TSAVONE
CONSULTING

TRAINING AND CAPACITY DEVELOPMENT

Course Catalogue

34 practical, field-tested courses in eight tracks for organisations, professionals and programmes.

Edition 2026/27

EIGHT TRACKS

- Evidence, MEL and data
- Agrifood, trade and export readiness
- Safeguards, HSE and local content
- Youth skills, jobs and enterprise
- Programme management, proposals and bids
- Nature, climate and energy
- Humanitarian and displacement response
- Governance, compliance and systems

WELCOME

Training that works in the field

Tsavone Consulting offers 34 practical short courses in eight tracks, built from the same field methods we use in our consultancy work. Every course is taught by practitioners who design, run and verify programmes, so participants leave with tools they can use the next working day.

Our training draws on Tsavone's five deep practices: agrifood systems; nature and biodiversity; climate and energy; youth skills and jobs; and humanitarian and displacement research. It also covers the skills every programme needs: evidence, programme management, safeguards and compliance.

What makes Tsavone training different

Field-tested, not theoretical

Exercises use real Ugandan and regional cases, data and documents.

Tools to take home

Every participant receives templates, checklists and worked examples from the Tsavone toolkit.

Built to compliance standards

Content follows donor, government and international standards, including PPDA rules and IFC standards.

Results you can show

Pre- and post-tests, action plans and a completion report for every in-house course, so sponsors can evidence the investment.

Who our courses are for

- NGO, CBO and project staff
- Exporters, cooperatives and SMEs
- Consultants and young professionals
- Local government and agency officers
- Energy and infrastructure contractors
- Funders of youth and farmer programmes

FORMATS

How we deliver

Every course runs in one of five formats, and in-house courses are tailored to the client's sector, staff and documents. Courses run in English, with local-language facilitation on request for community and farmer training.

1 Open enrolment

12–25 participants

Individuals and small teams joining a scheduled course

Where: Kampala and Gulu

2 In-house

10–30 participants

One organisation training its own staff on its own systems

Where: your premises or a venue of choice, anywhere

3 Training of trainers

15–25 trainers

Projects that cascade training through staff or lead farmers

Where: field or regional venues

4 Blended

15–40 participants

Busy professionals and teams across several locations

Where: live online sessions plus one or two in-person days

5 Field-based

10–25 participants

Practical skills taught where the work happens

Where: farms, wetlands, settlements and project sites

Every participant receives

- ✓ Workbook, slides and reading list
- ✓ Templates and checklists from the Tsavone toolkit
- ✓ A personal or team action plan
- ✓ A Tsavone certificate; assessed courses add a certificate of competence

Every sponsor receives (in-house)

- ✓ A short training-needs check before the course
- ✓ Pre- and post-test results and attendance records
- ✓ A completion report with recommendations
- ✓ Options for follow-up coaching

OUR APPROACH

How a course runs

Every in-house course follows six steps, from a needs check before we design to follow-up after participants are back at work.

1

Needs check

We confirm goals, participants' roles and current skills through a short survey or call.

2

Tailored design

We adapt cases, exercises and tools to your sector, systems and documents.

3

Active delivery

Practitioner facilitators run hands-on sessions: practice, group work, field visits and real documents.

4

Assessment

Pre- and post-tests and practical tasks show what participants have learned.

5

Completion report

Sponsors receive attendance, results, participant feedback and recommendations.

6

Follow-up

Optional coaching, refresher sessions or on-the-job support help new skills stick.

Our quality commitments

- ✓ Practitioner facilitators
- ✓ Every course evaluated by participants
- ✓ Accessible materials on request
- ✓ Small groups with real practice
- ✓ Safeguarding and data protection built in
- ✓ Content reviewed every year

34 COURSES · 8 TRACKS

Courses at a glance

Durations are for the standard in-person course; in-house versions can be shortened or extended.

Track 1 · Evidence, MEL and data

1.1 Practical MEL for Programmes	5 days
1.2 Mobile Data Collection (Kobo, ODK)	3 days
1.3 Excel and Power BI Dashboards	4 days
1.4 Evaluation and Results Verification	4 days

Track 2 · Programmes, proposals and bids

2.1 Project Management for Programmes	5 days
2.2 Proposal Writing and Fundraising	4 days
2.3 Winning Tenders	3 days
2.4 Practical AI for Professionals	2 days

Track 3 · Agrifood, trade and export

3.1 Climate-Smart Agriculture (ToT)	5 days
3.2 Export Readiness and Certification	3 days
3.3 EUDR Traceability and Due Diligence	2 days
3.4 Cooperative Governance and Business	3 days

