



AFRICAN MALARIA NETWORK TRUST

Tanzania Commission for Science and Technology Building
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CALL FOR PROPOSALS TO HOST AND FACILITATE AMANET TRAINING WORKSHOP ON MANAGEMENT FOR AFRICAN MALARIA RESEARCH LEADERS

Deadline for Submission: 16 April 2006

Introduction

The African Malaria Network Trust (AMANET) whose mission is to promote capacity strengthening and networking of malaria R&D in Africa is inviting proposals from interested institutions or consortia to facilitate, organize and host on behalf of AMANET, a training workshop on management for leaders of malaria research institutions from sub-Saharan Africa.

Justification

As is very often the case leaders of health research institutions are selected for management positions because they are good in research. In most cases they start managing when they have no idea regarding the management of personnel, finances, resources, etc. The idea is to organize a training workshop for about 20 or so participants; it would last for up to two weeks, preferably less. The workshop besides imparting knowledge, would also afford opportunities for sharing leadership/management and related experiences, and also promote future networking among the participants. The participants would mainly be directors and prospective directors of malaria research institutions/programmes in sub-Saharan Africa. As such, they would have many years of research and management experience, but no training in the latter. The majority, if not all of them, will have PhDs in their respective specializations, usually in biomedical sciences.

Workshop objective

The main objective of the training workshop is to strengthen the capabilities of malaria research leaders in management.

Topics for the workshop

Topics for this workshop will include:

- **Leadership styles**

- **Management**
 - Recruiting, mentoring, motivation, and staff evaluation/assessment;
 - Strategic planning;
 - Brain drain;
 - Grants and contracts management;
 - Budget planning (variance analysis, short-term investment, logistic management etc.);
 - Financial management (financial statement, balance sheet, income statement, cash flow);
 - Role and use of auditors (expectation gap);

- Delegating effectively;
 - Time management;
 - Chairing meetings;
 - Dealing with corruption;
 - Dealing with staff labour unions;
 - Managing stakeholders (government, donors, etc).
- **Setting a Research Agenda**
 - Setting, defining and funding a research agenda for an African research institution;
 - Balancing institutional, national, and global research priorities;
 - Balancing research priorities of donors with institutional priorities;
 - Research capacity strengthening;
 - Knowing funders and what they fund;
 - Writing grants applications and making presentations;
 - Ethics considerations in health research from an African perspective,
 - Collaboration with researchers and other partners;
 - Dissemination of research results;
 - Publications and other communications; and
 - Authorship, etc.

These topics are based on decades of accumulated experience in health research institutional management in Africa, and on a workshop we organized several years ago (see AMANET website). It mainly reflects the problems commonly faced by most African health research institution managers.

Interested institutions or consortia should write and submit proposals titled “**Application to Host and Facilitate AMANET Training Workshop on Management for African Malaria Research Leaders**” detailing the following:

1. Applicant information:

- Name of the institution/organization;
- Official status and copy of legal statute of institution/consortia;
- Profile of applicant institution /consortium in relations to the objective of the workshop;
- Detailed CV of identified facilitators for the workshop;
- The local organizing committee;
- Letters of support or testimonials from previous similar experiences;
- Listing of topics in which applicant genuinely lacks competence;
- Suggested workshop programme outline, including names of facilitators.

2. Location

- Description of the likely location of the proposed workshop venue, including accessibility by air from different parts of Africa;
- Likely impact of the location on the cost of the workshop organization;
- Efficiency of Internet connectivity.

3. Travel and Visas

The applicant should detail preparedness to provide local coordination for travel arrangements for both participants and facilitators. This includes:

- Providing information regarding travel regulations to the host country, such as health restrictions, recommended vaccines, tips on pre-travel medication;

- Providing information regarding local visa requirements, this may include invitation letters, the facilitation of group visas etc.;
- Coordinating with AMANET on the reservation, booking and issuance of air tickets to workshop participants, facilitators, etc. AMANET will be responsible for organizing international transport for all participants and facilitators.

4. Accommodation.

It is preferred that the accommodation, facilities for and the meeting room for the workshop, all be provided at the same location.

5. Workshop requirements and Logistics.

The workshop will require a meeting room with sufficient seating capacity and audio-visual equipment, your proposal should therefore indicate the capacity of the workshop/conference hall, availability of a public address system, multimedia projector, 6' x 6' projection screen, flipchart and paper, workshop material/references, morning and afternoon refreshments, e.g., coffee, water, etc., lunch) and directions to the workshop location, including any special building entry instructions, i.e., if the facility is a secured building, etc. It is desirable that the workshop room has enough electrical outlets as the workshop participants may want to connect their laptop computers.

6. Financial/Workshop budget.

The workshop will be fully sponsored by AMANET; the applicant is advised to present an affordable and justified budget.

7. Publicity/Visibility

The applicant is also encouraged to provide local publicity for the event and to coordinate among others:

- Invitation of VIPs, such as Government officers and other dignitaries;
- Press conferences;
- Press Releases;
- Advertising in local newspapers and magazines.

8. Any other pertinent information

Your proposal should be received by 16 April 2006 at the latest, and should be sent (preferably by email) to:

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