture, Employee Relation & Transformation. Compliance & Governance are key deliverables & Competencies. He has a lot of exposure working in different geographies within and outside India.



### **Mr. Kunal Verma**

Chairman & Managing Director- Centre for Fundraising

Kunal is the Chairman and Managing Director for Centre for Fundraising. An international expert on development, fundraising, and sustainability with a special focus on Asia and India. In last one year, he has worked with over 17 Clients strategising, planning, training and guiding them to achieve their fundraising aspirations. He has an in-depth knowledge and understanding of the global fundraising practices and the key growth markets. He is a regular invitee to the board meetings as an independent director besides fundraising conferences, seminars and workshops. Kunal serves as an advisor to global non-profits and corporates, guiding them on creating sustainable partnerships and winning engagements.



### **Ms. Anjali Makhija**

Trustee and CEO- Sehgal Foundation

Anjali is the CEO at Sehgal Foundation a non-profit organization working towards strengthening the community-led development initiatives to achieve positive social, economic, and environmental change across rural India. She did her Masters in Social Work from DSSW and Leadership Foundational Principles certificate course by HarvardX. A Certified Corporate Director, Institute of Directors (IOD), Life member of National Association of Professional Social Workers in India (NAPSWI), President of Haryana Agriculture Council of Women's Indian Chamber of Commerce and Industry (WICCI), Internal Committee member for Marks and Spencer India Sourcing Office and member of advisory committee of University Outreach Program of Maharishi Dayanand University.



### **Mr. K P Rajendran**

Chief Executive- Society for Action in Community Health (SACH)

Rajendran is a development professional engaged in strengthening Civil Society Action in India. He is a Post-graduate in Economics and has done an Advanced Course in Urban Management from School of Public Policy, Birmingham University, UK. Rajendran has been engaged in a variety of issues of development, Public Health, Livelihoods, Civil Society Strengthening, Research and Institutional Development. Apart from pursuing development career with leading development agencies like Educational Resource Center, Aga Khan Foundation, Orbis International, Christian Children's Fund, he has also worked as Consultant to DFID, USAID, WHO- India, UNICEF Bihar, GIZ, SOS Kinderdorf International- Austria, Asia, and SOSCVI, CASA, HelpAge India, etc.



### **Mr. Anthony Chettri**

LEAD, Organizational & Programme Sustainability - IGSSS

Anthony is a qualified and trained social worker with over 15 years of experience in providing high quality technical support to social development projects that work with most marginalized communities. Anthony, started his career working from a grass root level organization and then rose to become lecturer in a social work college (Kathmandu, Nepal) as well as served at Senior Manager level with couple of National and International level social development organizations. He was previously Senior Manager- Livelihood at VSO and prior to that Head of Department- Programmes at Caritas India. Anthony has a Master Degree in Social Work (MSW) from the College of Social Work, Nirmala Niketan, University of Mumbai and Masters in Commerce (M. Com) from North Bengal University.



### **CA (Dr.) Subhajit Sahoo**

Founder & Principal Partner- S. Sahoo & Co. Chartered Accountants

CA Sahoo is the Founder & Principal Partner for S. Sahoo & Co. Chartered Accountants. Since his initial days as a Chartered Accountant, he was associated with many Charities as auditors. CA Sahoo was conferred with 'Man of Excellence Award- 2021' at India Achievers Forum. He has expertise in Project Implementation, Legal Consultant, Evaluator and Facilitator. Governance and Financial issues for NGOs in India, South Asia & Africa. He is a consultant to various International funding agencies, voluntary organizations and corporate foundations towards implementation of projects and evaluation of the same at various stages. He is actively engaged in facilitating workshops in various parts of India, Africa & South Asia as a resource person.



### **CA Anjani Kumar Sharma**

Co-founder & Director- Southern Accountability & Governance (SAGA) Pvt. Ltd.

CA Anjani is the Co-founder and Director for Southern Accountability & Governance (SAGA) Pvt. Ltd. He is a fellow member of Institute of Chartered Accountants of India and an advisor to leading corporate foundations, funding agencies, CSOs, Govt. Institutes and bodies, and universities. CA Anjani has authored various books and papers on subjects like Corporate Social Responsibility, Laws related to Charities in India, Taxation and Start-ups. He specialises in Legal, Governance, Financial Issues related to voluntary organizations. He is actively engaged in facilitating seminars, workshops, evaluations and investigations in various parts of South Asia. He has been on the board of companies like TATA Power Delhi, Reliance Infrastructure, Utility Companies amongst others.



**Mr. Yousuf Saeed**

Filmmaker, Researcher and Designer

Yousuf Saeed is the project director of Tasveer Ghar, an online archive of South Asia's popular visual culture. He is an independent filmmaker, designer and author based in New Delhi. His documentary films have screened on television as well as International film festivals and academic venues. His interest in research and documentation of the popular Sufi culture of India has led to a large collection of religious poster art, which culminated in a few exhibitions and a research-based book. Yousuf undertook a research and documentation project on printed images from early to mid-twentieth century Urdu literature using material from public and private collections in and around North India which culminated in a website.



**Mr. Julius Pascal Osta**

LEAD, Grant Support & Management Unit - IGSSS

Julius Pascal Osta is a B.Com graduate with Post Graduation Diploma in Management. He is a social development worker with 22 years of experience in the field. He commenced his career as a participatory facilitator and gradually groomed himself with different expertise. He draws his learning and experience working with the community in varied fields of social development. Before his association with IGSSS he has been working with different NGOs in different capacities and has rendered his services in different states of country. He was actively involved as a Core Team Member in designing of the Planning, Supportive Monitoring, Review, Documentation and Designing, as well as facilitation of training at all levels during Census of India 2011 and SECC 2011.



**Mr. Karn Kohli**

Fundraising Digital Analytics - UNICEF

Karn is currently looking after the digital fundraising verticals at UNICEF. Formerly he headed the Brand and Digital Marketing Department at Oxfam India. He did his PGDMA from Xavier Institute of Communications, Bombay with a special focus on Marketing, Advertising and Brand Communication. Previously worked in various capacities at Save the Children, The Yellow Door Store, The Communication Council and Interactive Avenue. He has been contributing to society for more than a decade besides managing the integrated marketing strategy, brand engagement, consumer acquisition, creative communication planning, online marketing & campaign planning for both non-profit and corporate brands.

## **BOSCH INDIA FOUNDATION**

### **About Bosch India Foundation (BIF)**

Bosch India Foundation, a CSR arm of Bosch India, was set up in 2008 to undertake and support activities focused on holistic and integrated community development & vocational training. Supported by various Bosch India entities, BIF currently has interventions in more than 220 villages located around Bosch plants and corporate offices across India.



***Vishwa Yuvak Kendra***

### **About Vishwa Yuvak Kendra (VYK)**

Vishwa Yuvak Kendra (VYK) is a non-government service oriented voluntary organization established in 1961. Former Prime Minister Shri. Morarji Desai was the founder chairman whereas Shri Ramkrishna Bajaj was the founder Managing Trustee. Since inception, it has been imparting training and capacitating youth in various fields such as agriculture, entrepreneurship, environment, NGO capacity building, women and youth empowerment, contributing to SDGs and nation building initiatives. The organization is engaged in nurturing the talent of youth right from its inception and also inculcating values of being responsible citizens equipped with the requisite leadership attributes and enable them to become change agents of socio-economic transformation.