Track 4 · Nature, climate and energy

4.1 Carbon Markets and Nature-Based Solutions	3 days
4.2 MRV for Climate Projects	4 days
4.3 Biodiversity Monitoring	4 days
4.4 Wetland and Catchment Management	3 days
4.5 Productive Energy and Clean Cooking	3 days

Track 5 · Safeguards, HSE and local content

5.1 E&S Management (IFC Standards)	4 days
5.2 Stakeholder Engagement and Grievances	3 days
5.3 Occupational Health and Safety	3 days
5.4 Supplier and Local-Content Readiness	2 days

Track 6 · Humanitarian and displacement

6.1 Refugee Response and the Nexus	3 days
6.2 Cash and Voucher Assistance	3 days
6.3 Protection and Accountability	3 days
6.4 Conflict Sensitivity and Do No Harm	2 days

Track 7 · Youth skills, jobs and enterprise

7.1 Work Readiness and Employability	5 days
7.2 Youth Agribusiness Entrepreneurship	5 days
7.3 Digital Work and Online Income	5 days
7.4 Financial Literacy and Savings Groups	3 days

Track 8 · Governance and compliance

8.1 Safeguarding and PSEAH	1 day
8.2 Fraud, Anti-Corruption and Integrity	1 day
8.3 Data Protection in Practice	2 days
8.4 NGO Finance and Donor Compliance	4 days
8.5 Local Government Planning and Finance	3 days

WHERE TO START

Learning pathways by role

Five recommended courses for each role, in the order we suggest taking them. Not sure where to start? We will recommend a pathway for your team.

M&E and data officers	1.1 MEL · 1.2 Mobile data · 1.3 Dashboards · 1.4 Evaluation · 8.3 Data protection
Programme and project managers	2.1 Project management · 1.1 MEL · 2.2 Proposals · 8.4 NGO finance · 6.4 Conflict sensitivity
NGO leaders and finance teams	8.4 NGO finance · 2.2 Proposals · 8.1 Safeguarding · 8.2 Integrity · 8.3 Data protection
Exporters, cooperatives and agribusinesses	3.2 Export readiness · 3.3 EUDR · 3.4 Cooperatives · 7.4 Financial literacy · 2.3 Tenders
Conservation and climate teams	4.1 Carbon markets · 4.2 MRV · 4.3 Biodiversity · 4.4 Wetlands · 5.2 Grievances
Contractors and suppliers	5.1 E&S standards · 5.3 Health and safety · 5.4 Local content · 2.3 Tenders · 8.2 Integrity
Humanitarian staff	6.1 Refugee response · 6.2 Cash · 6.3 Protection · 6.4 Conflict sensitivity · 8.1 Safeguarding
Local government officers	8.5 Local planning · 4.4 Wetlands · 1.1 MEL · 5.2 Grievances · 8.2 Integrity
Youth programmes and funders	7.1 Work readiness · 7.2 Agribusiness · 7.3 Digital work · 7.4 Financial literacy · 3.1 Climate-smart agriculture
SMEs and consultants	2.3 Tenders · 2.2 Proposals · 2.4 Practical AI · 1.3 Dashboards · 8.3 Data protection

TRACK 1

Evidence, MEL and data

Plan, collect, analyse and verify evidence that donors, governments and boards trust.

T1.1

Practical Monitoring, Evaluation and Learning for Programmes

5 days · Open, in-house, blended

For M&E officers, programme staff and managers.

- Theories of change, results frameworks and logframes
- SMART indicators, baselines, targets and reference sheets
- MEL plans, data quality checks and learning reviews
- Adaptive management: turning data into decisions

Takes home: MEL plan template, indicator sheet, data quality checklist.

T1.2

Mobile Data Collection and Data Quality

3 days · Open, in-house, field

For data officers, researchers and survey teams.

- XLSForms in KoboToolbox and ODK: skip logic and constraints
- Deploying forms, managing devices and offline collection
- Enumerator training, field supervision and back-checks
- Cleaning, exporting and securing data lawfully

Takes home: form-design templates, enumerator manual outline, supervision tools.

T1.3

Data Analysis and Dashboards with Excel and Power BI

4 days · Open, in-house, blended

For staff who turn data into reports and dashboards.

- Cleaning and structuring data; pivot tables and lookups
- Descriptive statistics and disaggregation by sex, age and place
- Building interactive dashboards in Power BI
- Presenting findings clearly to managers and donors

Takes home: practice datasets, dashboard starter file, chart-choice guide.

T1.4

Evaluation Design and Results Verification

4 days · Open, in-house

For teams commissioning or conducting evaluations.

