

LA SECRETARÍA DE RELACIONES EXTERIORES
POR MEDIO DEL INSTITUTO MATÍAS ROMERO

CONVOCA
AL CURSO EN LÍNEA

CAPACITY DEVELOPMENT

QUE IMPARTIRÁ DIPLOFOUNDATION
DEL 18 DE FEBRERO AL 21 DE ABRIL DE 2019
(72 horas)

Este curso a distancia requiere comprometer ocho horas de estudio a la semana. Las actividades de aprendizaje y de evaluación que deberán llevar a cabo las personas que participan se describen en el temario que aparece más abajo, en el inciso “Metodología” (*Methodology*).

Las y los participantes podrán solicitar la asistencia de quienes estén a cargo de la tutoría y el apoyo técnico de DiploFoundation.

I. REQUISITOS DE ADMISIÓN

- Buen desempeño en programas previos del IMR (no se aceptarán candidaturas de personas que tengan calificaciones reprobatorias en el último año) [*]
- Inscripción exclusiva en este curso (no se aceptarán candidaturas de personas que estén cursando otro programa del IMR de manera simultánea, excepto los cursos presenciales de inglés y francés)
- Dominio del idioma inglés
- Acceso a computadora con conexión a Internet
- Sistema operativo: Windows XP, Vista, Windows 7, MacOS X
- Hardware: 2 GB o más de RAM para Vista o Windows 7
- Software:
 - Adobe Acrobat Reader (haga clic [aquí](#) para descargarlo gratis)
 - Microsoft Office u Open Office (haga clic [aquí](#) para descargarlo gratis)
- Navegadores: Google Chrome, Internet Explorer 9 o posterior; Firefox 8 o posterior
- JavaScript, Cookies y Pop-ups (elementos emergentes) deben estar habilitados
- Registro de su solicitud de inscripción en el formulario del Campus Virtual del IMR [**]. Para ello:
 - Haga clic [aquí](#) o copie y pegue la siguiente dirección electrónica en su navegador *Google Chrome*:
 - <https://registroimr.sre.gob.mx/>
 - Capture los datos que se solicitan en cada una de las secciones del formulario.
 - 1. Utilice la tecla <Tabulador> para desplazarse de un campo a otro del formulario.**
 - 2. Escriba su nombre completo, tal como aparece en su pasaporte, empleando mayúsculas y minúsculas, así como los acentos necesarios.**
 3. Utilice el campo *Observaciones*, si tiene dificultades para ingresar su nombre: descríbalas y nosotros haremos los cambios necesarios.
 4. Si es de nacionalidad mexicana, ingrese cuidadosamente su CURP. Recuerde que esa clave constituye el número de matrícula de cada participante. Si no cuenta con ella o no la recuerda, puede obtenerla en: <http://consultas.curp.gob.mx/CurpSP/> (a quienes no tengan nacionalidad mexicana y, por tanto, no cuenten con la CURP, se les asignará un número de matrícula interno).
 - Haga clic en **<Enviar>** y espere hasta que se despliegue el mensaje **¡REGISTRO EXITOSO!**
 - Haga clic en **<Aceptar>** para ver la confirmación de su registro y guarde el comprobante para futura referencia. Si durante el proceso se generara un error, capture la pantalla con ese mensaje, guárdela y póngase en contacto con la Dirección de Educación a Distancia.

Deberá enviar las cartas de inscripción (autorización y compromiso), por correo electrónico a la dirección: jhuertal@sre.gob.mx.

Le solicitamos atentamente NO enviar las cartas de inscripción al correo oficial del Instituto Matías Romero.

- Prepare su documentación
 - Carta de autorización del jefe inmediato completa (firmada y escaneada)
 - Carta compromiso completa (firmada y escaneada)

Recuerde que sólo se considerará completo el registro con el envío de dichas cartas.

Consulte el “Aviso de privacidad” [aquí](#).

II. CRITERIOS DE SELECCIÓN

Si el número de solicitudes entregadas a tiempo y en forma fuera mayor al número de espacios disponibles, el IMR aplicará los siguientes criterios para seleccionar a quienes participarán:

1. Desempeño de tareas vinculadas con el tema del curso
2. Expediente (se dará prioridad a las candidaturas de personas que no hayan tenido calificaciones reprobatorias en los cursos del IMR)
3. Interés reiterado en participar en este programa en línea (se dará prioridad a las personas solicitantes cuyas candidaturas hayan sido rechazadas en imparticiones previas de este programa, si cumplen los criterios anteriores)
4. Equidad de oportunidades (se dará prioridad a las candidaturas de quienes hayan participado en menos de tres cursos del IMR)
5. Equidad en adscripciones (se pondrá un límite al número de participantes de una misma representación)

En caso de igualdad de condiciones, y como criterios adicionales, se considerará la pertenencia al Servicio Exterior Mexicano y el orden de llegada de las solicitudes.

III. CALENDARIO

- Publicación de la convocatoria: **martes 29 de enero de 2019**
- Fecha límite de recepción de solicitudes: **martes 5 de febrero de 2019, a las 13:00 Hrs. (hora del centro del país)**
- Publicación de la lista de aceptados: **jueves 14 de febrero de 2019**
- Fecha de inicio del curso: **lunes 18 de febrero de 2019**
- Fecha de clausura del curso: **domingo 21 de abril de 2019**
- **En este programa no hay periodo de bajas voluntarias**

Todas las personas que aprueben este programa de estudio recibirán una constancia de participación que se expedirá única y exclusivamente con propósitos curriculares, para el desarrollo personal y profesional del participante.

