Humanitarian Programme Manager

Training + Practice period In The Field
QUALIFICATION-BASED TRAINING COURSES

Junior candidates.
18-month diploma course

Experienced candidates.
3-month diploma course

bioforce
Each year, more than 2000 people are trained and/or awarded certification by Bioforce in humanitarian professions and skills, or given support to make their commitment to solidarity.

Our qualifications-based courses train participants for many humanitarian professions, from 3 months for experienced professionals or experts, to 3 years for younger participants. Places are awarded by application or Accreditation of Prior Learning (APL).

These training courses equip participants with the professional and inter-personal skills required to be fully operational and effective in their commitment to serve the needs of others.

Table of contents

3 Managing humanitarian & development programmes

4 Become a humanitarian programme manager with Bioforce & Grenoble Ecole de Management

6 Experienced candidates

18-month diploma course

10 Junior candidates

The skills and knowledge I gained are still relevant to my work in the sector today

If you are looking to start a career in the humanitarian sector—directly from university/college or transferring from another sector, the HPM course is a good way to accelerate your learning and provide you a practical introduction to all the concepts you need. You’ll learn how to apply the skills through the direction of experienced humanitarians and learn from discussion with other students, many of whom have a lot of experience. The skills and knowledge I gained are still relevant to my work in the sector today, 5 years after I completed the course.

Lucy N., HPM certificate, 2013

Diane Cadiergue
Training Coordinator

Diane joined Bioforce in 2017 as Coordinator of the training courses in project management. Previously, she spent five years as senior chief editor at the World Innovation Summit for Education, working closely with education experts and innovators from around the world. Diane has been active for twenty years in the field of international development, education and human rights. Working for NGOs across Central America, South Asia and Morocco, she has overseen educational, social and relief programmes for, and with, migrants, refugees, children, and teachers. She has collaborated with grass root organisations as well as international partners. Diane is also involved in advocacy campaigns for asylum seekers and migrants at national and European level.
Managing humanitarian and development programmes

It is currently difficult for many humanitarian and development organisations to recruit and retain skilled programme managers. These difficulties directly impact the efficiency of their programmes. 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. Developing their ability to hire, develop and retain competent managers has been recognised as a top priority.

Both humanitarian and development organisations as well as individuals expressed the need for training programmes that enable potential and current managers to develop their technical, analytical and personal skills.

The following training programmes aim at training NGO’s managers within the humanitarian and development sector (NGO, associations, foundations, etc.), focusing on the 4 programme manager’s core competencies:

- Managing Programmes and Projects,
- Managing Security and Logistics,
- Managing People and Organisations,
- Managing Finance and Funding.

Programme Managers’ Profile These field practitioners all have strong analytical skills and decision-making abilities. They are dynamic and strong team players, a true unifying force for their teams. They demonstrate analytical ability, are pragmatic, diplomatic and adaptable.

They also must have excellent communication skills and be able to delegate effectively.

Jobs and career prospects Levels of responsibility vary considerably and depend on your prior experience and skills, as well as the humanitarian context and the employing organisation. Bear in mind that you usually take on more responsibilities over time.

Some examples of positions Bioforce graduates now hold in the aid sector, showing various levels of responsibility and leadership:

- First level: proposal writer/specialist, reporting officer, monitoring officer, project officer, programme officer
- Intermediate level: head of project, budget, planning and reporting manager, monitoring and evaluation manager
- High level: project coordinator, programme coordinator, field coordinator, head of office, regional coordinator, head of mission, country director, desk, technical coordinator.

80% of our students find work in the aid sector after completing their training.
Become a humanitarian programme manager

Bioforce offers two trainings and certifications, depending on where you’re at and what you need. Choose the training that suits you best: attend a 3-month condensed training programme at Bioforce that focuses on the humanitarian programme manager’s core competencies and leads to a French Level-1 qualification. Or choose a longer 18-month MSc training programme that includes the 3-month period at Bioforce and incorporates an additional training period at Grenoble Ecole de Management for extra inputs from for-profit organisations and a strong opening on strategy, marketing and geopolitics.

Prerequisites for both trainings

Minimum age 22 years old

English language level: Minimum B2 (according to European language levels - Self Assessment Grid).

