



## Humanitarian Project Cycle Management

<b>Credits</b>	2 credits ECTS
<b>Dates</b>	19 February – 22 March 2024
<b>Format</b>	Online (combination of self-study time and live sessions). Live sessions are mandatory and take place 1-2 times a week, usually in the morning (10:00 – 12h30 CET)  <i><b>This online course requires 10 hours of weekly work. To fully engage in learning activities, we recommend that participants take some time off and adapt their professional activity accordingly.</b></i>
<b>Language</b>	English
<b>Fees</b>	CHF 1'700
<b>Coordinator</b>	Sandrine Delattre – <a href="mailto:sandrinedelattre@me.com">sandrinedelattre@me.com</a>

## Course overview

### Short description

This executive course aims at strengthening the capacities of project managers to design humanitarian responses that focus on sustainable and locally defined changes. The course is based on the Theory of Change (ToC) and Results-Based Management (RBM) approaches. Essential tools such as problem tree or logical framework are adapted to ensure the transfer of those approaches at operational level. Throughout the course, participants will work on a case study to build a project, covering the entire project cycle. Emphasis is put on practice and experience sharing. Participants will have the opportunity to discuss about and reflect on their professional situation with the group and the trainer.

### Objectives of the course

At the end of the course, you will be able to:

- Understand the aim and process of an assessment and conduct a problem analysis using the problem tree
- Plan a project and its monitoring system using the logical framework
- Program activities using the Performance and Evaluation Review Technique, Gantt chart and table of resources
- Monitor activities, results and risks
- Understand the differences between monitoring and evaluation as well as your role as a project manager

### Workload

Around 50 hours of work over 5 weeks, including:

1. E-learning courses
2. Synchronous live sessions
3. Individual and group work: readings, case study, reflexive analysis, forum discussions, etc.
4. Individual coaching/follow-up

### Structure of the course

- Introduction to project cycle management
- Aim and process of an assessment
- Problem analysis
- Planning: RBM and ToC approaches
- Building a logical framework
- Building plans
- Monitoring & Evaluation

## Prerequisites

### Audience

- Professionals in the humanitarian, development or social sector looking to develop their competencies in project management, as well as reflect and capitalise on their experiences.
- Professionals from any other sectors (private, academic, etc) and graduate students with relevant volunteer or intern experience who wish to increase their understanding of leadership and people management in the humanitarian field.

### Distance Learning

- Broadband/high speed connection - 2.5 Mbps minimum.
- Please note that most weekly content and activities is accessible via phone, but a PC/laptop/tablet is preferred
- microphone and webcam

### Admission requirements

1. a university qualification (Bachelor's degree or equivalent)
2. at least three years of relevant professional experience
3. excellent command of English
4. motivation working in the humanitarian sector