

learn
build
share

bioforce

**WE SUPPORT
YOUR TEAMS.
YOU IMPLEMENT.**

We support your teams. You implement.

At the heart of your operational strategies invariably lie your teams. We can support them at home and abroad with learning solutions tailored to meet your requirements.

Dear partners,

The real limit to opening, maintaining and developing your programmes in the field stems mainly from a lack of available, qualified staff. The impact of the assistance you provide to populations is therefore determined by the level of skills among your teams. Every day we draw on our expertise and work hard to develop and maintain these skills at the level you require for your work.

Our organisation develops effective tools to support your human resources policies and your operational strategy. Together, we transform your capacity building requirements into training programmes for your teams, your organisation and your national partners.

Our learning solutions, as ready-made or bespoke packages, always put practice and meaning at the heart of the learning process. They constantly evolve in line with the humanitarian context in order to offer you the most suitable tools and ensure the operational level you expect.

Our training tools are designed by and for people working in the humanitarian sector. Calling on our teams to help co-build training opportunities is a way of addressing your needs, certainly, but it also offers you a means of contributing towards the development of new learning programmes which can later be used by the whole of the sector.

Together, we can put capacity building at the heart of the humanitarian sector's development; together we can show that it is fundamental to meeting the needs of vulnerable populations.



Gilles Collard
Managing Director

bioforce.org

Bioforce has been working as a non-profit organisation, serving the public interest since 1983 - SIRET 340 402 205 00033
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photo credit: Bioforce, Cédric Corailler, Julien Harneis, Jean-Nicolas Dangelser, OCHA/Eve Sabbagh, EU/KM Asad, EU/ECHO, EU/ECHO/Caroline Gluck

You are constantly striving to increase the impact of your humanitarian work.

We can support you every step of the way.

From the headquarters to the field, whether for your international or national teams, or your partners, Bioforce can offer you step-by-step support to optimise your operational capacity.


WE CAN FORGE YOUR FUTURE TEAMS.



SOURCING & RECRUITMENT

 **Our turnkey solutions**


Certified courses for support services, project/programme coordinators and sector-specific coordinators.

 NATIONAL TEAMS
 INTERNATIONAL TEAMS


WE CAN SHAPE THE CAREER PATHS OF YOUR EXISTING TEAMS.



CAREER MANAGEMENT

 **Our turnkey solutions**

- Short certified courses (3-month course or 3 one-month modules over several years)
- Continual professional development (from 3 days to 3 weeks)
- Accreditation of Prior Learning

 **Our bespoke solutions**

Bespoke courses

 NATIONAL TEAMS
 INTERNATIONAL TEAMS
 PARTNERS

WE CAN SUPPORT NATIONAL ORGANISATIONS AND INSTITUTIONS.



CAPACITY BUILDING FOR PARTNERS

 **Our bespoke solutions**

- Consultancy and organisational assessment
- Bespoke learning and support programmes

 PARTNERS



in our regional training centres in Africa and in Europe, on our learning platform, or wherever **you have operations**.



using an approach which places practice and meaning at the heart of the learning process and aims to make trainees fully operational.



in French and in English.

Our turnkey solutions

Certified courses

All the key capacities and inter-personal skills required to work as a humanitarian professional or to take on greater responsibilities.

- Profile-specific courses (from **introductory** to **expert**), from three months to three years
- Modular courses to suit the availability of teams in the field
- A broad range of roles, from project and programme coordination to support services and sector-specific technical coordination
- From Level III qualification (equivalent of a two-year higher education diploma) to Master's degree and MSc
- In French and in English
- In our regional training centres, but also wherever you have operations

SOURCING & RECRUITMENT

I need to hire new staff who are fully-trained and operational.

CAREER MANAGEMENT

I would like to develop the skills of my international and national teams.
I would like to prepare my teams for taking on greater responsibilities: from assistant to manager, from manager to coordinator.

CAPACITY BUILDING FOR PARTNERS

I would like to develop my implementing partners' skills.



NATIONAL TEAMS



INTERNATIONAL TEAMS



PARTNERS

AT YOUR SERVICE

Are you looking for qualified professionals for a specific operating area? We can combine our expertise to develop new training courses together and build up a pool of qualified professionals available to the humanitarian community!

