

Far Western University

Faculty of Humanities and Social Sciences

Bachelor of Arts



Course Title:	NGO, INGO, and Project Management	Full marks:	100
Course Code:	BSW481	Pass marks:	50
Nature of course:	Theory	Teaching Hrs/Week:	3
Level:	B.A.	Class Duration:	1hr
Year: 4	Eighth semester	Total Teaching Hrs:	48

1. Course Description

This course entitled non-governmental organization, international non-governmental organization, and project management is a combination of theoretical knowledge and practical skills. This paper focuses on the concept of non-governmental organization led development in global context as well as importance of project management to address social problems within targeted time, limited budget, and necessary human recourses. In addition, this paper has also emphasized practical learning by making the students explore successful projects as cases studies and visit the field and interact with non-governmental organizations to evaluate the role of non-governmental organization, international non-governmental organizations, and various projects in achieving proposed outcome and output in Nepalese context.

2. Course Objective

By the completion of this course, the students will;

- 2.1. Understand the structures, operation, and activities of non-governmental organizations,
- 2.2. Design and manage social developmental projects effectively,
- 2.3. Develop skills in fundraising and development of grant proposals,

3. Specific Objectives and Course Contents

SPECIFIC OBJECTIVES	COURSE CONTENTS	HR
To introduce the basic concepts of NGOs, its type and Roles & Functions	<p>Unit I: Introduction I/NGO</p> <ul style="list-style-type: none"> a) Concept of Non-governmental Organization, International Non-Governmental Organization and Community Based Organization b) Types of NGOs- Local, Regional, National, and International c) Roles and Functions – Development- Humanitarian, advocacy 	6
To understand the Development of NGOs in Nepal	<p>Unit II: Development of NGOs in Nepal</p> <ul style="list-style-type: none"> a) Concept of NGO Led Development and Outcomes & Achievements in Nepal; b) History and Evolution of NGO and INGO in Context of Nepal c) Challenges in I/NGOS- Donor Dependency – Political Influence, Cultural Sensitivity, etc d) Social Work and I/NGOs 	8
To familiarize about laws, policies and guidelines for NGO in Nepal	<p>Unit III: Legal Provisions of NGOs and INGOS</p> <ul style="list-style-type: none"> a) Association Registration Act 1977 b) Social Welfare Act of Nepal 1992 c) Social Welfare Council Rule 1992 d) Guidelines for NGO affiliation / NGO Approval / General Agreement, Service and Facilitations / Project Agreement Appraisals/ and Monitoring and Evaluation 	8

<p>To understand Project management and its life cycle</p>	<p>Unit IV: Project Management</p> <ul style="list-style-type: none"> a) Concept of Project and Project Management; Need Assessment; Stakeholder Assessment; Logical Framework Analysis; Development Communication; Risk Management b) Feasibility Study and Cost-benefit Analysis c) Project Formulation, Fund Raising and Development Grant proposal d) Project life cycle <ul style="list-style-type: none"> 1) Conceptual Phase 2) Planning Phase 3) Definition and Design 4) Implementation Phase 5) Conversion and Closure e) Managing Crisis Projects; Crisis Management Life Cycle <ul style="list-style-type: none"> 1) Early Warning 2) Problem Understanding 3) Damage Assessment 4) Crisis Resolution 5) Lesson Learned 	<p>10</p>
<p>To explore the monitoring and evaluation of project</p>	<p>Unit V: Project Monitoring and Evaluation</p> <ul style="list-style-type: none"> a) Concept of Project M&E; Tracking Progress; Measurement of outcomes and Outputs; Indicators; Relevancy, Effectiveness, Efficiency and Sustainability b) Monitoring and Evaluation Frameworks c) Data Collection and Analysis for Project evaluation d) Transparency, Accountability and Financial Analysis 	<p>8</p>

\To apply classroom learning in practice	Unit VI: Practicum - Project Management Practice in Nepal a) Preparation of social welfare project proposal b) Development of Logical Frame Work and cost benefit analysis c) Monitoring & Evaluation Reporting d) Evaluating the guidelines: National Planning Commission and Social Welfare Council	8
TOTAL TEACHING HOURS		48

4. Essential Readings

Acharya, M.(1997) Non-government Organization (NGOs)- Led Development in Nepal, pp. 69-99, Occasional Papers in Sociology and Anthropology, Central Department of Sociology and Anthropology, Kirtipur.

Bhattachan and Mishra (Editors) (1997): Developmental Practices in Nepal, Central Department of Sociology and Anthropology, Kirtipur.

Bongartz, Heinz and Dahal, D.R. (1996) Development Studies, Self Help Organization, NGOs and Civil Society, NEFAS and FES.

