Supply Chain in Humanitarian Action

4 – DAY INTENSIVE TRAINING

INTRODUCTION

In emergency context supply chain is a crucial aspect for the implementation of humanitarian interventions or more in general in the humanitarian assistance. Notably, supply chain management encompasses the planning and management of all activities, from the expression of the needs till the end user of the goods or services. Also, it includes coordination and collaboration with channel partners, which can be program department (internal), suppliers, intermediaries, third party service providers, and beneficiaries (external).

Therefore, this course aims at enhancing knowledge and capacities on the organization of the supply chain process with a focus on practical tools and case studies of humanitarian initiatives.

WHO IS THIS COURSE FOR?

This training is addressed at all individuals from both the global south and north who:

- Are working or planning to work in humanitarian contexts into the logistic department of an NGO as logistics manager/officer, procurement officer, supply chain manager;
- Are interested in acquiring a good understanding of supply chain principles, concepts and operational approaches and learn how to set-up or implement a supply chain office;
- Want to be equipped with key skills, competences and key tools to evaluate the supply chain from purchase, storage to distribution to the beneficiaries;
- Demonstrate commitment to completing the 5 days of presential training.

LEARNING OUTCOMES

Upon successful completion of this course, participants will be familiar with the following topics:

- Organizing a supply chain field assessment, context-based
- Preparedness for emergency
- Organizing a market analysis and planning purchase of goods and services
- Procurement Planning
- Managing procurements, tenders and contracts
- Health supply chain
- Ethics and anti-fraud regulation in the supply chain process
- Warehouse and stock management
- Transportation and distribution

METHODOLOGY

The course consists of five days of face-to-face training that will include cases studies, group exercises, presentations, as well as networking opportunities in and outside the class. The course offers exposure to the most recent resources and innovations in the subject area and seeks to inspire participants to step out of their comfort zones and experiment, all in a safe and stimulating environment. Participants who will attend all the modules will be granted a certificate by HumCap.

At the end of the training participants that have successfully completed the course will be ensured a digital badge through the international platform HPASS (www.hpass.org).

COURSE CONTENTS

Module 1: Organizing a field assessment.

Know the context in which your organization will operate to bring relief to the beneficiaries. Be able to assess the extent of the emergency, and with a focus on supply chain and be able to identify the principal needs and gaps. Define and prioritize the type and size of interventions and priority activities and provide information needed to plan the implementation of interventions.

Understand how cluster-logs works and the importance of coordination between organizations.

Module 2: Preparedness for emergency

Be able to play a key role in the organization of the activities related to the supply chain. How to design and implement a preparedness plan, how to identify potential risks or gaps and elaborate mitigation measures.

Module 3: Market analysis and procurement plan

Implement an organisation's purchasing strategy, implement relevant tools, trustful suppliers. How to set up a market analysis and a procurement plan.

Module 4: Procurement, tenders and contracts

This module is focused on how to manage the procurement of goods and services; how to manage tenders, contracts and derogations to contracts; what steps to follow for a procurement procedure and what kind of forms/tools are normally requested by NGOs and auditors; how to ensure the quality of the goods.

Understand the importance of organizing and managing the supply chain of daily needs. Management of framework contracts for the office (such as fuel, ITC, communications, vehicle services).

How to manage the (self) internal control of the purchasing procedures. Ethics and anti-fraud regulation in the supply chain process.

(contract template booklet)

Module 5: Health supply chain

How to manage the supply chain of sensitive goods (such as food, drugs/health, animals' species, cash based), what type of documentation to request from suppliers and the steps normally required by local authorities for import. Overview of quantification process and GDP needed to implement properly the health SC

(cold chain booklet)

Module 6: Green logistics

How to implement your organization's supply chain sustainable to have minimal impact on the environment. What are the tools and reference organizations for a green assessment.

(green logistics booklet)

Module 7: Warehouse and stock management

Acquiring knowledge and tools on how to manage warehouse and stock (organization, storage, administration, etc.) including how to select the right premises and the administrative/logistics forms for the stock's management. How to deal with a stock logbook and with a stock inventory. How to manage the disposal or donations of stocks adequately with national rules and donors/organization regulations.

Module 8: Transportation and distribution

How to organize transportation of goods to ensure that the response is timely and effective; how to safeguard quality of goods and how to avoid the "out-of stock" risk. Overland transportation/convoy and distributions: Food and NFI. How to ensure the security of a distribution.

	Supply Chain in humanitarian action – TRAINING AGENDA 2023 (Central European Summer Time)			
	Session 1 **9.00 -10.30**	**Session 2** **11.00 - 13.00**	**Session 3** **14.00 - 15.30**	**Session 4** **15.45 - 17.00**
Day 1	**09:00– 09:30** **Registration and Welcome** **09:45 – 10.30** **Introduction to the course** **10.45 Welcome coffee**	**MODULE 1: Assess your environment and your organization's needs in the supply chain.** **13.00-14.00 Lunch break**	**MODULE 1: Assess your environment and your organization's needs in the supply chain.** **15.30 Coffee break**	**MODULE 2. Supply chain preparedness in the emergency context**
Day 2	**MODULE 3: Market analysis and procurement plan** **10:45 Coffee break**	**MODULE 4: Procurement procedures and regulation based on PRAG** **13.00-14.00 Lunch break**	**MODULE 4: Procurement procedures and regulation based on PRAG** **15-30 Coffee break**	**MODULE 4: Ethics and anti-fraud regulation in the supply chain process**
Day 3	**MODULE 4: Implementing tenders and contract** **10:45 Coffee break**	**MODULE 4: Implementing tenders and contract** **13.00-14.00 Lunch break**	**MODULE 5: Health supply chain** **15.30 Coffee break**	**MODULE 5: Health supply chain** **MODULE 6: Green logistics (self-study booklet)**
Day 4	**MODULE 7: Warehouse and stock management** **10:45 Coffee break**	**MODULE 7: Warehouse and stock management** **13.00-14.00 Lunch break**	**MODULE 8: Transportation and distribution** **15.30 Coffee break**	**Wrap-up and final considerations, Course evaluation** **17:00 end of session**