Grants to support your teams and partners

Since 2014, with Bioforce's certified courses, Unicef's West and Central Africa Regional Office has been able to develop the skills of its teams, institutional partners and national NGOs in WASH, child protection in emergency contexts and nutrition. Every year, 10 staff members are selected and offered a grant to take the three-month course, after which they may return to their job or may be offered a promotion.

"Having a centre in Africa with a partner as experienced as Bioforce is a privilege."

Gilles Fagninou,
Unicef deputy regional director,
at the opening of Bioforce's regional
training centre for Africa in 2017.

unicef

Continual professional development

The key skills required to move up the humanitarian career ladder.

- Short courses: three days to three weeks
- Available anytime in our regional training centres in Africa and Europe and on our learning platform (e-learning)
- Available in the humanitarian zones where you operate (Africa, Middle East, etc.)
- Topics which address your operational requirements (safeguarding, cash transfer programming, change theory, etc.), in association with leading organisations (CaLP, Groupe URD, etc.)
- In French and in English

CAREER MANAGEMENT

I need to develop my teams' skills to address occasional requirements: new issues, new ways of working, etc.

CAPACITY BUILDING FOR PARTNERS

I would like to develop my partners' skills to address a specific requirement identified by the teams in the field or expressed by my partners.


NATIONAL
TEAMS


INTERNATIONAL
TEAMS


PARTNERS

Accreditation of prior learning

Recognition for professional experience in the humanitarian field through a Bioforce diploma.

- Level III to level I qualifications (equivalent to a two-year to a five-year higher education diploma) from the French National Directory of Professional Certifications
- Available worldwide

CAREER MANAGEMENT

- I value my team and would like to improve staff retention.
- I would like to raise my organisation's level of qualifications.


NATIONAL
TEAMS


INTERNATIONAL
TEAMS

EXTRA

For your logistics experts back from assignment who are looking to join a booming sector in France, we also have a solution!

Ease their return by offering them direct access to the 3rd and final year of the Facility Management and Humanitarian Logistics Manager course (level II certified qualification, equivalent to a four-year higher education diploma).

A one-year work-study programme combining three weeks in company and one week at Bioforce every month, as well as guaranteed income and tuition fees covered by the host company through a professional training contract.



INOS ATTENTES

→ Pouvoir mettre en place une stratégie d'intervention;
→ Comprendre les possibilités (marge de négociation) de formation d'un programme par rapport aux bailleurs
→ la mise en place d'une évaluation

We can design your bespoke solutions together

Bespoke courses

Whether tailored courses based on our existing content or bespoke courses designed just for you, what really matters is to make sure that what we do together meets your requirements.

CAREER MANAGEMENT

I need to develop my teams' skills to address occasional requirements: new issues, new ways of working, etc.

CAPACITY BUILDING FOR PARTNERS

I would like to develop my partners' skills to address a specific requirement identified by the teams in the field or expressed by my partners.

NATIONAL TEAMS

INTERNATIONAL TEAMS

PARTNERS

1 Tell us your requirements

If you don't have the time to give us an in-depth account of your needs, we can also help you with this.

2 We set up a purpose-built team

a project officer
a technical adviser
a trainer/facilitator

3 Together, you fine-tune the requirement

Understanding your issues better in order to re-assess the requirements and establish the target audience (headquarters, field, international or national teams, partners).

4 We establish together

...a project to suit your requirements: we adapt existing courses or create new content.

...post-training support: we help each participant put the skills they have learnt into practice and assess the impact of the solution on your teams.

AND ALWAYS:

...in line with your professional practices and operational contexts (using your tools and procedures).

...in keeping with our teaching and learning approach (case studies, group work, role play).

5 Select










The place and time
The language

The format: on-site, online through our learning platform or a blended-approach.

Overview of our training topics

(non-exhaustive list)

For over 35 years Bioforce has developed a whole range of content covering cross-cutting issues or humanitarian operational techniques: so this may already address your requirements.

