



i&b Consulting is a management and organizational development consulting services firm that provides organizational development and technical assistance centered on strengthening the capacity of nonprofit organizations, government agencies and corporations.

Our consultants have several years' experience in the private and NGO sectors. Clients have included donors agencies and local and international NGOs such as DFID, Swiss Development Corporation, the Aga Khan Foundation, the Aga Khan University, Marie Stopes Society, Aahung, the National Committee for Maternal and Neonatal Health (NCMNH), Shirkat Gah, Enterprise and Community Development Institute (ECDI), Mercy Corps, and the World Population Foundation.



CAPACITY BUILDING

By facilitating workshops, seminars and planning sessions, i&b provides training and facilitation on the following topics to organizations seeking to achieve better outcomes:

- Training of Trainers: Participatory Methods and Techniques***
- Project Development and Management***
- Monitoring and Evaluation Techniques***
- Resource Mobilization***
- Gender***
- Project Proposal Writing***
- Report Writing***
- Reproductive and Sexual Health and Rights***
- Advocacy***
- Human Rights***
- Mapping and Managing Organizational Culture***
- Leadership Development***
- Supervisory Skills***
- Managing Team Performance***
- Communication and Interpersonal Communication***
- Presentations Skills***
- Business Communication***
- Time and Stress Management***
- Conflict Management***
- Coaching and Mentoring***
- Counseling Skills***
- Dealing with Change***
- Personal Development***

CAPABILITIES

Most organizations face the challenges of organizational change and development, raising key questions about organization structure, talent management, succession planning, leadership development, performance management and technical skills development. i&b's practice addresses this need with the following services:

- ORGANIZATION AND MANAGEMENT DEVELOPMENT**
- CAPACITY BUILDING**
- RETREATS**
- HUMAN CAPITAL CONSULTING**
- eLEARNING SOLUTIONS**

RETREATS

Outbound Training has long been identified as being part of the field of experiential education and uses an experiential approach to physical and mental development.

Strategic Planning | Team Building | Leadership



ORGANIZATION AND MANAGEMENT DEVELOPMENT

is based on the premise that individuals, teams and organizations are systems with infinite potential. The realization of this potential requires an alignment between the values and capabilities of the individual, team or organization and the expectations of the environment, including policy makers, donors and other stakeholders, in which they operate.

Program and Project Management

i&b Consulting's approach to program and project management focuses on achieving outcomes and outputs within specified timelines, implementing performance measurement, managing teams, learning and changing, and adhering to donor reporting timelines. It is results-based and integrates strategy, people, resources, processes and measurements to improve decision-making, transparency, and accountability, with a goal to ensure project and programme sustainability.

Strategic Planning

Strategic planning is particularly useful when projects and programmes are embarking on new phases of project and programme cycles. Various participatory methodologies are used to take the organization through exercises such as analyzing problems and visualizing an ideal case scenario based upon which they then identify priority areas of focus and develop a clear, cogent plan, complete with indicators and a Log Frame Matrix to help them implement it.

Impact Assessment

Impact analyses can be conducted at any level of an organization: internally, i.e., within its staff; and with various groups of stakeholders including immediate, mid-level and end-of-the-line beneficiaries, depending on the organizational, project and program needs.

Gender Integration and Mainstreaming

Most development agencies today require that gender be integrated as a cross cutting theme across programmes and projects. In order to achieve this goal, it is essential that all staff, at all levels, be sensitized to gender issues and achieve understanding on the critical role of gender in development. i&b Consulting's gender integration and mainstreaming strategies rely on their consultants' expertise in gender and are adapted from various tools developed by UN agencies and local and international organizations.

SWOT Analysis

The i&b Consultants use SWOT analysis as an effective method for analysis within the strategic planning process and to provide feedback on the effectiveness of projects, programs and institutions as well as to facilitate processes of change toward development goals from the stakeholders' perspective.

Participatory Research

Participatory methodologies are a proven, effective tool used extensively by civil society organizations for both research and training. They place participants at ease, in a comfortable setting, and enable experienced facilitators to share and enhance participants' knowledge in order to bring about improvement and positive change.

Participatory research tools include **Focus Group Discussion**, which is particularly well suited to answering those questions best answered by group interaction because it allows for complex as well as contextual responses, and enables the gathering of qualitative data from one or more populations.

Focus groups provide rapid feedback on research questions, generate a range and intensity of opinion, clarify the views of group members and assess likely community response to various interventions. Other tools are **Social Mapping**, which helps gain community perspectives of their areas relating to various perspectives such as health, education, and economic and infrastructure development; key informant interviews; observation; and surveys.

Monitoring and Evaluation

Through quantitative, qualitative and mixed-method analysis, i&b conducts research and evaluation of programs and projects. These activities are conducted to evaluate organizational efficiency and effectiveness toward achieving certain goals and objectives, as well as to better understand organizational successes, shortcomings, challenges and future opportunities.

HUMAN CAPITAL CONSULTING

- **Development and Review of HR policies**, a process of examining policies, procedures, documentation, systems, and practices with respect to an organization's HR functions
- **Performance appraisals, including 360-degree appraisals**, a process in which employees evaluate themselves on a set of criteria, their manager evaluates them, as do their peers and direct reports.
- **HR Audit**, a diagnostic tool to assess whether the HR function is delivering its mandate & roles. Its purpose is to evolve the HR function to a level where its full potential to support the organization's mission and objectives can be realized.
- **Questionnaires and Surveys** - i&b conducts surveys across different departments or as an organization wide exercise to enable objective analysis, reporting and appropriate action plans
 - **Organizational Climate Survey** facilitates organizational change by assessing, benchmarking and improving overall performance. The goal of the survey is to solicit employee opinions in order to assess the general working climate, particularly in the area of management and employee relations, and to identify non-salary ways to improve the working climate.
 - **Training Needs Analysis and Training Impact Assessment** considers the organizational context of the training requirement, users of the training, and the suitability of training to resolve the identified organizational/performance needs.
 - **Training Impact Assessment** is setting up systems and processes to ensure and measure training effectiveness by putting together a process to monitor the application of learning and get the most out of the training investment.

METHODOLOGY

i&b use an Appreciative Inquiry Approach, which is a creative, constructive peer review and learning process and all our interventions are based on adult learning principles. We use a variety of methodologies, techniques and approaches.

CONSULTING PHILOSOPHY

i&b believes that its clients should expect advice founded in sound business acumen augmented by business and/or consulting experience. Having 'walked' in the client's shoes provides insight unavailable from otherwise purely theoretical perspective. i&b has years of that experience and the 'real world' is always used in assisting our clients in addressing their issues and maximizing their opportunities.

Companies should make investments in management training and consulting services with the expectation of specific, measurable returns. Hence, i&b seeks to mutually define and agree to the client's expectations, desired results and deliverables for the project – whether training or consulting.