Applicants with experience in the aid sector, involvement in the non-profit sector, experience abroad, driving licence or first-aid certificate are particularly sought after.

Education or work experience in one of the following areas: Team management, project management, budget management. Or in an area where you have demonstrated skills that are transferrable to the aid sector: health, media, social or education, civil engineering, renovation, international relations and politics, cooperation and development, agriculture,

At a glance

Minimum age 22 years old

Minimum B2 (according to European language levels - Self Assessment Grid).

Applicants with experience in the aid sector, involvement in the non-profit sector, experience abroad, driving licence or first-aid certificate are particularly sought after.

Education or work experience in one of the following areas: Team management, project management, budget management. Or in an area where you have demonstrated skills that are transferrable to the aid sector: health, media, social or education, civil engineering, renovation, international relations and politics, cooperation and development, agriculture,

For the Junior candidates, the admission statement is in July before the training starts at the Bioforce Institute.

3-MONTH TRAINING AT BIOFORCE

Lyon, France

In-depth Understanding of Today’s Humanitarian Sector

The fundamental of humanitarian action

4 Competency-Based Modules

Managing Programmes & Projects

Managing Security & Logistics

Managing People & Organisations

Managing Finance & Funding

Capacity Building Training

Training of Trainers for Capacity Building in the Sector

Field Exercise

To enable them to carry out their job role and reach the required level of managerial responsibility, students have to do a 6-month assignment in the field with an international aid organisation as employees or paid volunteers.

4-MONTH TRAINING AT GRENOBLE ÉCOLE DE MANAGEMENT

Grenoble, France

Advanced Decisions Techniques

Strategy, Innovation & Entrepreneurship

Corporate Governance

Geopolitics

Global Marketing & Strategy

Leadership & Responsible Management

5-MONTH ASSIGNMENT

In international aid

To reinforce their autonomy and to further develop their skills as a manager, students have to do an internship during 20 weeks at least (for instance, in an NGO).
Which training for me?

You are an Experienced candidate
Adapt your existing skills to the aid sector
Managing programmes/projects? You have the key skills and extensive work experience (even if this experience hasn’t been acquired in the aid sector).

Bioforce diploma

Qualification
“Coordinateur de projet de l’action humanitaire” from Bioforce, a level VII qualification (equivalent to a five-year higher education diploma) registered by the French National Record of Professional Qualifications.
You can also attend this training at your own pace: see training description.

Additional prerequisites for this training
Required level of education or work experience in one of the above-mentioned areas:
You have a 4-year higher education diploma or higher (« bac+4 » in France or equivalent): minimum 3 years of full-time work experience in one of the above-mentioned areas, including minimum 2 years at a management position.

Strong computer skills are required.

Apply
Selection process online application form (+ interview if necessary)
2020 fees: 6,930 €
Application
Apply on the training webpage

If you have work experience in the aid sector and are particularly looking for inputs from the for-profit sector and an opening on strategy, marketing and geopolitics.

You can also attend this training at your own pace: see training description.

You are a Junior candidate
Master all aspects of the job.
Managing programmes/projects? You have basic skills and limited work experience. At the same time, you are particularly looking for inputs from the for-profit sector and an opening on strategy, marketing and geopolitics.

Grenoble École de Management diploma

Qualification
“Master of Science in Humanitarian Programme Management” awarded by Bioforce and Grenoble École de Management, accredited by the Conférence des Grandes Écoles.

Additional prerequisites for this training
Required level of education or work experience in one of the above-mentioned areas:
You have a 4-year higher education diploma or higher (« bac+4 » in France or equivalent): minimum 6 months of full-time work experience in one of the above-mentioned areas.

Strong computer skills are appreciated.

Apply
Selection process online application form (+ interview if necessary)
2020 fees: 10,160 €
Application
Apply on the training webpage
(Application accepted until July 1st for the year and from October 1st for the next year)
Certification: Bioforce is an accredited certifying organisation. This qualifications-based training course delivers a French national level 7 qualification (equivalent to a five-year higher education diploma) in humanitarian programme/project management: "Coordinateur de projet de l’action humanitaire”.

Validation: Diploma delivered by a jury that consists of Bioforce representatives and humanitarian/development professionals.