- Evaluation criteria, questions and evaluation matrices
- Designs: baseline–endline, comparison groups, contribution analysis
- Independent verification for results-based financing
- Terms of reference, inception and evaluation reports

Takes home: evaluation matrix template, sampling calculator, report outline.

TRACK 2

Programme management, proposals and bids

Win funding and contracts, then deliver them on time, on budget and to standard.

T2.1

Project Management for Donor-Funded Programmes

5 days · Open, in-house, blended

For project managers, coordinators and team leads.

- The project life cycle from inception to close-out
- Work plans, schedules, budgets and burn-rate tracking
- Risk, issue and change management; managing partners
- Agile and adaptive approaches; donor reporting

Takes home: inception checklist, risk register, work plan and budget tracker.

T2.2

Proposal Writing and Resource Mobilisation

4 days · Open, in-house, blended

For NGO, CBO and enterprise staff who write proposals.

- Reading calls for proposals and scoring criteria
- Problem analysis, theory of change and logframe
- Compelling narratives and realistic budgets
- Formats for EU, UK, Nordic, UN and foundation funders

Takes home: concept note and proposal templates, budget template, go/no-go checklist.

T2.3

Winning Tenders: Bid and Proposal Management

3 days · Open, in-house

For companies, SMEs and consultants bidding for contracts.

- Public procurement in Uganda: PPDA rules and evaluation
- NGO and donor procurement: prequalification, RFQs and RFPs
- Compliance documents and proposals that score highly
- Pricing, bid security and avoiding disqualification

Takes home: bid/no-bid tool, compliance checklist, bid library structure.

T2.4

Practical AI for Development and Business Professionals

2 days · Open, in-house, blended

For professionals who want to use AI tools safely.

- What today's AI tools can and cannot do
- Prompts for research, reports, proposals and analysis
- Checking output for accuracy, bias and invented sources
- Confidentiality, data protection and responsible-use policies

Takes home: prompt library, AI-use policy template, output checklist.

TRACK 3

Agrifood, trade and export readiness

Help farmer groups and exporters produce more, sell better and meet buyers' rules.

T3.1

Climate-Smart Agriculture and Agroecology: Training of Trainers

5 days · ToT, field

For extension workers, field staff and lead farmers.

- Climate risks to Uganda's main farming systems
- Soil and water conservation, agroforestry and soil fertility
- Agroecological pest management and resilient seed
- Farmer field schools, demonstration plots and adoption tracking

Takes home: trainer's manual, farmer session plans, adoption tracking sheet.

T3.2

Export Readiness and Certification Preparation

3 days · Open, in-house

For agribusinesses, cooperatives and SMEs preparing to export.

- Buyer requirements in EU, Middle East and regional markets
- Product quality, standards and food safety basics
- Preparing for organic, Fairtrade and Rainforest Alliance
- Export documents, logistics, pricing and traceability

Takes home: export readiness self-assessment, certification gap checklist, buyer profile.

T3.3

EU Deforestation Regulation: Traceability and Due Diligence

2 days · Open, in-house, field

For coffee and cocoa exporters, cooperatives and traders.

- What the regulation requires of operators and suppliers
- Farm mapping and geolocation data collection
- Linking farms to lots: traceability systems and records
- Risk assessment, due diligence statements and audits

Takes home: traceability record templates, farm-mapping field guide, risk checklist.

T3.4

Cooperative and Farmer-Group Governance and Business Skills

3 days · In-house, ToT, field

For cooperative boards, managers and group leaders.

- Governance roles, by-laws and accountable leadership
- Record keeping, financial management and member services
- Collective marketing, contracts and negotiating with buyers
- Business planning and access to finance

Takes home: governance checklist, simple records book, business plan template.

TRACK 4

Nature, climate and energy

Design, finance, measure and manage work that stands up to scrutiny.

T4.1

Carbon Markets and Nature-Based Solutions

3 days · Open, in-house, blended

For project developers, NGOs, landowners and investors.

- How compliance and voluntary carbon markets work
- Forestry, agroforestry, soil, wetland and cooking projects
- Community consent, benefit sharing and feasibility

Takes home: feasibility screening tool, benefit-sharing checklist.

T4.2

Measurement, Reporting and Verification for Climate Projects

4 days · Open, in-house, field

For technical staff responsible for climate data.

- Field sampling for biomass, soil and land-use change
- Remote sensing and GIS basics for monitoring
- Data quality control, audit trails and verification

Takes home: sampling protocols, MRV data plan template.

