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Humanitarian Programme Manager

Training + Practice period In The Field

QUALIFICATION-BASED TRAINING COURSES

This qualification is currently being renewed

Junior candidates.

18-month diploma course

Experienced candidates.

3-month diploma course

AVAILABLE
IN FRENCH
SEE BROCHURE
COORDINATEUR
DE
PROJET



**GRENOBLE
ECOLE DE
MANAGEMENT**
TECHNOLOGY & INNOVATION
une école
CCI GRENOBLE

LES PARTENAIRES DE NOS FORMATIONS

La Région
Auvergne-Rhône-Alpes

GRAND LYON
la métropole



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.

Trainings for aid workers by aid workers

“Our training courses in programme management have been designed for those who want to join the aid sector or move on to higher positions within the sector. Are you currently working in the private sector and wish to adapt your existing managerial skills to the humanitarian world? Or do you have experience in the aid sector and seek official recognition of your skills along with up-to-date technical knowledge? Bioforce has been working closely with major international NGOs for over 30 years: NGOs are involved in creating and appraising our numerous training programmes, keeping them both cutting-edge and relevant to the job market. With trainers who are all professional aid workers, bringing a wealth of experience from across the globe, we know what we are training about! In addition, the 18-month Master of Science in Humanitarian Programme Management, in partnership with the prestigious Grenoble École de Management, provides students with complementary input from the business industry, on strategy, marketing and geopolitics. This enables the graduates to enter either a for-profit or non-profit organisation. Moreover, networking and working as a group are key in our training courses: the multicultural diversity of your peers will ensure a unique learning experience...”

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.

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



Bioforce is referenced in the register of Datadocké training organisations and responds to the quality criteria provided by law. This referencing facilitates the financing of training by more than forty funding organisations.

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 Safety, 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 with Bioforce

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. This diploma course is available at your own pace.
- 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.

Which training for you?		Required work experience		
		minimum 6 months	minimum 3 years* *including minimum 2 years at a management position	minimum 5 years *
Required level of education	a 2-year higher education diploma			Humanitarian Programme Manager
	a 4-year higher education diploma or higher	Master of Science in Humanitarian Programme Management	Humanitarian Programme Manager	Humanitarian Programme Manager

Master of Science in Humanitarian Programme Management in Europe

Master all aspects of the job

Managing programmes/projects? You have basic skills and limited work experience.

Also for you if you do 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.

continuously

Admission statement in July

3-month training at Bioforce (Lyon, France)

4-month training at Grenoble Ecole de Management (Grenoble, France)

5-month assignment in international aid

Diploma jury in January (years +1)

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

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.



Humanitarian Programme Manager in Europe

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).

continuously	at your own pace
3-month training at Bioforce (440 hours)	Several years to attend the 5 competency-based modules
6-month practice period	6-month practice period
page 10	page 10
“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 - <i>this qualification is currently being renewed.</i>	

Are you hesitating? Upon receipt of your application and payment of your selection fee, our team will suggest, if necessary, that you reorient your application towards another diploma course more suited to your profile.

Do you already have professional experience in a project management-related field?

Is your project management experience not specific to the humanitarian sector? Each training unit in the Bioforce programme is accessible as **an open training course**: come and complete your technical skills with sector-specific knowledge and skills before applying to an NGO!

