



« HUMANITARIAN PROGRAMME MANAGER » (HPM) – TRAINING PROGRAMME

MANAGING FINANCE & FUNDING

- + Dates November 5-23 2012 _ LYON _ 2000€
- + Application submission deadline October 5th 2012

All updates of our training offer (new dates and subjects, number of places available...) can be found on our website : www.bioforce.asso.fr, tab "Formations en Solidarité", then "Formations courtes in English"

+ Focus

You wish to strengthen, adapt or update a specific area of a key competency.

The training sessions in this catalogue focus on the key competencies of international aid work: knowledge of the international aid sector and pre-departure preparation, human resources, training of trainers, finance and donors, project management, safety and security, technical logistics and supply chain. This new system is added to help you choose the most appropriate session according to your objective.

TRAINING OBJECTIVE

To provide participants with the critical skills and confidence required to raise funds for humanitarian programmes and to manage financial resources accountably : key principles and concepts of financial management, practical aspects of financial management, funding strategies and opportunities, donors and strategies, quality and accountability in finance management, budgeting and proposal writing.

- + appreciate the importance of good financial management systems in achieving NGO objectives and that financial management is for everyone
- + describe the Seven Principles and the Four Building Blocks of financial management as frameworks for promoting robust financial systems
- + use Mango's financial health check to identify strengths and weaknesses in financial systems'
- + describe the important role of coding structures in budgeting and financial accounting and reporting
- + prepare field accounts and simple financial reports
- + describe the difference between cash and accruals accounting
- + describe how financial planning fit into operational and strategic planning
- + build activity-based project budgets, phased budgets and cashflow forecasts for effective programme planning and implementation
- + analyse financial statements using ratio analysis techniques
- + use budget monitoring reports to inform and support programme management decisions
- + assess internal control strengths and weaknesses and apply internal control procedures to minimise risk
- + describe the challenges and responses of managing funds in emergency responses
- + identify different types of funding
- + identify the steps of the funding cycle
- + distinguish the different types of donors, their functioning, rules and conditions
- + know how to write a funding proposal
- + know how to prepare and conduct negotiations with the donor
- + know how to write a concept note
- + identify constraints faced by international aid organizations
- + identify the process of being accountable to donors on the use of funds
- + apply theoretical knowledge when seeking funding and monitoring funds

KEYWORDS

GOOD PRACTICE | CHART OF ACCOUNTS | CASHFLOW | FINANCIAL PLANNING | BALANCE SHEET | BUDGET MONITORING | FINANCIAL ANALYSIS | FINANCIAL CONTROL | CORRUPTION | EMERGENCIES | BUDGETING | ACCOUNTING | FINANCIAL REPORTING | FINANCIAL & FUNDING STRATEGY | PROJE

AUDIENCE

In-service and aspiring aid workers from international and national aid organisations.

PREREQUISITES

MANDATORY

Previous experience in project or programme management. Good knowledge of Excel

NUMBER OF PARTICIPANTS

Groups may vary according to the type of session and training (case studies, group work, etc).

If there is an insufficient number of a registration, Bioforce reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

TRAINING METHODOLOGY

- + Guided discussions.
- + Case study review
- + Class discussions
- + Lectures
- + Group work

DURING THE TRAINING SESSION

If the training takes place in Lyon, you may access our documentation centre and have access to the following resources: books, magazines, television broadcasts, language learning software, mission reports of previous Bioforce students, as well as a room with free Internet access.

AFTER THE TRAINING

You will receive a CDROM 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).

TENTATIVE PROGRAMME SCHEDULE

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	9h00-12h30 & 13h30-17h00: Module introduction / Donors context & funding cycle	9h00-12h30 & 13h30-17h00: Choice of a donor / Essential elements of a proposal	9h00-12h30 & 13h30-17h00: How to approach a donor / concept note exercise	9h00-12h30 & 13h30-17h00: Concept note exercise debrief / Follow up and reporting	9h00-12h30 & 13h30-17h00: Practical exercises and simulation
	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>
				17h00 -18h00: 1st monitoring meeting	
TRAINER	Philippe Maquet				

¹ _ The training begins at 9h00, please be sure to arrive at Bioforce at 8h30 for the reception.

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	9h00-12h30 & 13h30-17h00: Private donors	9h00-12h30 & 13h30-17h00: Financial management concepts and frameworks; Getting organized	9h00-12h30 & 13h30-17h00: Financial planning essentials	9h00-12h30 & 13h30-17h00: Field accounting essentials	9h00-12h30 & 13h30-17h00: Financial reporting essentials; Financial analysis
	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>	<i>12h30-13h30: LUNCH BREAK</i>
				17h00 -18h00: 2nd monitoring meeting	
TRAINER		Mango trainer	Mango trainer	Mango trainer	Mango trainer

WEEK 3	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	9h00-12h30 & 13h30-17h00: Internal control essentials; Financial management in emergencies	9h00-12h30 & 13h30-17h00: AP Finances- Practical exercise in budgeting	9h00-12h30 & 13h30-17h00: AP Finances- Practical exercise in budgeting	Personal study day	9h00-11h00 : Module Exam
	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>		<i>12h30-13h30 : LUNCH BREAK</i>
					12h00 -13h00: Final evaluation & Lessons learned
TRAINER	Mango trainer				Philippe Maquet

²_ The training ends on Friday at 13h00. Please be sure to schedule your transportation arrangements accordingly.

TO REGISTER TO THIS SHORT TRAINING

REMEMBER: The Application Submission Deadline is set 1 month prior to the start of the training.

+ APPLICATION SUBMISSION

- Download the application form from our website www.bioforce.asso.fr, under the tab “Formations en Solidarité,” then “Formations Courtes in English”.
- Fill-out the electronic version of the 2012 application form.
- Send your completed Application form along with your CV to: session@institutbioforce.fr

Thank you for filling an application for each session asked.

+ SELECTION PROCESS

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc.

We will inform you that we have received all of the above.

You will receive a validation mail for your pre-registration 10 days after your application.

+ PAYMENT

In order to secure your place in the training, you will have to:

- Send a 25% deposit or a financial support certificate within 1 month after your application validation
- Send the rest of the payment 1 month prior to the start of the training. You will receive a reminder at this moment.

+ REGISTRATION

Upon receipt of payment, we will confirm your registration by email.

A few weeks prior to the start of the training we will email you a Letter of Convocation with all necessary information, including the training schedule and other practical details.