Humanitarian programme: Managing programmes & projects

This skills-based training course is part of larger diploma course named “Humanitarian Programme Manager”.
You will be joining a group of trainees attend the Humanitarian Programme training.
If you are interested in the HPM diploma you can attend the 5 modules at your own pace.

Course dates and duration

Duration 15 days
Lyons 30 September – 16 October 2019, course fees 2000€

Objectives

To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts
Purpose of the Project Cycle Management (PCM) approach, steps and essential tools and methods for PCM, strategic, programmatic and operational levels of humanitarian action
Programme strategy building at country level or with a sectorial approach, purpose of planning and assessments in the project and programme cycle
Appropriate assessment methodologies and tools, common quantitative and qualitative data-collection tools for assessments
Monitoring and evaluation, commonly used quantitative indicator types (rates, proportions etc.) and their application
Log frame main elements, schedule planning for activities and resources using PERT and Gantt techniques, links with the implementation and Monitoring & Evaluation (M&E) steps
Purpose of monitoring in the programme cycle, differences and links between M&E, evaluation cycle and appropriate evaluation tools

Main elements of the Terms of Reference for an evaluation, critical thinking on PCM, quality and accountability promotion at all stages of PCM.

Profile
Persons already working or willing to work as a manager in the humanitarian sector.

Prerequisites
MANDATORY
Bachelor’s degree
Level of English proficiency: B2 minimum (according to European language levels - Self Assessment Grid)
RECOMMENDED
Previous experience in project or programme management.

Tentative Schedule

Week 1
Introduction to Project Cycle Management (PCM)
Assessment and analysis

Week 2
Planning & Programming
Planning
Implementation
Monitoring programming

Week 3
Evaluation
Quality & Accountability in programme management

15 days
30 September – 16 October 2019,
course fees 2000€
Bioforce is referenced in the register of Datadock training organisations and responds to the quality criteria provided by law. This referencing facilitates the financing of training by more than twenty funding organisations. Datadock is a database that enables training funders to verify the compliance of training organisations with the quality criteria defined by the law. The Bioforce Institute responds well to these quality requirements.
Practical information

Training schedule

**Lyon** 9.00:12.30 – 13.30:17.00

On the first training day, please show up at 8.00 am at the training center. Training ends at 5:30 pm the first day.

The final day of training can end at 7:00 pm. We kindly request you to arrange your return transportation (train, flight) only after 8:00 pm.

Teaching methods

Pedagogical methods focus on the practical application of knowledge and skills, delivered by experienced trainers from the humanitarian sector.

- Collective practical cases (case studies, exercises, role-playing, etc.), restitutions, analysis and group discussions.
- Technical methods, tools and equipment/materials as those used in a professional context.
- Theoretical and practical training.
- Daily review of the training activities to enhance skills development.

Number of participants

Number of participants varies depending on the type and organization of the training session, so as to encourage opinion-sharing debates among the group.

**Lyon** up to 24 participants

If the minimum number of registered participants is not reached, Bioforce Institute reserves the right to cancel the training session. In the event of such cancellation, registered participants will receive a full refund.

Evaluation procedures

**KNOWLEDGE ASSESSMENT**

Skills-based training courses are not subject to official certification. However, an individual assessment test is organized at the end of the course. Trainees must score a minimum grade of 10 out of 20 to obtain a certificate of professional competence.

**ENSURING THE BEST TRAINING POSSIBLE**

1 review with the facilitator at each synchronous exchange

The time dedicated to mutual exchange aims at assessing trainees’ practical and theoretical knowledge acquisition. Content may then be adapted to trainees to meet their expectations as well as global training objectives.

1 time dedicated to monitoring knowledge acquisition for each participant

A self-assessment questionnaire is completed by each participant at the start and end of the course. The questionnaire is intended to measure participants’ knowledge acquisition.

1 feedback form to be completed by each participant at the end of the training

Trainees will be asked to assess the quality of the training: relevance of its content, organization, pedagogical methods used during the training, equipment and the quality of information given before the training.