Master of Science in Humanitarian Programme Management in Europe

Dates and locations

In Europe: From September 13, 2021 to November 15, 2022

Training period : 18 months¹

Admission statement			July
	No. hours	ECTS credits*	2021
TRAINING PERIOD AT THE BIOFORCE EUROPE CENTER			SEPT-DEC 2021
Opening sessions	14 hrs	0	September
Induction	21 hrs	0	September
The fundamental of humanitarian action 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.	36 hrs	3	September
Managing Programmes and Projects To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.	93 hrs	8	Sept-October
Managing Safety Security and Logistics To enable participants to define and implement safety & security measures adapted to the context of operations, and to understand the key aspects of logistics management for successful implementation of humanitarian projects	35 hrs	3	October
Managing People and Organisations To enable participants to choose and apply appropriate tools to manage themselves, other people, and organizations involved in humanitarian programmes.	93 hrs	8	November
Managing Finance and Funding To provide participants with the critical skills required to raise funds for humanitarian programmes and to manage financial resources accountably.	87 hrs	8	Nov-December
Field exercise Develop, through a field scenario-based exercise, operational capacity and autonomy of the trainees.	35 hrs	0	December
Career Advice	14 hrs	0	December
Closing session	3 hrs	0	December
	No. hours	ECTS credits*	2022
TRAINING PERIOD AT GRENOBLE ECOLE DE MANAGEMENT			JAN-APRIL 2022
Advanced Decision Techniques To know quantitative tools for decision-making.	15 hrs	4	
Strategy, Innovation and Entrepreneurship To understand strategic choices, the decisions that shape the future of an organisation.	27 hrs	6	

¹ Please note that this programme is regularly updated and may be subject to change.

Corporate Governance 1) To know how to position and use concepts and techniques in finance, accounting, management control and law learnt during the common core subjects in a more global framework of analysis 2) To learn the legislation covering corporate governance 3) To be aware of the present developments in practice and the principal discussions concerning corporate governance 4) To be able to establish a diagnosis on the quality of a company's corporate governance.	27 hrs	6	
Geopolitics 1) To acquire the basics of a geopolitical culture (develop a reading list for current geopolitical and economic affairs) 2) To understand the geopolitical conditions for undertaking business in certain emerging and/or risk- laden geopolitical situations 3) To acquire knowledge about geopolitical and economic affairs in certain zones and emerging and risk-related countries in the world.	27 hrs	6	
Global Marketing and Strategy 1) To be able to critically analyse and propose well-justified solutions to key Global Marketing Strategy issues 2) To develop a Strategic Marketing plan to go global. > This module takes a decision-making perspective to Marketing Strategy issues, specifically in the global context.	15 hrs	4	
Leadership and Responsible Management 1) To understand the organizational and managerial specificities of contemporary organizations 2) To know about recent developments in organizational thinking relating to institutional theory, power and politics, routines, and organizational cognition 3) To be able to reflect on the specific challenges to leadership and corporate social responsibility in contemporary organizations. Key issues for understanding and managing contemporary organisations.	27 hrs	4	
	No. hours	ECTS credits*	
ASSIGNMENT / INTERNSHIP (20 weeks in the humanitarian and development sector)	700 hrs	30	APRIL-DEC 2022
To reinforce students' autonomy and to further develop their skills as a humanitarian programme manager in the humanitarian and development sector.			
APPLIED RESEARCH PROJECT (while at Bioforce and Grenoble EM)	42 hrs	30	SEPT 2021-NOV 2022
To provide students with the opportunity to apply knowledge and skills acquired during the training programme to: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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) 			
TOTAL	1311 hrs	120	

Diploma jury

January 2023

*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.

Organisation of the training period : 18 months

Training period: 7 months

3-month training at Bioforce (Lyon, France)
4-month training at Grenoble Ecole de Management (Grenoble, France)

Assignment / internship : 5 months

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).

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 organised.

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.

Qualification

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.

continuously

Application

Prerequisites

Minimum age: 22 years old

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, logistics...

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.

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

Strong computer skills are appreciated.

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.

continuously

Fees & funding

Fees

Selection: 60 €

Training courses: 11 000 €

Total : 11 060 €

Funding

Find the funding opportunities that you can explore for your training here:

<https://www.bioforce.org/en/learn/humanitarian-training-courses/funding/>

Personalised quotations are also available on the on the above webpage.