Training period at Bioforce Europe training centre: 3 months

Training course programme & Learning objectives

This 14-week training programme focuses on the Humanitarian Programme Manager’s 4 core competencies: managing Programmes and Projects, managing Safety Security and Logistics, managing People and Organisations, and managing Finance and Funding. Recognised trainers in quality, accountability and humanitarian programme management will participate in the delivery of this training programme. This Humanitarian Programme Manager training ensures in-depth understanding of the sector and its evolutions through an additional 1-week module on the framework of humanitarian aid ("the fundamental of humanitarian action" module).

Tentative schedule

<table>
<thead>
<tr>
<th>No. hours</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening sessions</td>
<td>14 hrs</td>
</tr>
<tr>
<td>Induction</td>
<td>28 hrs</td>
</tr>
<tr>
<td>The fundamental of humanitarian action</td>
<td>36 hrs</td>
</tr>
<tr>
<td>Managing Programmes and Projects</td>
<td>93 hrs</td>
</tr>
<tr>
<td>Managing Safety Security and Logistics</td>
<td>35 hrs</td>
</tr>
<tr>
<td>Managing People and Organisations</td>
<td>93 hrs</td>
</tr>
<tr>
<td>Managing Finance and Funding</td>
<td>87 hrs</td>
</tr>
<tr>
<td>Field exercise</td>
<td>45 hrs</td>
</tr>
<tr>
<td>Career Advice</td>
<td>14 hrs</td>
</tr>
<tr>
<td>Project Assignment</td>
<td>7 hrs</td>
</tr>
<tr>
<td>Closing session</td>
<td>7 hrs</td>
</tr>
</tbody>
</table>

1 Please note that this programme is regularly updated and may be subject to change.
Evaluation
Individual written evaluation are conducted at the end of each module. Behavioural skills are also evaluated, as they are of the utmost importance in the context of humanitarian missions.

| A learning review is planned every day with the facilitator. The general aim of this activity is to assess trainees’ achievement of learning outcomes and to adapt content to trainees’ expectations and learning objectives.
| Assessment of & lessons learned from the training: monitoring sessions are organised all along the training to give trainees the opportunity to share their opinion on the course and to assess its quality. The richness of exchanges among the trainees strengthens learning and the quality of the programme throughout the training period.

Practice and skill assessment period: 6-month in the field
This 6-month period is required to validate the certification. It complements the training period at the Bioforce Centre and enables you to carry out your job role and reach the required level of managerial responsibility.

What? A professional assignment in the field. The job description must be approved by Bioforce.

When? This assignment lasts for 6 months. You must start this assignment in the year that follows the end of the training period, that is to say that you have a total of 18 months after the end of the training period to complete your 6-month assignment.

Where? In the field, abroad, in a context of international aid.

Employing organization? A humanitarian organisation/agency.

Contract? Employee or paid volunteer, depending on your profile and your employing organisation.

How does Bioforce help?
| You are supported by Bioforce (pedagogical support, specific tools...) and your employer (tutor, manager...).
| You are accompanied by Bioforce career advisors.
| You receive job advertisements specifically aimed at Bioforce students and graduates, directly sent to Bioforce by humanitarian organisations.

Evaluation
The evaluation of this work assignment is conducted by the employing organisation and through your written assignment report.

Application
Need to check the prerequisites for this training? Visit pages 4-5.
Applications are accepted all year round.

1. Online application
Fill-out the electronic version of the application form on the website. You will be asked to upload your CV and cover letter. Your application will be examined by Bioforce staff upon receipt of the 60€ administration fees (we will acknowledge receipt of your payment via email). (Payment is possible by bank transfer, cheque or postal order payable to Bioforce.) Submitted applications will be examined by Bioforce staff based on completed application package, prerequisites, expectations for the training, etc. Within 2 months upon receipt of your payment, we will contact you by email to inform you about the next steps.

2. Interview (if needed)
Should Bioforce staff members require further information about your application, an interview can be organised (remote or in-person).

3. Registration
Selected candidates will receive an admission email:
- within 15 days after their interview
- if no interview is required, within 2 months upon receipt of your payment.

