

3 EXPERT TRAINING PROGRAMMES 2013

MSc in HUMANITARIAN PROGRAMME MANAGEMENT

HUMANITARIAN PROGRAMME MANAGER

HUMANITARIAN LOGISTICS MANAGER

Developing quality and accountability of humanitarian programmes by enhancing humanitarian workers' sustainable management skills



Over recent years there has been increased attention given by humanitarian and development agencies to the quality of humanitarian and development practice and raised awareness of the importance of ensuring programme quality in the sector. Bioforce has been actively involved in these developments through extensive consultations on the challenges faced by NGOs in hiring, developing and retaining competent managers.

In 2005, Bioforce developed an MSc in "Humanitarian Programme Management" (MSc in HPM) framed around the "Generic Job Description of Humanitarian Programme Manager". Major innovations were introduced in 2010 to better meet the needs of the sector. In 2012, the Humanitarian Logistics Management training programme was developed to address the needs of organizations in search of high level logistics management positions.

WHAT DO THE PROGRAMMES LOOK LIKE?

Designed to develop management skills to enhance quality and accountability of humanitarian programmes, the management training programmes are:

Accessible through a 12-month **Master of Science in Humanitarian Programme Management** developed by Bioforce and the ESC Grenoble (Grenoble Management School), in collaboration with key stakeholders in the sector (People in Aid, HAP, Mango, Sphere), accredited by the Conférence des Grandes Ecoles.

institutbioforce.fr/hpm

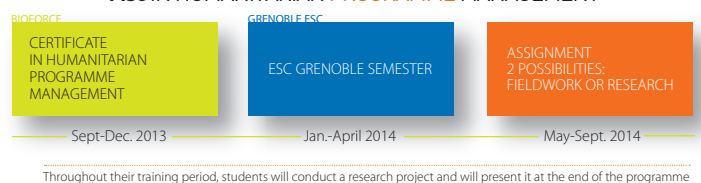
Also accessible through a **Certificate in Humanitarian Programme Management** (HPM) through a 3-month training built around the 3 humanitarian programme manager's core competencies: Managing People and Organisations, Managing Programmes and Projects, Managing Finance and Funding.

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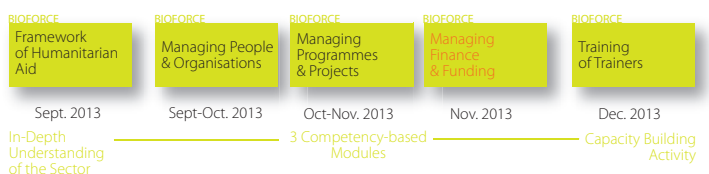
Available through a specific Humanitarian Logistics Management training programme which delivers a **Certificate in Humanitarian Logistics Management** (HLM). The new HLM training programme is a combination of core management modules and includes a specific 3-week supply chain management module developed in partnership with Action contre la Faim, Handicap International, Médecins du Monde, Médecins Sans Frontières and Solidarités International.

institutbioforce.fr/hlm

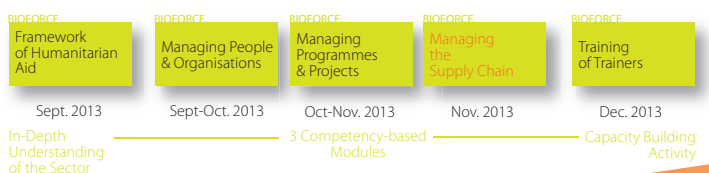
MSc IN HUMANITARIAN PROGRAMME MANAGEMENT



CERTIFICATE IN HUMANITARIAN PROGRAMME MANAGEMENT



CERTIFICATE IN HUMANITARIAN LOGISTICS MANAGEMENT



Any questions?

v.bernigaud@institutbioforce.fr tel. + 33 (0) 72 89 31 52

MANAGEMENT TRAINING PROGRAMMES MODULES

In-depth Understanding of Today's Humanitarian Sector

BIOFORCE

Framework
of Humanitarian
Aid

DATES Sept. 23rd to 27th (1 week)

CONTENT Humanitarian actors, systems and challenges. International humanitarian law, ethics & principles. Quality & Accountability initiatives, methods & practical tools.

OBJECTIVES, LEARNING OUTCOMES 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.

Competency-Based Modules

BIOFORCE

Managing People
& Organisations

DATES Sept. 30th to Oct. 18th (3 weeks)

CONTENT Strengthening organisational capacity. Change management. Quality & Accountability in people management. Creating & developing trust in diverse teams. HR processes: HR organisation, recruitment, performance management, staff development. How to lead: leadership, management & delegation. Managing team safety and security.

OBJECTIVES, LEARNING OUTCOMES To select and apply appropriate tools to manage oneself, other people, and organisations involved in humanitarian programmes.