 <p>Project management Project design Project management Monitoring, evaluation, accountability & learning (MEAL) Writing and reporting Theory of change</p>	 <p>Finance management Funding strategy Design and management of Project funding tools Donors</p>	 <p>Management Management and leadership Change management Safeguarding</p>	 <p>Logistics Supply chain management Technical facilities management Fleet management</p>
 <p>Security Security management Safety and security for field trips HEAT (Hostile Environment Awareness Training) Safe driving</p>	 <p>Sector-specific topics Water, sanitation and hygiene Protection Food security Nutrition</p>	 <p>Humanitarian essentials International Humanitarian Law, humanitarian principles Humanitarian standards</p>	 <p>Cash transfer programming  CoLP <small>The Cash Learning Partnership</small> accredited courses</p>

Organisational assessment

Whether to increase your impact or to start taking new issues into consideration, an organisational assessment is the starting point to improve your practices throughout the organisation or simply within a specific project in the field.

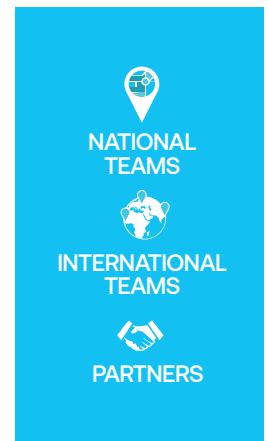
CAPACITY BUILDING FOR YOU OR FOR YOUR PARTNERS

I need to adapt my organisation or my partner's organisation to news issues or new ways of working.

I need to assess my future partner's capacity.

During an organisational assessment, your capacities, as well as your implementing partners', can be assessed. What can be improved is identified, and your assets pinpointed. Each assessment results in recommendations regarding the development of capacity building tools or actions.

At Bioforce, organisational assessments are completed by experts that are selected according to your context and the objectives which you previously established with our team. They can relate to specific aspects of your organisation or work in the field (financial management, safety and security, or logistics for example), or to your organisation in general.



NATIONAL TEAMS

INTERNATIONAL TEAMS

PARTNERS

EXTRA

Does your organisation deliver training courses? How about calling upon our learning and development expertise to increase their impact? Benefit from advice in training design or from our expertise on cross-cutting themes that will enhance your technical training courses!



We have really established a relationship based on trust.

Change based on analysis

How can a major development organisation strengthen its capacity to be active in a context that has become an emergency context? This is the need expressed by Caritas France for its Malian network. We dispatched two consultants for a 10-day assignment: following an initial phase spent preparing the assessment tools and collecting the data, they visited the National Secretariat in Bamako as well as each diocese in Mali. There they met with the teams to try to gain a better understanding of their logistics, finance and human resources work, practices and procedures. They were able to analyse the gaps, identify any areas for improvement and suggest recommendations and an action plan for change (updating procedures, training and support).



FOR WHOM
PARTNERS



TOPICS

LOGISTICS 
MANAGEMENT 
FINANCE MANAGEMENT 



Tailored to fit the context

The Indian Ocean Regional Intervention Platform run by the French Red Cross called upon Bioforce to train the platform's national members in supply chain management and logistics, in French and in English. Bioforce developed a life-size simulation for this course representing a familiar context for participants, the Comoros. And the aim? To offer more effective disaster response in this part of the world. Inès Ladraa, Training Officer, shares her experience of working with Bioforce: **"The platform is not a training provider. Our core work revolves around disaster response. But we also work on capacity building with the local teams, and for that we clearly need to work with a training provider which has already earned its stripes. What we particularly like with Bioforce is the support and follow-up before, during and after the programme. We have really established a relationship based on trust."**



FOR WHOM
PARTNERS



TOPICS

LOGISTICS 



Training in 5 different countries

The West and Central Africa Regional Office for the UN World Food Programme called upon Bioforce to provide capacity building for its national partners. Our team worked to develop and deliver a training programme on emergency preparedness logistics in five different countries: Central African Republic, Nigeria, Chad, Cameroon and Niger. Follow-up meetings were then organised to help the teams trained to implement the individual action plan they had established during the course.

Thanks to this support over three months, 98 humanitarian professionals are now more efficient in emergency supply chain management.

FOR WHOM
PARTNERS 

TOPIC
LOGISTICS 




The training was provided by an experienced Bioforce trainer with very good understanding of complex contexts,

but who, at the same time, was able to deliver a training that allowed participation from staff who never had security training before to those with extensive experience of working in insecure and hostile environments. The sessions were well structured with a good mix of theory, controlled practice and role play. The training has given our Emergency Staff Pool members the confidence and the tools to be able to manage personal security and work in teams in insecure operational contexts.