[*] El periodo de un año de espera para quien repruebe un curso se cuenta a partir de la fecha de término del mismo.

[**] Solamente se tomarán en cuenta las candidaturas de quienes completen su registro en línea en el formulario del Campus Virtual del IMR y envíen a la dirección electrónica indicada las cartas compromiso y de autorización, debidamente firmadas y escaneadas.

CAPACITY DEVELOPMENT

Course details

Capacity development has been emerging as a central approach within development for more than two decades. This approach has gradually shifted the focus of development practice from simple financial aid and technical cooperation towards a complex new paradigm that encourages and demands active involvement and ownership from the people and communities involved in aid programmes. The approach takes into account the broader political, social, and economic environment in which change takes place. Capacity development co-exists and is supported by older forms of development practice, and is a continuously shifting paradigm as experience informs policy, practice, and theory.

To help you better understand and master this complex paradigm, this course introduces the key concepts, principles, and values of capacity development. The main focus is on building practical skills for better design, planning, implementation, and assessment of capacity development initiatives.

Course materials were developed with the support of the Swiss Agency for Development and Cooperation (SDC), the United Nations Development Programme (UNDP), the Learning Network on Capacity Development (LenCD), and Learn4Dev.

Learning Objectives

Concept of capacity development

By the end of this course, participants should be able to:

- Explain the concept of capacity development, with understanding of different levels of implementation, types of capacity, and themes for application.
- Define capacity and capacity development appropriately for your particular context and/or professional environment.
- Describe how capacity development is related to the aid effectiveness agenda.
- Explain and provide examples of the importance of context and culture for effective capacity development.

Course Outline

1. **Introduction to capacity development.** Core concepts for capacity development: levels, types and themes; defining capacity and capacity development; the

relevance of culture and context; building a shared understanding about the principles and values of capacity development.

2. **Assessing existing capacity; defining capacity needs.** Who should do the assessment; framing the assessment; what to assess; choosing an assessment approach and tools; helpful assessment questions to work with; defining capacity needs.
3. **Change readiness and working with a change process.** Why assess for change readiness, defining the scope of the assessment; finding and creating assessment tools; working with the results of the assessment.
4. **Working with stakeholders.** Why map stakeholders?; what, who, and how to map.
5. **Capacity goals, objectives, and indicators.** Why set goals and objectives?; capacity goals and what they need to cover; levels of focus for capacity goals; capacity objectives; levels of focus for capacity objectives; the learning and change perspective; why indicators are needed; who should define and use indicators; starting with baseline information; types of indicators; sequencing indicators over time; selected examples.
6. **Capacity development approaches.** Preparing for good design; getting started and deciding entry points; choice of interventions; sequencing, selected approaches, tools and techniques for learning and change at all levels. Optional reading on working with incentives to stimulate change.
7. **Measuring capacity outcomes.** Who needs to be involved in measurement, and how; what needs to be measured and criteria for measurement; creating a measurement framework to fit the context; tools for measurement.
8. **Monitoring and evaluation for learning.** Benefits and characteristics of M&E processes that foster learning; challenges; tools and methods. Course review and wrap-up.

Methodology

This course is conducted entirely online over a period of nine weeks. Reading materials and tools for online interaction are provided through an online classroom. The course is based on a collaborative approach to learning, involving a high level of interaction. Each week, participants read an assigned module text, adding questions and comments as hypertext entries. Lecturers and other participants read and respond to these entries, creating interaction based on the module text. During the week, participants complete additional online activities (e.g. further discussion via blogs or forums, group tasks, short assignments). At the end of the week, participants, lecturers, and guest experts meet online in a chat room to discuss the week's topic.

Please note that due to the spread of course participants across time zones worldwide, scheduled online session times may not fall within working hours for all participants. Some participants may need to attend online sessions during the morning or evening hours.

Lecturers

Ms Carol Kiangura

Ms Carol Kiangura is an alumna of the 2013 Capacity Development course. She has a Masters Degree in Organisational Development from the United States International University (USIU) in Kenya. She has about fifteen year's progressive experience gained from working in the civil society sector in Africa, Latin America, and the Caribbean regions. Ms Kiangura's niche is in developing and implementing capacity development programmes at a national and international level for various stakeholders, especially for civil society organisations, including movements, networks, and coalitions. She is skilled in managing learning processes for adult learners and in managing multiple and complex partnerships. Ms Kiangura currently works as a the Senior Program Officer, Sub-Saharan Africa, Training, Technical Assistance and Networking Team, at the International Budget Partnership.

Ms Jenny Pearson

Ms Jenny Pearson has lived and worked in Cambodia since 1995. She has qualifications in social work and management and worked in the public sector in England before going to Cambodia. She founded and directed VBNK, Cambodia's leading learning and capacity development institution, until 2008. She has played a leading role in developing the capacity of the not-for-profit sector in Cambodia, introducing creative approaches to capacity development and serving on the boards of several prominent development organisations. In 2007 she was a visiting fellow at the Institute of Development Studies in the UK. Jenny now spends her time consulting and writing about capacity development, drawing on her years of experience to contribute the voice of practice to the international discourse on capacity development. She is the author of *Creative Capacity Development: learning to adapt in development practice*, and the OECD Work Paper *Training and Beyond: Seeking better practices for capacity development*.