T4.3

Biodiversity Monitoring and Citizen Science

4 days · In-house, field

For conservation staff, wildlife officers and community monitors.

- Survey methods for birds, mammals, vegetation and habitats
- Community and citizen science monitoring
- Data apps, species records and turning results into action

Takes home: monitoring design template, field data sheets.

T4.4

Wetland and Catchment Management for Local Governments

3 days · In-house, field

For district environment, production and planning officers.

- Wetland functions, values, threats and the legal framework
- Participatory mapping and catchment management planning
- Restoration, livelihoods and district plans and budgets

Takes home: catchment planning template, restoration guide.

T4.5

Productive Use of Energy and Clean Cooking

3 days · Open, in-house

For energy companies, SACCOs, programmes and enterprises.

- Solar pumping, milling, cooling and drying technologies
- Clean cooking options and market barriers
- Business models, consumer finance and energy audits

Takes home: energy needs assessment tool, savings calculator.

TRACK 5

Safeguards, HSE and local content

Meet lender and client rules on people, environment and safety.

T5.1

Environmental and Social Management to IFC Performance Standards

4 days · Open, in-house

For E&S officers, project managers and contractors.

- IFC Performance Standards and Uganda's environmental law
- Impact assessment and E&S management plans
- Land acquisition, resettlement and livelihood restoration
- Monitoring, reporting and lender audits

Takes home: E&S management plan template, compliance tracker, audit checklist.

T5.2

Stakeholder Engagement and Grievance Mechanisms

3 days · Open, in-house, field

For community liaison and social safeguards staff.

- Stakeholder mapping and engagement planning
- Meaningful consultation and free, prior and informed consent
- Designing and running a grievance mechanism that works
- Handling sensitive complaints, including gender-based violence

Takes home: engagement plan template, grievance log and procedure.

T5.3

Occupational Health, Safety and Environment for Projects

3 days · In-house, field

For supervisors, site staff and HSE focal persons.

- Uganda's occupational safety and health law
- Hazard identification, risk assessment and permits to work
- Incident reporting, investigation and emergency response
- Site controls for waste, spills, dust and noise

Takes home: risk assessment forms, toolbox talk set, incident report template.

T5.4

Supplier and Local-Content Readiness for Energy and Infrastructure

2 days · Open, in-house

For Ugandan firms seeking contracts on major projects.

- How large projects buy: registration and due diligence
- Local content rules and what buyers expect
- Quality, HSE and integrity systems buyers check
- Capability statements, joint ventures and subcontracting

Takes home: supplier readiness self-assessment, capability statement template.

TRACK 6

Humanitarian and displacement response

Strengthen the people who serve refugees and host communities.

T6.1

Refugee Response, Coordination and the Humanitarian–Development Nexus

3 days · Open, in-house, field

For agency, partner and local government staff.

- Uganda's refugee policy and settlement model
- Coordination structures and who does what
- Needs assessment and response planning
- Linking relief to self-reliance and host-community development

Takes home: coordination map template, needs assessment tools, nexus checklist.

T6.2

Cash and Voucher Assistance

3 days · Open, in-house

For programme, finance and logistics staff.

- Market and feasibility analysis: when cash is appropriate
- Targeting, registration and setting transfer values
- Mobile money, banks and vouchers; fraud and data risks
- Post-distribution and market monitoring

Takes home: feasibility checklist, transfer value calculator, monitoring survey.

T6.3

Protection Mainstreaming and Accountability to Affected People

3 days · In-house, field

For all programme staff and volunteers.

- Protection principles: safety, dignity, access, participation
- Identifying and referring protection concerns safely
- Community feedback and information-sharing systems
- Including women, children, older people and people with disabilities

Takes home: mainstreaming checklist, referral pathway template, feedback log.

T6.4

Conflict Sensitivity and Do No Harm

2 days · Open, in-house

For staff in fragile or resource-competing areas.

- Conflict analysis: actors, dividers and connectors
- How aid and resources can raise or reduce tension
- Conflict-sensitive design, targeting and staffing
- Monitoring context and adapting programmes

Takes home: conflict analysis tool, do-no-harm checklist, context monitoring template.

TRACK 7

Youth skills, jobs and enterprise

Skills for young people, delivered directly or through trainers we prepare.

T7.1

Work Readiness and Employability

5 days · In-house, ToT, field

For out-of-school youth, graduates and trainees.

- Self-awareness, goal setting and career planning
- Communication, teamwork and workplace conduct
- CVs, applications, interviews and finding work
- Rights and safety at work

Takes home: career plan workbook, CV template, interview practice guide.

