

Coordination & management

## Certificate in Humanitarian Programme Management



For experienced candidates

### Diploma course EUROPE

**Training location & dates** The Bioforce Institute in Europe (Lyon-Vénissieux, France), mid-September to mid-December (3 months)

**Certification** Bioforce is an accredited certifying organisation. The certificate in Humanitarian Programme Management is a highly recognized programme within the sector and is endorsed by our partners.



mango



The Sphere Project



CHS Alliance

## Objectives

Designed to develop management skills to enhance Quality & Accountability of humanitarian programmes, the Humanitarian Programme Management learning programme has been developed in collaboration with key stakeholders (People in Aid-CHS Alliance, HAP, Mango, Sphere and ESC Grenoble) to ensure the highest quality for each 3-week competency-based modules.

This 12-week training programme focuses on the Humanitarian Programme Manager's 3 core competencies: managing People and Organisations, managing Programmes and Projects, managing Finance and Funding. Internationally recognised trainers in quality, accountability and humanitarian programme management will participate in the delivery of the HPM training programme. The Humanitarian Programme Manager training ensures in-depth understanding of the sector and its evolutions through an additional 1-week module on

the framework of humanitarian aid ("introduction to the aid sector" module). It integrates capacity building through a 1-week "training of trainers" module and offers professional recognition and a link to the Master in Humanitarian Programme Management for further specialization.

### Introduction to the aid sector

To provide participants with thorough knowledge of the humanitarian sector and issues at stake: stakeholders, systems, coordination mechanisms, legal and ethical framework, Q&A initiatives and applications relating to programme management.

### Managing People and Organisations

To enable participants to choose and apply appropriate tools to manage themselves, other people, and organizations involved in humanitarian programmes.

### Managing Programmes and Projects

To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.

### Managing Finance and Funding

To provide participants with the critical skills required to raise funds for humanitarian programmes and to manage financial resources accountably.

### Training of Trainers

To provide participants with the appropriate methods & tools to develop, facilitate, monitor & evaluate capacity building activities.

### Field exercise

Develop, through a field scenario-based exercise, operational capacity and autonomy of the trainees.

## Tentative schedule

### Modules | Number of hours

- | Opening sessions: 3,5h
- | Introduction to the aid sector: 35h
- | Induction: 21h
- | Managing People and Organisations: 105h
- | Managing Programmes and Projects: 105h
- | Managing Finance and Funding: 105h
- | Training of trainers: 35h
- | Field Exercise: 35h
- | Closing session: 14h

## Modules | Schedule

**Opening sessions** September 15

**Introduction to the aid sector** September 18-22

- | Introduction to the Humanitarian Sector
- | Introduction to Q&A initiatives and applications in programme management
- | Accountability and its applications in programme management
- | International humanitarian law and ethics
- | Challenges in the humanitarian sector

**Induction** September 25-29

**Managing people and organisations** October 2-20

- | Introduction to human resources management in the aid sector
- | Strengthening organisational capacity - Developing strategy
- | Strengthening organisational capacity - Applying strategic thinking to team performance
- | Strengthening organisational capacity - Developing effective and healthy teams
- | Strengthening organisational capacity - Leading change
- | Managing People
- | Managing team safety and security
- | Personal study time
- | Exam & module evaluation

**Managing programmes and projects** Oct 23-Nov 10

- | Introduction to Project Management module
- | Assessment and analysis
- | Planning & Programming of operational activities
- | Monitoring programming
- | Evaluation
- | Exam & module evaluation

**Managing finance and funding** Nov 13-Dec 1

- | Donors context & funding cycle
- | Choice of Donor & Essential elements of a proposal
- | Personal study time
- | How to approach a donor & Concept note exercise
- | Concept note exercise debrief & Follow up and reporting
- | Private donors
- | Practical exercise and simulation
- | Financial management concepts and frameworks & Getting organised
- | Financial planning essentials
- | Field accounting essentials

- | Financial reporting essentials / Financial analysis
- | Internal control essentials & Summary
- | Practical case Tchad
- | Personal study day
- | Exam & Closing session

**Training of trainers** December 4-8

- | Introduction. Principles of adult learning. Methods and techniques for adult learning
- | Learning styles & rhythms. Role of the trainer. Needs analysis & drafting objectives
- | Writing session plans. Preparation for practical sessions
- | Practical sessions
- | Learning from practical sessions. Techniques for evaluation of training. Transfer to professional application. Final evaluation programme management

**Field exercise** December 11-15

Within an operational framework, students will have to implement capabilities developed during the training period.