To secure your place in the training you must send back the full training fees and the signed quote. Upon receipt of the signed quote and the evidence of payment, we will confirm your registration by email and send you the convocation letter with all necessary information, including the training schedule, other practical details and a visa support letter.
Fees & funding

Selection: 60€
Registration: 200€
Formation: 5 720€
Mission: 950€

Total: 6 930 €

NEW! You can now obtain your level 7 qualification “Coordinateur de projet de l’action humanitaire” at your own pace:
- Attend the 5 competency-based modules (3 years to attend the 5 modules)
- Go out on a 6-month professional assignment in the humanitarian sector (within the 18 months following the end of the last module)

<table>
<thead>
<tr>
<th>Module</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>The fundamental of humanitarian action</td>
<td>850€</td>
</tr>
<tr>
<td>Managing people and organisations</td>
<td>2 100€</td>
</tr>
<tr>
<td>Managing programmes and projects</td>
<td>2 100€</td>
</tr>
<tr>
<td>Managing finance and funding</td>
<td>2 100€</td>
</tr>
<tr>
<td>Managing Safety Security and Logistics</td>
<td>850€</td>
</tr>
<tr>
<td>6-month workbased learning (assignment with an NGO)</td>
<td>950€</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8950€</td>
</tr>
</tbody>
</table>

Spread out over up to 4,5 years

Details about these individual modules are to be found on the website. Application is to be completed on the website one module at a time (a separate application form for each module is required).

Questions?

For any other questions, you are also kindly invited to have a look at our Frequently Asked Questions: accommodation contacts, cancellation and refund policy, means of payment, visa support letter, and so on.
**For Junior Candidates**

**18-month diploma course**

**EUROPE**

**Certification:** A Master of Science (MSc) in Humanitarian Programme Management awarded by Bioforce and Grenoble Ecole de Management (a five-year higher education diploma). This MSc is accredited by the Conférence des Grandes Ecoles and is worth 120 ECTS.

**Validation:** Diploma delivered by a jury that consists of representatives from Grenoble Ecole de Management, Bioforce, and humanitarian/development professionals.

**Partner**

The partnership between Bioforce and Grenoble Ecole de Management has enabled the creation of a substantial management training programme for the humanitarian and development sector, offering trainees an academic qualification and the specific expertise they seek. Grenoble Ecole de Management is recognised in France and abroad as a leader among French business schools and brings to the training programme its expertise in management, innovation and entrepreneurship. This academic expertise is completed by a strong involvement of Bioforce professionals from the humanitarian and development sector. As a result, this MSc enables you to get trained for the aid sector as well as honing transferrable tools and methods from the business sector, thus equipping you with a comprehensive set of management skills.

**Training period: 18 months**

**Training course programme** & **Learning objectives**

**Tentative schedule**

<table>
<thead>
<tr>
<th>Admission statement</th>
<th>No. hours</th>
<th>ECTS credits*</th>
<th>2020–21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training period at the Bioforce Europe center</td>
<td></td>
<td></td>
<td>Sep.–Dec. 2019</td>
</tr>
<tr>
<td>Opening sessions</td>
<td></td>
<td>0</td>
<td>September</td>
</tr>
<tr>
<td>Induction</td>
<td>21 hrs</td>
<td>0</td>
<td>September</td>
</tr>
<tr>
<td>The fundamental of humanitarian action</td>
<td>36 hrs</td>
<td>3</td>
<td>September</td>
</tr>
<tr>
<td>To provide participants with thorough knowledge of the humanitarian sector and issues at stake: stakeholders, systems, coordination mechanisms, legal and ethical framework, Q&amp;A initiatives and applications relating to programme management.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Programmes and Projects</td>
<td>93 hrs</td>
<td>8</td>
<td>Sept.–Oct.</td>
</tr>
<tr>
<td>To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Safety Security and Logistics</td>
<td>35 hrs</td>
<td>3</td>
<td>October</td>
</tr>
<tr>
<td>To enable participants to define and implement safety &amp; security measures adapted to the context of operations, and to understand the key aspects of logistics management for successful implementation of humanitarian projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing People and Organisations</td>
<td>93 hrs</td>
<td>8</td>
<td>November</td>
</tr>
<tr>
<td>To enable participants to choose and apply appropriate tools to manage themselves, other people, and organizations involved in humanitarian programmes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Please note that this programme is regularly updated and may be subject to change.
### Managing Finance and Funding
To provide participants with the critical skills required to raise funds for humanitarian programmes and to manage financial resources accountably.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
<th>ECTS</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field exercise</td>
<td>35</td>
<td>0</td>
<td>December</td>
</tr>
<tr>
<td>Career Advice</td>
<td>14</td>
<td>0</td>
<td>December</td>
</tr>
<tr>
<td>Closing session</td>
<td>3</td>
<td>0</td>
<td>December</td>
</tr>
</tbody>
</table>