T7.2

Agribusiness Entrepreneurship for Young People

5 days · In-house, ToT, field

For young farmers and aspiring agripreneurs.

- Spotting opportunities in crops, livestock, processing and services
- Enterprise selection, costing and simple business plans
- Climate-smart production and value addition
- Market linkages, group enterprises and access to finance

Takes home: enterprise selection tool, business plan template, cost calculator.

T7.3

Digital Work and Online Income Skills

5 days · In-house, blended

For young people with computer or smartphone access.

- Digital literacy, productivity tools and online safety
- Entry-level digital work: data, content, design and support
- Using AI tools responsibly; building an online profile
- Getting paid, managing income and avoiding scams

Takes home: digital skills checklist, portfolio guide, scam-awareness card.

T7.4

Financial Literacy and Savings Groups

3 days · In-house, ToT, field

For youth, women's and farmer groups and their facilitators.

- Budgeting, saving and managing debt
- Forming and running village savings and loan associations
- Group record keeping and transparent share-outs
- Using mobile money and formal financial services wisely

Takes home: budget tool, savings group record book, facilitator session plans.

TRACK 8

Governance, compliance and organisational systems

Pass due diligence, protect people and funds, and run accountable systems.

T8.1

Safeguarding and PSEAH

1 day · In-house, blended

Protection from sexual exploitation, abuse and harassment, for all staff, volunteers, board members and partners.

- Safeguarding duties, donor standards and codes of conduct
- Safe recruitment, partner safeguarding and survivor-centred response

Takes home: policy checklist, reporting flowchart, code of conduct template.

T8.2

Fraud, Anti-Corruption and Integrity Management

1 day · In-house, blended

For managers, finance, procurement and programme staff.

- Fraud and corruption risks in projects and procurement
- Internal controls, segregation of duties and conflicts of interest
- Whistleblowing channels and responding to suspected fraud

Takes home: fraud risk tool, conflict-of-interest declaration.

T8.3

Data Protection and Privacy in Practice

2 days · Open, in-house

For managers, data and M&E staff, HR and anyone handling personal data.

- Uganda's Data Protection and Privacy Act, 2019, and its regulations
- Consent, security, retention, sharing and breach response
- Registration with the Personal Data Protection Office

Takes home: data inventory template, consent samples, breach plan.

T8.4

NGO Financial Management and Donor Compliance

4 days · Open, in-house

For finance officers, programme managers and NGO directors.

- Budgeting, cost allocation, internal controls and assets
- Donor rules on eligible costs and documentation
- Financial reporting, audits and due diligence assessments

Takes home: budget-versus-actual template, audit readiness checklist.

T8.5

Local Government Planning, Budgeting and Community Finance

3 days · In-house, field

For district, city and sub-county officers and community leaders.

- Local government planning and budgeting cycle
- Governance of community SACCOs, including Parish Development Model SACCOs
- Monitoring service delivery and accountability to citizens

Takes home: planning cycle guide, SACCO governance checklist.

BOOK A COURSE

Booking, fees and contacts

1

Choose

Pick a course and format, or ask us to recommend a pathway.

2

Email us

Send the course code, number of participants, preferred dates and location.

3

Confirm

Receive your confirmation or an in-house quotation and course plan.

Fees

Open enrolment, per participant: tuition, materials, toolkit, certificate, lunch and refreshments included.

Length	Uganda	International
1 day	UGX 450,000	USD 150
2 days	UGX 750,000	USD 250
3 days	UGX 1,050,000	USD 350
4 days	UGX 1,350,000	USD 450
5 days	UGX 1,650,000	USD 550

Online: about 40% less.

Groups: 10% off for 3–4 people; 15% for 5 or more.

Early booking: 10% off, 30 days ahead.

Self-sponsored: 20% off.

In-house: UGX 3.5–5 million per training day for up to 25 people; venue, meals and upcountry travel quoted separately.

ToT and youth programmes: priced per cohort.

Need something different?

Any course can be combined, shortened or tailored, and we design new courses around your own systems, policies or project requirements.

Contact Tsavone Consulting

EMAIL
info@tsavone.com

PHONE
+256 704 579 186

WEBSITE
www.tsavone.com

MAIN OFFICE
Martyrs Way, Ntinda, Kampala, Uganda

REGISTERED OFFICE
Patiko Road, Gulu City, Uganda

POSTAL
P.O. Box 16113, Wandegeya, Kampala

TSAVONE
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Tsavone Consulting

Martyrs Way, Ntinda, Kampala, Uganda

P.O. Box 16113, Wandegeya, Kampala, Uganda

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Course content and dates may change; confirm when booking.