# « HUMANITARIAN PROGRAMME MANAGER » (HPM) – TRAINING PROGRAMME

# MANAGING PROGRAMMES & PROJECTS

+ Dates Oct. 15-nov. 2  2012 _ LYON _ 2000€
+ Application submission deadline 9/15/2012

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 enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts
Assessment and analysis, planning and implementation, monitoring and evaluation.

+ Describe specific features of humanitarian situations as contexts for implementation
+ Define strategic, programmatic and operational levels of humanitarian action
+ Explain the purpose of the Project Cycle Management (PCM) approach
+ Outline steps in the Project Cycle
+ Describe essential tools and methods for PCM
+ Summarise critical thinking on PCM
+ Describe strategies for integrating quality and accountability in PCM"
+ Describe the purpose of assessments in the project cycle
+ Describe appropriate assessment methodologies and tools
+ Critically appraise an assessment report
+ Explain how quality and accountability may be promoted during this stage"
+ Define indicators and describe their importance and use in project management
+ List common data-collection tools for assessments, monitoring and evaluation
+ Demonstrate how to conduct a semi-structured interview and a focus-group discussion
+ Describe methods for managing data and information: within projects and programmes and between organisations
+ Describe the purpose of planning in the project cycle
+ Explain the logic of the Log frame
+ Build the main elements in the Log frame; Critically appraise the quality and logic of a project plan
+ Draw links with the implementation and Monitoring & Evaluation steps
+ Explain how quality and accountability may be promoted during this stage"
+ Describe the purpose of Monitoring & Evaluation in the project cycle
+ Explain the difference between Monitoring & Evaluation
+ Describe the evaluation cycle
+ List and define the evaluation criteria
+ Identify and apply selected evaluation tools
+ Describe and design the main elements of the ToRs for an evaluation
+ Explain how quality and accountability may be promoted during this stage

## KEYWORDS

ASSESSMENT | ANALYSIS | PLANNING | RESULTS | INDICATORS | IMPACT | EFFECTIVENESS | RELEVANCE | MONITORING | EVALUATION | QUALITY | ACCOUNTABILITY

## AUDIENCE

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

## PREREQUISITES

MANDATORY
Previous experience in project or programme management

## 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[1] | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| **SCHEDULE** | 8h30 -9h00: Reception of Participants | 9h00-12h30 & 13h30-17h00: **PCM – Assessment and analysis** | 9h00-12h30 & 13h30-17h00: **Measuring indicators & Information management** | 9h00-12h30 & 13h30-17h00: **Measuring indicators & Information management** | 9h00-12h30 & 13h30-17h00: **PCM – Assessment and analysis** |
| | 9h00-12h30 & 13h30-17h00: **Introduction to MPP module // Project Cycle Management introduction** | | | | |
| | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* |
| | 17h00-17h30: Presentation of Bioforce | | | 17h00 -18h00: 1st monitoring meeting | |
| **TRAINER** | John Adams | John Adams | John Adams | John Adams | John Adams |

[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: **PCM – Planning & Programming** | 9h00-12h30 & 13h30-17h00: **PCM – Planning & Programming** | 9h00-12h30 **PCM – Planning & Programming** | 9h00-12h30 & 13h30-17h00: **PCM- Monitoring** | 9h00-12h30 & 13h30-17h00: **PCM- Monitoring** |
| | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* | *12h30-13h30: LUNCH BREAK* |
| | | | 13h30-17h00 **PCM- Monitoring** | 17h00 -18h00: 2nd monitoring meeting | |
| **TRAINER** | Laurent Larose | Laurent Larose | Laurent Larose | Laurent Larose | Laurent Larose |

| WEEK 3 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| SCHEDULE | 9h00-12h30 & 13h30-17h00:<br><br>**Evaluation** | 9h00-12h30 & 13h30-17h00:<br><br>**Evaluation** | 9h00-12h30 & 13h30-17h00:<br><br>**Evaluation** | *Public Holiday*<br><br>*Bioforce closed* | 9h00-12h00<br>**Exam case study** |
| | *12h30-13h30 : LUNCH BREAK* | *12h30-13h30 : LUNCH BREAK* | *12h30-13h30 : LUNCH BREAK* | | |
| | | | | *Public Holiday*<br><br>*Bioforce closed* | 12h00-13h00:<br>**Final evaluation & Lessons learned** |
| **TRAINER** | Annie Lloyd | Annie Lloyd | Annie Lloyd | | John Adams |

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.