### Training period at Grenoble Ecole de Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>ECTS</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Decision Techniques</td>
<td>15</td>
<td>4</td>
<td>Jan.-April 2020</td>
</tr>
<tr>
<td>Strategy, Innovation and Entrepreneurship</td>
<td>27</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Corporate Governance</td>
<td>27</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Geopolitics</td>
<td>27</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Global Marketing and Strategy</td>
<td>15</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Leadership and Responsible Management</td>
<td>27</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

### Assignment/Internship (20 weeks in the humanitarian and development sector)
To reinforce students’ autonomy and to further develop their skills as a humanitarian programme manager in the humanitarian and development sector.

<table>
<thead>
<tr>
<th>Lasts</th>
<th>ECTS</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 hrs</td>
<td>30</td>
<td>April 2020 - Dec. 2020</td>
</tr>
</tbody>
</table>

### Applied research project (while at Bioforce and Grenoble EM)
To provide students with the opportunity to apply knowledge and skills acquired during the training programme:
- Analyse problems and draw suitable conclusions in order to improve the understanding and effectiveness of aid work.
Interpret, report and present findings in a way that is accessible and relevant to a professional from the aid sector

Main features
- To work as a group of 2 to 3 people over 14 months
- The research is monitored by a tutor from GEM
- To write a dissertation in English (20,000 – 25,000 words
- To hold an oral presentation in English to an examination board.
- The applied research project is a significant part of the whole training programme (30 ECTS)

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>1311 hrs</th>
<th>120 ECTS credits</th>
</tr>
</thead>
</table>

*ECTS: European Credit Transfer and Accumulation System.

Note: Grenoble Ecole de Management students can either follow an “English track programme” (described below) or spend their second semester in an English-speaking university abroad. Other students must follow the “English track programme” at Grenoble EM.

Evaluation

Assessment process at Bioforce Europe Training Centre
The assessment process includes an individual written exam for all the module. This exam may consist of theoretical questions, exercises or case study linked with the module’s learning outcomes. The student has to obtain a minimum of 10 out of 20 to successfully complete the module.

Assessment process in Grenoble Ecole de Management
It is a two-stage process:
- For each module, a continuous assessment is managed by a Grenoble Ecole de Management’s permanent professor.
- For some modules, an exam is organized.
To be successfully completed, the student has to obtain a minimum of 10 out of 20. The coordinator of each module defines the balance between continuous assessment and exam for his/her module.

Conditions of graduation
The diploma is delivered to the students:
- Having obtained a minimum of 10 out of 20 to all exams;
- Having produced and supported the presentation of a report demonstrating analysis and synthesis skills.

Application
Applications accepted until July 1st

1. Online application
Fill-out the electronic version of the application form on the website. You will be asked to upload your CV and cover letter.
Your application will be examined by Bioforce staff upon receipt of the 60€ administration fees (we will acknowledge receipt of your payment via email). (Payment is possible by bank transfer, cheque or postal order payable to Bioforce.) Submitted applications will be examined by Bioforce and Grenoble Ecole de Management staff based on completed application package, pre-requisites, expectations for the training, etc. Within 2 months upon receipt of your payment, we will contact you by email to inform you about the next steps.

2. Interview (if needed)
Should Bioforce and Grenoble Ecole de Management staff members require further information about your application, an interview can be organized (remote or in-person.)
3. Registration
Selected candidates will receive an admission email by GEM.

Fees & funding
Total 10 160 € (including the 60€ for applying)
For questions about funding opportunities, you are kindly invited to have a look at our Frequently Asked Questions.

Questions?
For any other questions, you are also kindly invited to have a look at our Frequently Asked Questions: accommodation contacts, cancellation and refund policy, means of payment, visa support letter, and so on.