

## Humanitarian programme: managing programmes & projects

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### ABOUT THIS TRAINING COURSE

This course is one of the 4 modules of a diploma course named **Humanitarian Programme Manager (HPM)**: you will thus be joining a group of trainees attending this entire diploma course. If you are interested in this diploma but unable to attend this three-month-long training programme, please note that we offer you the possibility to attend its 3 other modules at your own pace.

**86.9%** is the satisfaction rate expressed by participants in open courses in 2023.

### STRENGTHS OF THE TRAINING COURSE

- Group work
- Practical exercises
- Case studies

### BY ATTENDING THIS TRAINING, YOU WILL GET

- An HPass digital badge, a quality label recognised by the humanitarian community (subject to obtaining the average)
- A Bioforce attestation of competence (subject to obtaining the average)

## SKILLS TO BE COVERED

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By attending this open training course, you will know:

- How to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.
- The purpose of the Project Cycle Management (PCM) approach, steps and essential tools and methods for PCM, strategic, programmatic and operational levels of humanitarian action.
- How to programme strategy building at country level or with a sectorial approach, purpose of planning and assessments in the project and programme cycle.
- How to assess methodologies and tools, common quantitative and qualitative data-collection tools for assessments.
- How to monitor and evaluate, commonly used quantitative indicator types (rates, proportions etc.) and their application.
- The 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.
- The purpose of monitoring in the programme cycle, differences and links between M&E, evaluation cycle and appropriate evaluation tools.
- The main elements of the Terms of Reference for an evaluation, critical thinking on PCM, quality and accountability promotion at all stages of PCM.

## TRAINING COURSE PROGRAMME

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- Project cycle management introduction (PCM) & assessment and analysis
- Data management, project design, implementation and monitoring
- Implementation and monitoring, evaluation and learning
- Partnership
- Fundamentals of cash transfert programming

- Exam

## PREREQUISITES

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### Profile

This training is for you if you already work or would like to work as a manager in the humanitarian sector.

### Prerequisites

*mandatory* Bachelor's degree B.A. Previous experience in project or programme management. Level of English proficiency: B2 minimum (according to [European language levels – Self Assessment Grid](#))

## APPLICATION

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### Step1: application

Click on the “Register” button at the bottom of this page, and complete the form. You will then receive an email (remember to check your Spam folder) giving you access to your Application Platform, where you can complete your application (you will be asked to provide a CV) and pay your training fees (or download your training funding agreement). [Get a video preview of your Application Platform](#)

Please note:

- The application deadline is two weeks before the start of the course.
- Given the limited number of places available, we recommend that you apply as early as possible (particularly if you intend to benefit from financial support).

### Step 2: admission

Once your application is complete (particularly your CV and training expectations), we will review it. We will inform you of your admission within 10 days by e-mail and on your Application Platform.

### Step 3: registration

Once we have received payment of the training fees (or financing agreement), and **subject to availability of places**, you are enrolled! You will then receive confirmation by e-mail, including all the practical details of the training course (location, detailed schedule, etc.). Enjoy your training!

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