

## Supply chain in Humanitarian Action intensive training





## **Title: SUPPLY CHAIN IN HUMANITARIAN ACTION**

**Structure: 5 days intensive training**

### **Who is this course for?**

This course is directed to humanitarian 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. Particularly, supply chain 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. A focus will be dedicated also to supply chain in cash based responses.

### **Course content**

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

- Procurement Planning
- Organizing a market analysis and planning purchase of goods and services
- Managing procurements, tenders and contracts
- Supply chain for different types of responses (Wash sector, food security, protection, health, cash-based response)
- Warehouse and stock management
- Transportation and distribution
- Supply chain for organizational needs

### **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.

A certificate will be provided by HUMCAP to the participants who have completed the course



**The training** provides a general overview on the organization of 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. The week includes 4 different modules hereby described.

### **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."