During the training

**Lyon**

Institut Bioforce
41 avenue du 8 mai 1945
69694 Vénissieux cedex

For each of our trainings, the following equipment will be provided:

[Online application deadline is two weeks prior to the start of the training](#) | Need further information? Check the FAQs
1 or more training class rooms that can be adjusted to activities (case studies, role-playing, work group, etc.)
1 video projector, white board
1 or more paperboard-s

**After the training**

**DOCUMENTS GIVEN AT THE END OF THE TRAINING**

- A flash drive that includes all course materials featured during the session and participants email contacts to get in touch after the training.
- A certificate of attendance will be delivered to each participant at the closing session of the training. It mentions the course title and objectives and attests the number of hours the trainee attended.
- A certificate of professional competence will be delivered to each participant that obtained a minimum grade of 10 out of 20 at the individual assessment test

**NEW! Obtain your diploma in humanitarian programme management at your own pace**

This skills-based training course is part of the "Humanitarian Programme Manager" diploma course. You can now obtain this diploma at your own pace:

- Attend the 5 competency-based modules (3 years to attend the 5 modules)
- Go out on a 6-month workbased learning in the field with an NGO (within the 18 months following the end of the last module you attend)

The diploma is "Coordinateur de projet de la solidarité internationale", a level I qualification awarded by the Bioforce Institute (equivalent to a five-year higher education diploma) and registered by the French National Record of Professional Qualifications.

<table>
<thead>
<tr>
<th>Modules spread out over up to 5 years</th>
<th>All modules the same year</th>
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<tbody>
<tr>
<td><strong>Administration fees</strong></td>
<td>0 €</td>
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<tr>
<td><strong>Module 1</strong></td>
<td></td>
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<tr>
<td>Introduction to the aid sector</td>
<td>800 €</td>
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<tr>
<td><strong>Module 2</strong></td>
<td></td>
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<tr>
<td>Humanitarian programme :</td>
<td></td>
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<tr>
<td>Managing people and organizations</td>
<td>2 000 €</td>
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<tr>
<td><strong>Module 3</strong></td>
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<tr>
<td>Humanitarian programme :</td>
<td></td>
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<tr>
<td>Managing programmes and projects</td>
<td>2 000 €</td>
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<tr>
<td><strong>Module 4</strong></td>
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<tr>
<td>Humanitarian programme :</td>
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<tr>
<td>Managing finance and funding</td>
<td>2 000 €</td>
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<tr>
<td><strong>Module 5</strong></td>
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<tr>
<td>Training of trainers for the aid sector</td>
<td>800 €</td>
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<td>Bioforce Institute support during your</td>
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<tr>
<td>6-month workbased learning</td>
<td>950 €</td>
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<tr>
<td><strong>Total</strong></td>
<td>8 550 €</td>
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**Online application deadline is two weeks prior to the start of the training | Need further information? Check the FAQs**
How to apply for the training
The application deadline is set 2 weeks before the training starts. As the number of participants for each training is limited, early registration is advisable. Candidates likely to benefit from an employer funding are advised to apply no later than 3 weeks before the training starts.

APPLICATION
To apply for the training, go to Bioforce Institute | Apply online now! You will be asked to attach a resume in PDF format to complete the registration form. You will then receive a quotation. As soon as you send us back this quotation signed, we will evaluate your application.
Full or partly funding from your employer or any accredited collecting fund organism must be stated during registration, along with a certificate of the precise amount covered by the organism.

PRE-REGISTRATION
Your application has been successful? You will now receive a pre-registration confirmation email. To complete your registration, you will be asked to pay the training fee.

REGISTRATION
You are not registered until you complete payment of the training course fee. To complete registration and secure your place, you must pay the full training fee. Final registration will then be confirmed by email. You will also receive an email containing all the necessary practical information.

Any questions?
If you have any questions, you can browse through our Frequently Asked Questions (FAQ). Click here:
| Funding opportunities
| Cancellation and refund policy, means of payment
| Level of skills after a skills-based training courses
| Available equipment and events open to participants
| Support materials used during our trainings
| Rules of procedure
| Etc.

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