

Two Types of Certificate and Accreditation of Trainers

Statistics of previous courses showed that submission of assignments and receiving online tutoring help participants to master the knowledge of best practice of microfinance. Since MFTOT5, submission of assignments to a designated tutor has become mandatory for all participants. Two types of certificate will be available for participants depending on their learning objectives, level of commitment and performance.

Completion Certificate: Those who do not plan to become a certified trainer can earn a course completion certificate by completing the course assignments. They don't need to take the final exam. Course assignments may be submitted in local language if the local language version of CD-ROM and a country tutor are available. The learning material translation has been undertaken in China, Cambodia, Indonesia, Lao PDR, Mongolia, Thailand and Vietnam.

Accreditation Certificate: The accreditation is an important element of the course offering, and has great impact on the institutional capacity building for microfinance sector. Course participants can earn this certificate and become a fully certified trainer of the UNCDF MFDL course by completing all assignments and final exam in English with quality up to a standard.

Course Fees

MFTOT10 course is sponsored by ADBI, CDB and TDLC. The revenue of participants' fees is used to cover partially the operational costs. The participation fee structure applies World Bank's analytical income categories (low, middle, high income) that are based on the Bank's operational lending categories (civil works preferences, IDA eligibility, etc.).

Course fee is **\$300**, however, participants from the least developed countries and middle-income countries will receive \$250 and \$150 sponsorship respectively (<http://data.worldbank.org/about/country-classifications/country-and-lending-groups>).

- US\$50 for least developed countries ("IDA" or "Blend" category in the link)
- US\$150 for middle-income countries ("IBRD" category in the link except for "High-income OECD members" category)
- US\$300 for all other countries

How to Apply

Course registration will start on December 1, 2014 and close on January 22, 2015. Interested participants should register online through the course webpage on Moodle (<http://mftot.jointokyo.org>).

Requirements of Participation

To successfully complete the course, participants should have:

- **English proficiency.** Videoconference sessions and final examination will be conducted in English. For participants who wish to receive the accreditation certificate, English proficiency is crucial.
- **Strong commitment and self-discipline.** The course will require between 10-20 hours of self study per week, depending on the participant's background in microfinance and language proficiency.
- **Support from employer.** To ensure that participants can devote enough time to the course activities, we encourage participants to seek endorsement from their employers.

In addition, participants will need:

- A computer with 486 processor using Windows 95 or later, a CD-ROM drive, speakers or earphones, monitor of 800 x 600 resolution and at least 256 colors.
- An e-mail account.

Important Dates for Videoconference (Tentative):

- VC #1: January 29 (Thursday), 2015
- VC #2: February 19 (Thursday), 2015
- VC #3: March 5 (Thursday), 2015
- VC #4: May 14 (Thursday), 2015

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Microfinance Training of Trainers (MFTOT)

A Blended Learning Course

Tenth Delivery (MFTOT10)
January- May 2015



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Background

Microfinance is recognized as an effective development intervention that enhances access to financial services by low-income individuals. The Microfinance Training of Trainers (MFTOT) Course is jointly sponsored by the Asian Development Bank Institute (ADBI) and the World Bank Tokyo Development Learning Center (TDLC). The interactive Microfinance Distance Learning Course (MFDL) developed by UNCDF is the core learning material for study. This course has received high rating from participants and become popular in many countries.

Over the past nine years, nine courses were successfully delivered in the Asia-Pacific region and around the world. Over 2,300 participants conducted self-study using the interactive e-Learning package, attended videoconference sessions, received online tutoring for 11 assignments and took part in the final exam. Among them, a total of 1,137 in 64 countries were accredited to become a fully certified trainer of the UNCDF MFDL course. Top 32 graduates who are located in Bangladesh, Cambodia, China, Ethiopia, Ghana, India, Japan, Kenya, Lao PDR, Malawi, Mongolia, Nepal, Nigeria, Pakistan, PNG, Philippines, Sri Lanka, Thailand, Uganda, and Vietnam were engaged to work as tutors for the courses.

Since 2007, the course materials (workbook and interactive CD-ROM) have been translated from English into several local languages such as Chinese, Khmer, Lao, Thai, Vietnamese, Mongolian, and Bahasa Indonesia.

The ADBI and TDLC, joined by a new partner of China Development Bank (CDB) since MFTOT8 to support participants in African countries, are pleased to announce the tenth delivery of the Microfinance Training of Trainers course (MFTOT10) from January to May 2015.

Please visit the MFTOT10 course website:

<http://mftot.jointokyo.org>

Goals and Objectives

MFTOT10 continues to pursue its goal of strengthening the institutional capacity of microfinance in the Asia-Pacific region by making high-quality microfinance training accessible to more decision-makers, professionals and practitioners in the field of microfinance as well as increasing the number and country coverage of accredited microfinance trainers in the Asia Pacific region and around the world.

Course Content

The course consists of 3 modules and special topics in microfinance.

At the end of Module I (The World of Microfinance), participants will be able to:

- Describe fundamental concepts in microfinance
- Design client-focused services
- Apply effective microcredit methodologies
- Describe the effects of the local environment on microfinance

At the end of Module II (Financial Analysis), participants will be able to:

- Read financial statements
- Measure delinquency
- Identify key financial factors
- Identify effective interest rate practices
- Measure financial viability

At the end of Module III (Institutional Analysis), participants will be able to:

- Gauge institutional viability
- Strengthen relations between donors and microfinance institutions

Through interaction with experts during videoconference sessions on Special Topics in microfinance, participants will be able to broaden their understanding of key issues in microfinance.

Course Description

The course features a unique, blended approach consisting of:

1. Self-paced study using the Microfinance Distance Learning (MFDL) package developed by UNCDF. The package is available also online at <http://www.jointokyo.org/mfdl>
2. Online tutoring and e-discussion. Tutors will assist participants throughout the course in completing course assignments through grading and feedback. Online discussions will be moderated by the team leader of tutors.
3. Meeting with international microfinance experts through four 3-hour videoconference sessions at selected GDLN centers. The videoconference sessions will feature presentations and discussions on current issues and best practices in microfinance. The videoconferences will also be webcast live.
4. Local courses in selected countries will be available during the same time period.

Target Audience

This course is aimed primarily at development practitioners, microfinance professionals, policy makers, donor staff, socially responsible investors, students and others who want to improve their knowledge of best practices in microfinance.

Participants who wish to develop their skills in delivering microfinance training and become fully certified trainers of the UNCDF course can earn accreditation by completing all weekly assignments and the final examination for this course.