Humanitarian Programme Manager in Europe

Dates and locations

In Europe: From September 13 to December 22, 2021

Training course programme²

	No. hours	2021
Opening sessions	14 hrs	September
Induction	28 hrs	September
The fundamental of humanitarian action 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.	36 hrs	September
Managing Programmes and Projects To enable participants to choose and apply appropriate tools to manage all stages of the project cycle in humanitarian contexts.	93 hrs	Sept-October
Managing Safety Security and Logistics To enable participants to define and implement safety & security measures adapted to the context of operations, and to understand the key aspects of logistics management for successful implementation of humanitarian projects	35 hrs	October
Managing People and Organisations To enable participants to choose and apply appropriate tools to manage themselves, other people, and organizations involved in humanitarian programmes.	93 hrs	November
Managing Finance and Funding To provide participants with the critical skills required to raise funds for humanitarian programmes and to manage financial resources accountably.	87 hrs	Nov-December
Field exercise Develop, through a field scenario-based exercise, operational capacity and autonomy of the trainees.	45 hrs	December
Career Advice	14 hrs	December
Project Assignment	7 hrs	December
Closing session	7 hrs	December

² Please note that this programme is regularly updated and may be subject to change.

Choose between these 2 paths to your future profession:

	continuously	at your own pace
Organisation of the training period		
Training period: 7 months	3-month training at Bioforce (440 hours)	Several years to attend the 5 competency-based modules
	<p>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.</p> <p>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.</p> <p>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.</p>	
Practice and skill assessment period: 6-month	<p>This six-month period of application and evaluation of skills enables you to put into practice the knowledge, know-how and interpersonal skills acquired during the training period and to demonstrate your ability to project yourself onto the responsibilities of the job and understand the issues at stake in a professional context. The job profile must be validated by Bioforce.</p> <p>Statut Volunteer (paid) or salaried status, depending on the student's profile and the host organisation. Paid trainee status is also possible under certain conditions (social security coverage, place of work placement, etc.)</p> <p>Duration 6 months</p> <p>Location Anywhere in the world (in the case of an internship: restrictions may apply depending on your place of training)</p> <p>Host organisation Any type of local, national or international organisation with humanitarian activities.</p> <p>How does Bioforce help? You are supported by Bioforce (pedagogical support, specific tools...) and your employer (tutor, manager...).</p> <p>You are accompanied by Bioforce career advisors.</p> <p>You receive job advertisements specifically aimed at Bioforce students and graduates, directly sent to Bioforce by humanitarian organisations.</p> <p>Evaluation The evaluation of this work assignment is conducted by the employing organisation and through your written assignment report.</p>	
Qualification	A "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 - <i>this qualification is currently being renewed.</i>	

Application

Prerequisites

Minimum age: 22 years old

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, logistics...

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

You have a 2-year higher education diploma («bac +2» in France or equivalent): minimum 5 years of full-time work experience in one of the above-mentioned areas, including minimum 2 years at a management position

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
Strong computer skills are required.

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 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.

1. Online application

The application for the « at your own pace » training course is made one course unit at a time. Apply throughout the year, at the latest 2 weeks before the start of the training unit, using our online form on the webpage of the course unit.

On receipt of your application, we will send you an order form to be completed and signed. We undertake to inform you of the outcome of your application within 10 days of receiving your order form.

2. Admission

You will be notified by e-mail of your admission within 10 days of receiving your training fees.

continuously

at your own pace

Fees & funding

Fees

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

Total 6 930 €

The selection and registration fees are included in the price of each training unit.

Unit 1. The fundamental of humanitarian action: 850€
Unit 2. Managing Programmes and Projects: 2 100€
Unit 3. Managing People and Organisations: 2 100€
Unit 4. Managing Safety Security and Logistics: 850€
Unit 5. Managing Finance and Funding: 2100€

Mission: 950€

Total 8 950 €

Funding

Find the funding opportunities that you can explore for your training here:

<https://www.bioforce.org/en/learn/humanitarian-training-courses/funding/>

Personalised quotations are also available on the on the above webpage.

Contact us

Your question is about our training courses

in Europe: contact our Regional training centre for Europe at infoeurope@bioforce.org

in Africa: contact our Regional training centre for Africa at infoafrique@bioforce.org