

YOUR LOGO
HERE

**[Your
Ministry/Agency/
Authority's Name]**

[Title]

A Proposal to Cairo Initiative Institutional
Capacity development Program Implementer:

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Table of Contents

[Readers almost always look first at the table of contents to see how the proposal is structured. Make sure that all headings are easy to read, intuitive, and in a logical order.]

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1 Introduction

[This section formally introduces your Ministry/ Agency/ Authority and its business strategy along with human resources strategy and statistics. Include a brief summary of your objectives and priorities to benefit from the Cairo Initiative, and test your alignment with Cairo Initiative objectives and national challenges.]

2 Background/ Objectives

[Use this section to clearly state the problem that needs to be addressed, the ministry/agency/authority's benefits of effectively addressing its human capacity building needs through the Cairo Initiative to solve this problem

- Benefit 1
- Benefit 2
- Benefit 3]

3 Business Strategy

[This section is used to outline the ministry/agency/authority's long-term business strategy with attainable goals. It is required to well clarify the need for human resource capacity building and does it realistically lay-out the challenges the organization faces. The strategy has to comply with the shared USAID/GOE vision as expressed in the Cairo Initiative]

3.1 Vision/ Mission Statement

[This section is used to outline the Statement long-term desire for human resource capacity building and identify its compliance with the shared USAID/GOE vision as expressed in the Cairo Initiative]

3.2 Business Objectives

[Clearly describe the most important business objectives that will help emphasize your capacity building needs. Emphasize how the ministry/agency/authority has the experience and insights to address these objectives based on your expertise and past successful performance.

- Objective 1
- Objective 2
- Objective 3]

3.3 Organizational Analysis

[Use this section to describe systematic processes of the organization. These questions not only speak to the structure of the organization but of the capacity of the organization for the purpose of the training program. The culture of the organization should also be taken into consideration. Culture includes the beliefs, values, norms and management style of the organization. All this should align with the shared USAID/GOE vision as

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expressed in planning of the Cairo Initiative. The organization should be evaluated in the following manner:

- Organization's Structure
- Organization's beliefs, values, norms and management style
- Organization's Strengths
- Organizational Weaknesses]

4 Human Resources Analysis

[Use this section to specify if the training strategy reflect a sufficient human resource needs analysis. You have to describe the ministry/agency/authority's management capability for program implementation, selection of trainees, monitoring of trainees, and follow-up of trainees to state if you look to develop skills within the employee that will ensure long-term employability. You need to specify the ministry/agency/authority's recruitment strategy in place in terms of:

- Is this strategy flexible?
- Are systems in place for rapid or protracted responses?
- Is the organization sufficiently staffed to select trainees?
- Does the selection staff have demonstrable experience to select trainees?

Programs	M.Sc/MBA	Postdoctoral
Total		

[Table 1: **Human Resources Capacity Building Needs**]

5 Consequences and Solutions

[This section focuses on what are the expected deliverables of the CI trainees? How will those deliverables be measured? Who will report the results to CDM by when? What is the institution's plan to integrate the trainees/returnees in the workforce in a manner that allows skills use and retaining?]

6 Implementation and Evaluation

[While the previous section was primarily strategic, this section focuses on tactics and execution. Your goal is to build the steering committee's confidence that the ministry/agency/authority can achieve the desired objectives and benefits as stated and targeted and is aligned with the shared USAID/GOE vision as expressed in planning of the Cairo Initiative. You have to answer the following questions:

- Does the organization have a clear plan of how to utilize skills obtained by returnees?

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- Does the organization have a clear plan of how to evaluate trainees output?
- Does the organization set forth an established performance and monitoring plan?
 - o Does this performance and monitoring plan evaluate monthly, quarterly?
 - o What established reporting mechanism is in place?
 - o How can monitoring be verified as sufficient?
- Does the organization set-forth clear targets to be assessed and achieved?
- How will the returnee benefit Egypt?
- Conclusion

[This is an opportunity to briefly summarize the key points of your proposal. Every conclusion should have a strong call to action. What is the desired response by the steering committee after reading your proposal? You may also want to personalize this final section with signature blocks (names and titles) of senior persons involved in the preparation and approval of the proposal.]

Possible Appendices:

Appendix A: Ministry/Agency/Authority's HR strategy

**Appendix B: Ministry/Agency/Authority's Organizational
Structure**

Appendix C: Proposed Programs for Capacity Building