**Closing session** December 18-19

## Methodologies

- | Experience sharing and peer-learning.
- | Learning by doing with exercises and case studies related to NGO management practices.
- | Concepts and behavioural understanding by situation modelling.
- | Introduction of analysis grids and tools that can be adjusted to each context.

## Number of participants

Groups may vary according to the type of session and training (case studies, group work, etc.). Maximum number of participants for this training session is 20. If there is an insufficient number of a registration, Bioforce Institut reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

## Evaluation

### Monitoring session

| A learning review is planned every day with the facilitator. The general aim of this activity is to assess trainee achievement of learning outcomes and to adapt content to trainees' expectations and learning objectives.

| Evaluation & lessons learned of the training: monitoring sessions are organized all along the training to give the opportunity to the trainees to share their opinion on the courses and to assess the quality of the module. The richness of exchanges among the trainees strengthens learning and the quality of the programme throughout the training period.

### **Trainees' Assessment**

No level of national certification. A **recognized grade certificate** will be delivered to participants who pass the final exam assessing trainee achievement of learning outcomes. This module is one of the components of the Management Programmes (Certificate in Humanitarian Programme Management is a private certificate recognised by the Grenoble Business School & the Bioforce Institute, and the Master of Science in Humanitarian Programme Management).

## **During the training**

The training will take place in a high environmental quality building (2,700m<sup>2</sup>) dedicated to the training activities and directly accessible via public transport. During the training you can have access to specific resources:

| A resource center with more than 3,000 documents and specialised information on international relief, geopolitics and development together with technical documentation on humanitarian programme.

| 2 technical training facilities fully equipped with materials used in humanitarian field.

| 2 computer rooms

| 1 conference room where conferences on humanitarian and development sector are regularly organised

For each training, the following training materials will be used: a videoprojector, a white board, one or several flipcharts.

## **After the training**

You will receive a flash drive including the training contents used during the session and the email contacts of participants and trainers as well as a Certificate of Attendance (issued on the condition of being present throughout the training). No level of national certification.

## **Profile | Prerequisites**

**1)** 1 year of professional experience as a project coordinator, administrator or logistician in international aid and a Bachelor's degree (or equivalent Master 1 for French diplomas)

Or 3 years of professional experience as a project coordinator, administrator or logistician in international aid.

Or 5 years of professional experience as project manager in consultancy agency, companies, organizations

**2)** have an English language proficiency level of B2 (according to [European language levels - Self Assessment Grid](#)).

**3)** Have a professional project in programme management (Programme coordinator ...)

## **Application**

Application submission deadline: July 15th (2 months prior to the start of the training).

### **1. Online application**

Fill-out the electronic version of the application form at [institutbioforce.fr/application](http://institutbioforce.fr/application). You will be asked to upload your CV and cover letter.

Your application will be examined by Bioforce staff upon receipt of the 60€ administration fees (we will acknowledge receipt of your payment via email). (Payment is possible by bank transfer, cheque or postal order payable to Institut Bioforce.)

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc. Within 2 months upon receipt of your payment, we will contact you by email to inform you about the next steps.

### **2. Interview (if needed)**

Should Bioforce staff members feel the need for further information about your application, an interview can be organized (distance or in person).

### **3. Registration**

Selected candidates will receive an admission email:

- within 15 days after their interview
- if there hasn't been an interview, within 2 months upon receipt of your payment.

To secure your place in the training you must send us the full training fees and the signed quote. Upon receipt of the signed quote and the payment proof, we will confirm your registration by email and send you the

convocation letter with all necessary information, including the training schedule, other practical details and a visa support letter.

## Fees & funding

**Total 6 560 €**

For questions about funding opportunities, you are kindly invited to have a look at our [Frequently Asked Questions](#).

**NEW !** You can now obtain your Certificate in Humanitarian Programme Management **at your own pace**:

| Attend the 5 competency-based modules (3 years to attend the 5 modules)

| Go out on a 6 months fieldwork in international solidarity (within the 18 months following the end of the last module you attend)

Up to 5 years	
Module 1	
Introduction to the aid sector	800€
Module 2	
Managing people and organizations	2 000€
Module 3	
Managing programmes and Projects	2 000€
Module 4	
Managing Finance and Funding	2 000€
Module 5	
Training of trainers for the aid sector	800€
<b>Total</b>	<b>7 600€</b>

Details about these individual modules are to be found [on our website](#). Application is to be completed on [institutbioforce.fr/application](http://institutbioforce.fr/application), one module at a time (a separate application form for each module is required).

## Questions?

For any other questions, you are kindly invited to have a look at our [Frequently Asked Questions](#) on our website:

| Training schedule and place, accommodation contacts

| Fees and funding opportunities

| Cancellation and refund policy

| Means of payment

| Visa support letter

| So on...