BIOFORCE

Managing
Programmes
& Projects

DATES Oct. 21st to Nov. 8th (3 weeks)

CONTENT Project Cycle Management (PCM): assessment & analysis, planning & implementation, monitoring & evaluation. Cross-cutting issues in PCM (participation, targeting...). Quality & Accountability in project management.

OBJECTIVES, LEARNING OUTCOMES To select and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.

BIOFORCE

Managing
Finance
& Funding

DATES Nov. 11th to 29th (3 weeks)

CONTENT Donors & donor strategies. Quality & Accountability in finance management. Budgeting and proposal writing. Funding strategies & opportunities. Key principles & concepts of financial management. Practical aspects of financial management.

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

BIOFORCE

Managing
the
Supply Chain

DATES Nov. 11th to 29th (3 weeks)

CONTENT Context analysis. Needs anticipation and logistics response. Information and equipment flows organization, coordination and follow-up (with other internal and external actors). Humanitarian purchase procedures and implementation (International Supply characteristics). Negotiation techniques. Risks related to purchase and relevant control systems. Storage purpose and good warehouse management practice. Physical set-up and administrative management of a warehouse. Reliable and adequate transport in regard to context. Communication, reporting and learning building around planned and achieved activities.

OBJECTIVES, LEARNING OUTCOMES To conduct proactively and efficiently a supply operation and understand the supply environment and the role of the supply chain in a humanitarian context.

Capacity Building Training to maximise the impact of the training programme within the participant's organisation

BIOFORCE

Training
of Trainers

DATES Dec. 2nd to 6th (1 week)

CONTENT Designing & implementing training activities.

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

ESC Grenoble Semester

ESC GRENoble

ESC GRENoble
SEMESTER

DATES Jan.-April 2014

MODULES **Advanced decision techniques** (15 hrs, main quantitative modelling and simulation tools). **Strategy, innovation and entrepreneurship** (27 hrs, strategic management theory, strategy tools). **Corporate governance** (27 hrs, value creation, legal rules and practices of company management, legal rights and behaviour of shareholders, impact of financial markets on governance). **Geopolitics** (27 hrs, geopolitical and economic affairs in certain zones and in emerging and risk-related countries in the world). **Global marketing and strategy** (15 hrs, globalization decision and process, international market selection, entry strategies and expansion, international marketing research). **Leadership and responsible management** (27 hrs, innovation and entrepreneurship, social movements, networks and social capital, power and politics in contemporary organizations, organizational routines and decision making, sensemaking and cognition in organizations, organizational change...).

PROFESIONAL RECOGNITION

Bioforce is an accredited certifying organisation. The Certificates in Humanitarian Programme Management (HPM) and Humanitarian Logistics Management (HLM) in 2013 are highly recognized programmes within the sector and are endorsed by our partners:



The Sphere Project
Humanitarian Charter and Minimum Standards
in Humanitarian Response



CERTIFICATION

Two levels of certification are delivered:

		certification, recognition or label		
MSc	MSc in Humanitarian Programme Management for students who successfully completed the full Master of Science programme in HPM delivered by the Bioforce Institute and the ESC Grenoble.	The Bioforce Institute	ESC Grenoble	"Conférence des Grandes Ecoles" Label
	Certificate in Humanitarian Programme Management for students who successfully completed the five HPM modules from the Bioforce Institute, recognized by the ESC Grenoble.	The Bioforce Institute	ESC Grenoble	
Certificate	Certificate in Humanitarian Logistics Management for students who successfully completed the five HLM modules from the Bioforce Institute.	The Bioforce Institute		

READ WHAT THEY SAY

JEAN-PIERRE MAPELA,
LOGISTICS COORDINATOR IN HAITI, MSF-SWITZERLAND
HUMANITARIAN LOGISTICS MANAGEMENT TRAINEE IN 2012

I joined the Humanitarian Logistics Management (HLM) training programme because I wanted to strengthen my management skills by acquiring specific tools in management of teams, supervision and monitoring of activities. After this training my daily work has been really improved in terms of fixing priorities and monitoring activities. As an expatriate, one of the most important objective is "the capacity building" of the team. To do so, the module of "training of trainers" helped me to begin this process by organizing training for my staff. In term of human resources management, the HLM programme brought me the tools in human resources needs evaluation, to design organogram and job descriptions, to set objectives and to conduct appraisal interviews. I am really satisfied with this training and ready to assume more responsibilities.

