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## CARIBBEAN DEVELOPMENT BANK

P. O. Box 408, Wildey, St. Michael, Barbados, W.I. BB 11000

### CARIBBEAN TECHNOLOGICAL CONSULTANCY SERVICES (CTCS) NETWORK

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**Workshop on Managing for Development Results for Business Support Organisations  
in collaboration with  
H. Lavity Stoutt Community College  
&  
Department of Trade, Investment Promotion and Consumer Affairs**

**Date: 24 – 26 May 2016**

**Facilitators: Nadya George & Dana Lewis-Ambrose**

#### Donor Background

The Caribbean Development Bank (CDB) is helping to enhance the **MSME development interventions** in its borrowing member countries. The Bank's specialised agency – the Caribbean Technological Consultancy Services Network (CTCS) – is teaming up with the H. Lavity Stoutt Community College and the Department of Trade, Investment Promotion and Consumer Affairs to host a workshop series entitled, “*Workshop on Managing for Development Results for Business Support Organisations*”.

#### The Institutional Background for H. Lavity Stoutt Community College

The H. Lavity Stoutt Community College (HLSCC) was established in 1990 as the British Virgin Islands Community College under the College Act of that year. The institution was subsequently renamed in honor of the founding chairman of the College's Board of Governors, the late Chief Minister, Honourable Hamilton Lavity Stoutt.

HLSCC is a comprehensive community college which offers university-parallel, technical-vocational, and adult continuing education programs. The College's instructional programmes are designed to prepare students for transfer into the upper division of baccalaureate programs of other colleges and universities, or for immediate job entry or career advancement. The College provides educational opportunities which lead to the improvement of the quality of life for the members of the community it serves while also linking the economic and human resource development needs of the territory.

**H. Lavity Stoutt Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, 267-284-5000.**

## The Institutional Background for Department of Trade, Investment Promotion and Consumer Affairs

The Department of Trade, Investment Promotion and Consumer Affairs is responsible for facilitating the development and growth of the BVI business environment, by helping businesses to realise their full potential. This is done through the establishment and management of programmes and networks that provide information, education, training, finance and other assistance in order to foster sustained economic development in the BVI.

### Course Description

This intensive three-day workshop is intended to equip participants with the tools and methodologies to design results monitoring frameworks in order to measure, monitor and report results in relation to MSME development interventions. The most notable of these tools are Logical Frameworks (sometimes known as “Logframes”) and associated Results Frameworks. Most Donor Agencies use Results Frameworks as a project/programme planning tools. The workshop will therefore introduce participants to using Logframes at all stages of the project cycle, and will also include exposure to stakeholder analysis and problem analysis.

### Target Audience

Interested participants should be responsible for providing and/or facilitating technical assistance to MSMEs.

**ELIGIBILITY:** Be a representative from **Business Support Organisations** operational in the Virgin Islands (BVI). **Prospective participants must provide a detailed brief on their existing operation and/or current employment.**

### Course Outcomes

At the conclusion of the workshop, participants should be able to:

- (a) Demonstrate the knowledge and understanding of key MfDR tools based on international practice;
- (b) Outline a common approach to MfDR that best addresses a business strategy for MSMEs;
- (c) Utilise the tools and methodologies to measure, monitor and report results in a gender-sensitive way;
- (d) Assist MSMEs in designing an appropriate results monitoring framework to facilitate the monitoring and reporting of results in relation to its programme of activities; and
- (e) Demonstrate the knowledge and skills to facilitate MSME development through MfDr tools.

### Specific Course Details

- (a) The workshop will be delivered through lectures, case studies, class discussions and group assignments. All classroom training will be conducted in **an easy to understand format**. Participants will be carefully guided through all activities that

- may require any measurements, calculations or estimation.
- (b) The training will be conducted utilising MfDR tools based on international practice which was approved by CTCS specifically for MSMEs.

### Course Requirements

- (a) Participants will be required to provide their own laptop computer pre-loaded with Microsoft Excel, Version 2003-2007 or higher, a calculator and one new flash drive. A basic knowledge of Excel will be an asset.
- (b) Participants will be required to successfully apply MfDR tools to various scenarios.

### Deliverables

- PowerPoint Presentations and class handouts
- Workshop Manual

### Duration and Delivery

The course will be delivered by means of a three (3) day interactive workshop, which will take place from 24 – 26 May 2016, 9:00 a.m. to 4:30 p.m. Participants should plan their work and/or private schedule so as to allow full engagement in the course. Workshop meals and services will be provided. Workshop meals will include a morning break, lunch and a tea break.

### Proposed Timetable

<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
Opening Ceremony 9.00 – 9.45 am	Session 4 9.00 – 10.30 am Situation Analysis: Problem Analysis & Option Analysis (Gender Analysis)	Session 8 9.00 – 10.30 am Indicators Management
Break 9.45 – 10.30 am	Break 10.30 – 11.00 am	Break 10.30 – 11.00 am
Session 1 10.30 am – 12.30 pm Introduction	Session 5 11.00 am – 12.30 pm Situation Analysis Group Activity	Session 9 11.00 am – 12.30 pm Preparing a Work Plan Preparing a Budget
Lunch 12.30 – 1.30 pm	Lunch 12.30 – 1.30 pm	Lunch 12.30 – 1.30 pm
Session 2 1.30 – 3.00 pm Stakeholder Analysis (Gender Analysis)	Session 6 1.30 – 3.00 pm Logical Framework	Session 10 1.30 – 3.00 pm Using Logical Frameworks
Break 3.00 – 3.15 pm	Break 3.00 – 3.15 pm	Break 3.00 – 3.15 pm
Session 3 3.15 – 4.30 pm Stakeholder Analysis Group Activity	Session 7 3.15 – 4.30 pm Risk Management	Closing Ceremony 3.15 – 4.30 pm

### Facilitators

The course will be facilitated by Nadya George and Dana Lewis-Ambrose.

### Course Certification

Participants who complete the course will be provided a Certificate of *Participation*, issued by HLSCC and CDB.

### Registration Procedures

To register for the course, persons must submit the pre-registration forms to **Department of Trade, Investment Promotion and Consumer Affairs**, Second Floor, Sebastians Building, Road Town, Tortola, Virgin Islands, VG1110 or **H. Lavity Stoutt Community College/Attn: CPDCE**, P.O. Box 3097, Road Town, Tortola, VG1110, BVI, as a pdf document to [cpdce@hlscc.edu.vg](mailto:cpdce@hlscc.edu.vg) or mail completed registration form.

### Opening & Closing Ceremony

There will be a brief opening ceremony on Tuesday, 24 May 2016 at the Centre for Applied Marine Studies, H. Lavity Stoutt Community College. All workshop participants will be required to attend and should be seated by **8.45 am**. A closing ceremony for the course will be held on the last day. Participants will be issued the *Certificate of Participation* at the closing ceremony.

### **DRESS CODE:**

*Participants will be required to wear business attire for the opening and closing ceremonies.* Dress will be casual for all other class activities.

### Contact Information

For further details about the coordination and other logistical matters related to the workshop, please contact any of the following persons at HLSCC's Workforce Training Department:

- Mrs. Veronique Forbes-King, Telephone: 852-7191; E-mail: [vfking@hlscc.edu.vg](mailto:vfking@hlscc.edu.vg).