Ajay Paul,
Emergency Response Director, Welthungerhilfe



FOR WHOM
NATIONAL TEAMS 

TOPIC
SECURITY 

A unique tool, available anywhere you need it

We ensure our teaching is always consistent with the reality of humanitarian work in the field, to guarantee the best response to your needs. And here's how.

Innovation and quality

Based on a guiding principle of continual improvement of our expertise in course design, research & development and quality are central to our mission. They help us design new capacity building measures for the benefit of the humanitarian community: an organisational capacity self-assessment tool «called Taking the Lead », standards for the assessment of humanitarian competencies, HPass credentials...

In partnership

We believe in strong partnerships with operational organisations or academic institutions that complement or enrich our own expertise. For the beneficiaries of our actions, it means a stronger and sustainable impact: cutting-edge content, recognised certifications.

Learning & development

The learning and development coordinators are our thematic humanitarian experts. They provide their expertise to all our learning activities and play an active part in networks and clusters related to their area.

- Supply chain
- Technical logistics
- Child protection in emergencies
- Water, sanitation and hygiene
- Human resources
- Finance
- Project management
- Donors

Pool of trainers

We are continually developing our network of trainers to enable us to incorporate new areas of expertise and to offer a greater range of services which match people's needs.



287 trainers en 2017



Development of thematic & regional pools

In Europe, in Africa, online and anywhere you need it

Bioforce is available and accessible to anyone, anywhere.

Regional training centres in Europe and in Africa

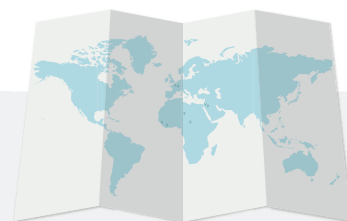
With premises suited to theoretical and practical learning, equipped to provide life-size simulations, these locally-based centres offer individuals and organisations continual access to high-quality learning.

A tailor-made platform for distance learning programmes

Distance training based on a large variety of activities: animated self learning activities, group work, tutor support and feedback, learning progression tests. All of Bioforce's learning expertise accessible through our Moodle platform.

Deployment in the field

Bioforce is able to deploy training in any geographical area, including in emergency contexts: Bangui, Amman, Haiti...



French leader in training provision, credited by the international humanitarian community.



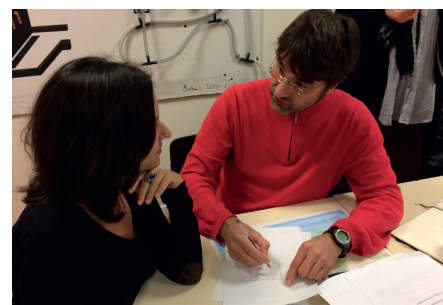
Humanitarian

The Bioforce team is mainly composed of humanitarians who understand operations in the field, the issues involved, the contexts and the environment. They have all developed an in-depth vision of the needs and expectations of the community.



Experienced

Since 1983, we have contributed towards the professionalisation of the aid sector. Several generations of aid workers have been trained here and for over 35 years we have followed evolutions in the aid sector and developed the knowledge, expertise and inter-personal skills required to address them.



Expert

Transforming requirements into teaching and learning: course design is our expertise. It enables us to create, develop and consolidate the skills of people and organisations working in the aid sector by tailoring our solutions to each individual's profile.



Reputed

A strong, lasting commitment by aid organisations to work alongside us marks the recognition of the aid sector: involvement in the Board of Trustees and the General Assemblies, contributions towards changes in course content, providing trainers, donating equipment, sharing technical facilities and of course recruiting students.

Our teaching, where meaning and action meet, is reputed by aid professionals for training people to become immediately operational. Our courses meet the community standards (clusters, Core Humanitarian Standards, etc.) and we are actively involved in developing these.

As an HPass accredited learning provider, Bioforce issues open badge credentials for all its training courses. We are proud to have met the Learning Provider Standards, collaboratively developed with humanitarian organisations around the world.

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