ROBIN VINCENT-SMITH,
LOGISTICS TRAINING OFFICER,
MSF OPERATIONAL CENTRE BRUSSELS (MSF OCB)

During the signing of a Memorandum of Understanding between Médecins Sans Frontières Operational Centre Brussels and Bioforce in 2010 concerning the recruitment and development of staff, one of the key elements we decided to work together on was the 'conversion' of our project logisticians into logistical coordinators. This led us to examine the Humanitarian Programme Management course, offered by Bioforce for some years now for the Programme coordinator/Country director profiles, to see whether the skills and competencies developed therein could be applied to the professional situations faced by logistical coordinators in the field. The result is the Humanitarian Logistics Management course, piloted in 2012 by two staff from MSF OCB and two from MSF Operational Centre Geneva. MSF OCB would like to thank Bioforce for the ongoing collaboration in the development of its staff.

PAUL ZIADE, FIELD COORDINATOR,
AMURT/LOCAL-HAITI
**HUMANITARIAN PROGRAMME
MANAGEMENT TRAINEE IN 2011**

I joined the Humanitarian Programme Management (HPM) training programme because I wanted to learn more about the sector and acquire specific tools to strengthen the organization I work with. The HPM programme brought me a lot of those tools I was looking for, which helped me increase my efficiency on the field and therefore the impact of our programs. Finally, using the "training of trainers module" I am now in the process of preparing a training of one month to train our international and local staff on humanitarian programs management.



THE BIOFORCE INSTITUTE CAMPUS

The Bioforce training institute offers an inspiring environment: over 250 trainees representing more than 20 nationalities (project managers, logisticians, human resources and finance managers, facility managers), regular conferences in an adapted conference hall, a library with a wide range of references specific to the sector, a purpose built training centre and facilities.



SOME OF OUR TRAINERS

RORY DOWNHAM is the Training director at the Bioforce Institute. Learning and Development Manager, Rory joined the team in 1996 and has taken charge of developing and implementing the long training programmes and the in-service training for professionals. Rory has developed and delivered training and expertise for numerous aid agencies in Africa, Asia, Europe over the last 13 years.

JOHN ADAMS is a Public Health engineer with 5 years of project management experience in Africa and the Middle East and 18 years of experience in training, writing and programme support as an independent consultant. His main areas of expertise are environmental health in emergency and post-emergency settings, project management, training and participatory methodologies for disaster risk reduction. He has recently completed a Masters in applied anthropology and is having a fresh look at the way humanitarian programmes and projects work in practice.

PIERRE BOULET-DESBAREAU is an expert in Emergency Medical Logistics. Over the past 14 years Pierre has evolved as Emergency Coordinator, Logistics Manager and Director of the Logistics Department for Médecins Sans Frontières. Pierre's latest research and publications have been mainly dedicated to humanitarian medical logistics. He is today active as a consultant to help different organisations from the corporate sector (DHL, SkyProject), the academic world (INSEAD, HumLog) or inter-governmental bodies (WFP, UNICEF, OCHA).

WILLING TO JOIN?

HPM & HLM 2013 ARE IN-SERVICE TRAINING PROGRAMMES FOR 20 PARTICIPANTS MAXIMUM.

Applicants' admission criteria

PROFILE This programme is designed around middle-level humanitarian programme management skills

FUNCTION

- Field project managers
- New field programme managers
- Field staff moving into or about to move into programme management positions
- Headquarters project/programme managers (desks)
- Experienced managers from the private sector
- Master's level students from management or business schools

PREREQUISITES Prerequisites are specified within each of the module descriptions: www.institutbioforce.fr/hpm or www.institutbioforce.fr/hlm

Application process

Fill out the electronic version of the application form downloadable on www.institutbioforce.fr/hpm or www.institutbioforce.fr/hlm. Send it

along with your CV and a copy of your diplomas to v.bernigaud@institutbioforce.fr

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

PRE-REGISTRATION Pre-registration applications are carried on a permanent basis. If your application is accepted, you will receive an email informing you of your status of pre-registration. Registration process will be closed one month prior to the start of the training. To secure your place in the training, you must send us the full training fee.

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

Practical Information

Location: Vénissieux (Lyon, France). The training is accessible to disabled persons. Training fees: see tables below.

Certificate in Humanitarian Programme Management **or** Certificate in Humanitarian Logistics Management

Full programme includes : Framework of Humanitarian Aid + 3 Competency-Based Modules + Training of Trainers	6 500 €
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MSc in Humanitarian Programme Management

Full HPM programme includes : Framework of Humanitarian Aid Module + 3 Competency-Based Modules + Training of Trainers + Grenoble ESC Modules + Assignment + Applied Research Project	9 500 €
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Cost per module

Module 'Framework of Humanitarian Aid' or 'Training of Trainers'	750 €
1 Competency-Based Module	2 000 €
2 Competency-Based Modules	4 000 €
3 Competency-Based Modules	5 600 €

Cost per package

Module + Framework of Humanitarian Aid or Training of Trainers (ToT)	
1 Competency-Based Module + Framework or ToT	2 500 €
2 Competency-Based Modules + Framework or ToT	4 500 €