

**FINANCIAL MANAGEMENT AND
DISBURSEMENT COURSE FOR
WORLD BANK FINANCED
PROJECTS**

8th – 19th May, 2017

to be held at

**Malawi Institute of Management,
Lilongwe, Malawi**

About the Course

This two week intensive training programme will be implemented by Malawi Institute of Management in collaboration with the World Bank. The course was first held at Malawi Institute of Management in 2002 and it is held two times a year.

Course Objective

To enable participants to competently administer their project's financial management systems and related disbursement operations in accordance with the guidelines and procedures of the World Bank.

Course Contents

The programme will include the following:

- World Bank Project Cycle and Project Documentation
- Bank Procurement guidelines and Standard bidding documents

- World Bank Project Financial Management guidelines and borrower responsibilities
- Project Financial Management Environment
- Internal Control
- Planning and Budgeting
- Project Accounting systems
- Computerization of Project Accounting Systems
- Financial Monitoring Reports and their characteristics
- Common Project Financial Management Problems
- Project Management Report
- Annual Financial Reporting
- Auditing Arrangements
- Design of a Project Financial Management system
- Disbursement policies and procedures
- Statements of expenditure
- FMR – based disbursement
- Legal issues during loan duration

Dates

The programme will take place for 2 weeks at Malawi Institute of Management in Lilongwe, the capital of Malawi.



Venue

Malawi Institute of Management is the centre of excellence for high quality training, consulting and research services, delivered efficiently and effectively to all sectors of the Malawi economy and the region. MIM is a modern campus in a beautiful setting and an environment conducive to learning. It is a spacious and appropriate venue for a regional course of this nature with nice self-contained rooms, TV lounges, fully equipped seminar and syndicate rooms.

Training Approach

Given the high profile of delegates, the training programme will be handled by internationally renowned experts including financial and disbursement advisors from the World Bank. The course will be conducted using a participatory approach through interactive structured presentations followed by consultations, discussions and group exercise.

Target Group & Participation

The course is targeting for Coordinators, Managers, Accountants and Financial Specialists of projects financed by the World Bank as well as senior civil servants involved in these projects.

Language Requirements

The programme is organized and conducted in English.

Course Fees

The cost of the programme is divided between non-residential and residential fees. The fees cover all training cost such as lectures, literature,

documentation, study tours and certain social activities as well as accommodation costs – board and lodging in the case of residentials.

All fees are VAT inclusive.

Fees for the course are **US\$3,180.00** (Residential) and **US\$2,280.00** (Non Residential).

International travel cost, airport fees and **costs for personal expenses are NOT included**. Each participant will need to arrange for all international travel as well as for funds covering personal expenses in Malawi.

Accommodation

All residential participants are accommodated at MIM campus. Each participant will have a private single room with shower through-out the 2 weeks. Due to the character of the programme, family members are not allowed to accompany participants to the programme.

An option is available for participants to identify own accommodation in the city centre, about 15–20 kilometers from campus. Details are provided under *Information Extras* section below.

Visas

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period of the programme and the passport should be valid for three months longer than the entry visa. Inquiries should be directed to respective Malawi Embassy/Consulate alternatively other Malawi Consulate representatives as soon as possible after acceptance into the programme.



Participants visiting other countries on their way to or from Malawi must ensure that correct visas are obtained before leaving home country. The costs for obtaining visas are borne by the participants.

Should you require getting your visa upon arrival at the airport, please notify us as soon as possible with details of your travel itinerary and your passport details.

Registration Extras

Please make your payment to MIM or to the bank account, details of which are provided below:

Account Name: Malawi Institute of Management

Account Number: 0241140008800

Bank Name: National Bank of Malawi,
Head Office, Blantyre.

Bank Swift Code: NBMAMWMW 007

Remember to send a copy of your transfer payment slip to Malawi Institute of Management for reference.

Information Extras

Participants have option to find accommodation outside campus. Hotel accommodation is available in the city centre at rates ranging US\$30 – US\$150 per night depending on preferences and budget. The nearest hotels are about 15–20 kilometres from MIM Campus. Advance booking is advisable and if you need assistance advise the contact persons indicated below. Please note that participants accommodated outside campus are expected to make own travel arrangements to and from campus during the course.

Applications & Inquiries

New applicants should fill an application form attached and send to the address provided below. Application forms can also be obtained from MIM.

In case you require any additional information, please do not hesitate to contact

mimexecutive@mim.ac.mw

OR

mwalabue@mim.ac.mw OR

mkapito@mim.ac.mw.

Tel: +265-1-710 866;

Fax +265-1-710 609,

OR

Write to:

The Executive Director
Malawi Institute of Management

P.O. Box 30801,

Lilongwe 3,

Malawi

Tel: 265 01 710866 Fax 265 01 710 609

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