Dale, R. (2003). The logical framework: An easy escape, a straitjacket, or a useful planning tool? Development in Practice, 13(1), 57–70. <https://doi.org/10.1080/0961452022000037982>

Dhakal T.N. (2002). The Role of Non-Governmental organizations in the improvement of livelihood in Nepal. University of Tampere, Finland

Kerzner, H. (2009). Project Management, A Systems Approach to Planning, Scheduling and Control. 10th ed. John Wiley & Sons, Inc, New Jersey, Canada

NPC (2013) National Monitoring and Evaluation Guidelines, National Planning Commission, Government of Nepal.

Spolander, G. and Martin, L. (2012). Successful project management in social work and social care: managing resources, assessing risks, and measuring outcomes. London: Jessica Kingsley Publishers.



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Faculty of Humanities and Social Sciences

Bachelor of Arts

Course Title: Social Work Research Thesis

Full Marks: 100

Course Code: BSW 482

Pass Marks: 50

Level: Undergraduate

Credit: 3

Semester: Eight

Teaching Hours:

Nature of Course: Research Project

Nature: Compulsory

Course Description

A thesis is an organized and structured academic document, that demonstrates the ability of social work students to conduct independent research and apply social work theories, principles, methods, and relate to real-world issues. In this context this course is intended to guide the students carry out their research work introduces the research process by integrating the theories into practice.

In this process, students will engage in literature reviews, methodologies (qualitative, quantitative, and mixed methods), data collection and analysis, and present the findings and recommendations in a clear and standard format. The research must be original, free from plagiarism, and contribute to the understanding of social issues and interventions within the standard social work ethical considerations.

In addition, the research proposal and report should follow latest edition of American Psychological Association (APA) referencing guide.

Course Objective

- To help students find their area of research interest and develop a research proposal.
- To guide students, carry out field work and prepare research report.

Course Outline

	Task	Date
Research Methodology Workshop	Proposal format and Research Report orientation/workshop	4 Weeks 1- 4 th weeks
	Proposal preparation, submission, and defense	
Literature Review	Review of Articles, books, and other publications	4 weeks 4-8 th weeks
Data Collection	Field visit and sampling and collection of primary data	6 weeks 14 th weeks
Report Writing	Data analysis, interpretation, and final Report writing	4 weeks 18 th weeks
Evaluation	Research Viva and presentation	20 th weeks

COMPONENTS OF THE RESEARCH PROPOSAL

Chapter One: Introduction

- a. Background
- b. Statement of the Problem
- c. Research question and Objectives
- d. Rationale and Significance of the Study
- e. Organization of the Report

Chapter Two: Literature Review

- a. Empirical Review
- b. Theoretical Review

- c. Conceptual Framework/Gap Analysis

Chapter Three: Research Methodology

- a. Research Design
- b. Study Area and Rationale for selection
- c. Sample design
- d. Data collection tools
- e. Data analysis techniques
- f. Limitation of the Study
- g. Ethical Considerations

Post Script Pages

- a. Appendices
- b. References

THESIS WRITING FORMAT

Preliminary Pages

- a. Title page
- b. Letter of Declaration
- c. Letter of Approval
- d. Acknowledgments
- e. Abstract
- f. Table of Contents
- g. List of Tables and Figures

Chapter One: Introduction

- a. Background

- b. Statement of the Problem,
- c. Research question
- d. Objectives
- e. Rationale / Significance of the Study,
- f. Organization of the Report

Chapter Two: Literature Reviews

- a. Theoretical and empirical reviews
- b. Review in Nepali context
- c. Gap analysis
- d. Conceptual framework

Chapter Three Research Methodology

- a. Study Area,
- b. Research Design,
- c. Sample design,
- d. Data collection tools and Techniques,
- e. Limitation of the Study

Chapter Four: Data Presentation and Analysis

- a. Results
- b. Major Findings
- c. Interpretation of Findings

Chapter Five: Conclusion

- a. Summary of Major Findings
- b. Conclusion
- c. Recommendations

Chapter Six: Social Workers Intervention

- a. Levels of Intervention
 - a. Micro Level Intervention
 - b. Mezzo Level Intervention
 - c. Macro Level Intervention
- b. Practice Methods
 - a. Case Work
 - b. Group Work
 - c. Community Organization
 - d. Social Welfare Administration
 - e. Social Action

Post Script Pages

- a. Appendices
- b. References

References

- Kumar, R. (2010). *Research Methodology: A Step-by-Step Guide for Beginners*. United Kingdom: SAGE Publications.
- Creswell, J. W., Creswell, J. D. (2017). *Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. United Kingdom: SAGE Publications.
- APA (2019). *Publication Manual of the American Psychological Association 7th Edition*, American Psychological Association