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Legislative Strengthening Program

LSP CURRICULUM PLAN

June 2011

Contract No. 263-I-03-06-00015-00 (REDI Task Order No. 3)

June, 2011

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USAID/Iraq SO10: Capacity of National Government Institutions Improved

Program Area: Good Governance

Program Element: GJD 2.1- Legislative Function and Process

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LSP Curriculum Plan

Executive Summary

The work program supporting Legislative Strengthening Program (LSP's) Curriculum Plan contains a number of different, often crosscutting fields of work with the Iraqi Council of Representatives (COR) and its various departments that are identified as key service delivery institutions. The plan for developing the curriculum complements LSP's comprehensive COR training plan.

LSP's development approach seeks to strengthen social capital by encouraging creativity and cooperation within and across government institutions; ensuring the free flow of information and increasing transparency and participation in the decision-making process; sound managerial and administrative practices and public policies that promote equity, accountability, tolerance, rule of law and human dignity. These all represent essential elements of good governance. LSP will deliver ten manuals which will cover these key areas, by the end of March 2012.

This activity will be part of holistic capacity building activity with an added emphasis on sustainable capacity building through 'training of trainers' (TOT) at the COR and within LSP's team of local staff. The curriculum will be built around international best practices suitable to the Iraqi model. The delivery of manuals will be produced on a rolling-basis thereafter, according to deliverable objectives and requirements or needs of the COR and the trainers both at the COR and for LSP's staff.

Best Practice

The curriculum will have a theoretically consistent approach to training design by inter-relating theory with the desired features of learning, which will combine to map-out relevant tools and resources. This will ensure that sustainable practice is underpinning theory. Specific toolkits will be produced which will use interactive teaching and instructive methods based on three broad educational approaches: behaviorism, constructivism and socio-cultural.

Objective

The over-reaching goal of the LSP's curriculum model is to create a comprehensive package of courses and material which will cut across all LSP training programs and establish a central repository of materials that is accessible to all LSP teams, particularly the locally employed trainers. This central repository, which will include comprehensive professional development courses and manuals for the trainers, will be passed onto the COR at the end of the program in March 2014.

Methodology

The importance of creating a central repository of materials that is available to the trainers cannot be overstated; we believe the idea of training the trainers to be an integral part of providing training of the highest standards to the COR both in terms of curriculum and delivery in order to equip Members of Parliament (MPs) with skills that will enhance their function, performance and role in the COR. The aim of this horizontal and vertical dissemination of information is based on LSP's appreciation that one of the most effective ways to ensure transfer of knowledge is not only providing people with the necessary tools but also through providing trainees with a critical, scientific way of thinking.

The central repository of courses and manuals will be designed in a way that will enable the trainers to use it according to the requirements of the targeted groups comprising the MPs and the civil service (members of staff at the COR).

The design of the material itself is based on a Training Needs Assessment (TNA) conducted by LSP in 2010 in an effort to offer the best possible and most relevant capacity building program, as well as ensuring that there are no overlaps with other donors. The TNA led to a significant revision in LSP's curriculum and the quality control that we have in place will ensure the highest quality of material that will cut across all LSP program objectives.

The format will adhere with LSP's and USAID's branding and logo requirements, and although templates are available in the correct format, the COP will be the one person responsible for the final product, thus ensuring uniformity.

Curriculum

Although the training plan includes forty five (45) courses, given the limited time stated in the LSP plan, it would not be possible to produce manuals of the highest quality for all the courses. Therefore, by end of March 2012, as part of the curriculum, LSP will produce ten (10) manuals on the basis of immediate impact criterion. For our purposes, manuals will be training syllabus that will include a trainer's guide, participants' hand out, presentation exercises - where required, simulations, and case studies with guidelines on their use.

List of manuals to develop

The list of 10 manuals that will be delivered is based on the following criteria:

- The manuals have to provide for courses that are already delivered by LSP and for which content and learning processes have been stabilized
- The manuals must be courses that address a widely needed knowledge or skill set, and their target audience must be as large as possible.

Out of the 10 manuals, 5 are related to courses delivered as cross cutting skill development courses. The reason for this is that LSP and the COR Training Department have agreed that part of the training has now to be delivered internally. Therefore, this training material will be used by COR trainers as soon as they have completed their ‘training of trainers’ courses. Regarding other courses, they address needs that are in the core activity of the Parliament and are of concern for Committee staff or other specialized Directorates.

Specialized courses:

- Consideration of Legislation and its Path in the COR
- Budget and Legislative Analysis for MPs
- Human rights for Parliamentarians
- Writing for the press
- The Budget and Oversight Manual

Cross cutting courses:

- Office Management
- Office Protocol
- Report writing
- Time Management
- The Management Principles

Timeline for delivery of manuals

TITLE OF MANUALS	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12
Consideration of legislation and its path in the COR									
Budget and legislative analysis for MPs									
Human rights for MPs									
Writing for the press									
Office Protocol									
Office Management									
Report writing									
Time management									
Human Resources for mid level management									
Principles of management									