

**Course for
Humanitarian Logistics Manager**





Title: HUMANITARIAN LOGISTICS MANAGER

Structure: 4 weeks intensive in- presence training with interactive sessions, practical exercises on tools, presentation of case studies from International NGOs and UN Agencies

1 outdoor simulation

3 months internship within an international NGO or international agency partner of the course

Career service during the course and after the internship

Who is this course for?

This course is directed to junior professionals willing to specialize in managing logistics in Humanitarian actions. Logistics is crucial for the rapid deployment and implementation of humanitarian interventions in emergencies or more in general in humanitarian assistance. It is essential to ensuring, goods, premises and services for programs. Therefore, this course aims at enhancing knowledge and capacities on the organization of the logistics with a focus also on practical tools and specific case studies of humanitarian initiatives. Outdoor simulations, practical exercises and a three-month field internship in an international NGO or Humanitarian agency among the HumCap partners are included in the course program so to enable participants to become future professional logistics managers.

Course content

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

- The humanitarian scenario (major crisis, actors, and the role of the logistics manager)
- Project Cycle Management (PCM) and management of logistics department (work plan, administration, procurement and contracts, inventory, reporting)
- Management of logistics bases (management of larger logistics bases and services to more than one project/program)
- Supply chain for different types of responses (Wash sector, food security, protection, health, cash-based response)
- Warehouse and stock management
- Transportation and fleet management
- Managing and maintaining equipment (including access to energy)



- ITC in humanitarian settings
- Risk and security management

Methodology

The course will use interactive methodologies, video and lectures, work groups, review and discussion of case studies, practical exercises on tools and simulations. Also, a practical outdoor simulation is included in the course. The participants will be provided with a learning package at the end of the course and pre-lecture readings.

General overview of the training modules

WEEK 1

Module 1: Introduction to the humanitarian scenario and the role of the logistics in emergencies.

Understanding the humanitarian scenario (what is the structure of the humanitarian assistance today, overview of the major crisis at global level and future challenges, what are the main actors in emergencies -NGOs, International agencies, donors, local actors, etc- and what they do. How the humanitarian coordination system works in an emergency – role of the clusters).

Examples will be provided on the different types of intervention that require logistics support (protection, food and water distribution/shelter; health in emergency; response to natural disasters). Presentation of field experiences and case studies will be provided.

Understanding the role of the logistics manager in the humanitarian chain at organizational level (most common organograms in the NGOs, International Agencies etc); what it means to manage logistics and logistic resources (Human Resources focus).

Understanding how central is logistics to stakeholders and to populations affected by crisis.

Module 2: Mainstreaming protection in the logistics process

Acquiring basic knowledge about protection of vulnerable groups (gender, children, handicap, age, diversity etc) during an emergency and how to plan an emergency response in a way protection of vulnerable groups and their access to services and goods is considered.



Module 3: Overview of the PCM and the linkages with the logistics

Managing projects: Project Cycle Management tool (introduction to the logic, activities, budget, Gantt method) and getting understanding of where the logistics fits into it.

WEEK 2

The second week is focused on understanding the supply chain: phases, challenges and overview of key tools used at implementation level. Understanding the connections among programs, administration and logistics with a focus on administrative implications of the logistics process.

Module 1: Procurement Plan

Be able to manage a procurement plan from market analysis to purchase plans. How to carry out a market analysis before starting to prepare a budget, how to ensure that the budget is respected and internal/ donors' procedures are considered. How to set up an effective purchase plan. (examples will be given on negotiated and straight-forward to local and International tender + medical procurement).

Module 2: 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; how to set up framework contracts; how to ensure the quality of the goods and the internal audit of procurements procedures. (source/origin constrains, local security restriction - mostly in IT-)

A specific session will be dedicated to **cash based modalities**. (How to manage procurement in these cases, how to minimize risks and what are the lessons learnt so far, what types of tools are the most used and effective).

Module 3: 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 stocks management. How to deal with a log book and with a stock taking.

Module 3: 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 set out a Distribution plan in a Refugees Camp (or any situation). How to organize distribution when it comes to **cash modalities**.

Module 4: Supply chain for organizational needs



Understand the importance of organizing and managing the logistics of daily needs with a focus on internal purposes. Managing a logistic base/office log book drivers, fuel and maintenance monitoring, IT an COM assets monitoring, flight and vehicle schedules. "Leave no one on the Tarmak."

WEEK 3

Module 1: Managing and maintaining equipment

Understanding key issues related to equipment management. Managing the inventory: what enters into the inventory and what type of tools can be used for effective management (In, out, lost or stolen equipments). How to ensure the best choice for equipment maintenance (internal maintenance, contracts with external repairers, maintenance contracts, fuel contracts, costs, etc.)

How to organize, manage and maintain the vehicle's fleet. How to organize flights and cargo shipment. How to ensure access to energy in remote area and how to maintain energy devices (generators, solar panels, inverters, etc). How to plan replacement and anticipate equipment needs in accordance with the budget.

Module 2: ITC in Humanitarian settings

Acquiring knowledge on how to manage communications for an NGO (HF and VHF radios, GSM and satellite phones, Vsat stations). Be able to create procedures for data protection and IT equipment. Legislation and the rules of the country in terms of ITC.

Module 3: Ensuring quality in the logistics

Acquiring basic knowledge about quality in the logistics process. Understanding how to create a work plan of the logistics department. How to evaluate, analyse, report on activities and correct errors during implementation.

How to evaluate the suggestions of line-managers and colleagues so as to correct the logistic action.

Module 4: Managing risk and security

Overview of the concepts of risk and security in Humanitarian action. How to assess risk and how to draft security plans. How to manage people security in an emergency. How to manage conflicts and stress. Be able to manage daily safety, be able to assess risk level, be able to participate in the drafting of the security tools and evacuation plan of the organization. (SOP (standard operative procedures) + HOP (ad Hoc operative procedure) + Medevac + Casevac + SafetyBag + Evacplan + Cluster + SecTree)

Getting basic knowledge about Ethics and conduct in humanitarian action (key international principles and practical suggestions). Understand how the knowledge of local culture and contexts are important for safety.

WEEK 4

OUTDOOR SIMULATION

Students are offered the opportunity to practically test logistics outdoor where they have to organize the logistics in groups (simulations)- Groups will have to put in practice what they have learned during the weeks before.

GROUPWORKS

Students are given guided exercises on different humanitarian scenarios to enhance practice of key tools acquired during the courses in order to strengthen their capacity to effectively use the tools and implement key competences acquired

Module 1: Professional development

Overview of current trends, roles and competences requested in humanitarian organizations with a focus on logistics

How to develop an effective professional path in humanitarian assistance; How to carry out a personal Swot analysis; and how to get ready for interviews in a consistent and effective way (CV, motivation letter, linkedin and interviews). How to manage effectively communication on professional social media and build a solid professional network.