Course catalogue

DG ECHO Humanitarian Aid Learning

A learning hub for international cooperation and humanitarian aid programmes.

DG ECHO Humanitarian Aid Learning is the online learning platform of the European Commission's Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO). The platform offers a range of courses and materials related to the management of humanitarian aid projects financed by DG ECHO. These courses cover various administrative, legal, financial and procedural aspects of the management of DG ECHO-funded actions and DG ECHO policies

OUR UNIQUENESS

Experienced trainers

Most advanced training methodologies

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Virtual & Face-to-face classrooms

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- Understanding DG ECHO's Humanitarian Logistics Policy
- Visibility and Communication for DG ECHO Partners: Making an Impact

Be prepared for an ECHO audit

COURSE DESCRIPTION

This 1-day course (4 hours) aims to provide participants with an overview of the audit process and methodology, including knowledge of the actors involved in the audit process, the different types of audits performed by DG ECHO, and the standard documents involved. Additionally, the course will familiarize you with the retention of supporting documents for different categories of costs.

Through a combination of interactive lectures and practical exercises, participants will learn how to effectively prepare for an ECHO Audit. Instructors will guide participants through best practices, answer questions, and propose exercises to ensure compliance and success during the audit process.

TARGET AUDIENCE

DG ECHO Partners, their implementing partners, and DG ECHO staff are the target audience for this course. Specifically, it is suitable for staff involved in the implementation of ECHO-funded actions at both field and HQ levels, as well as for those responsible for reporting and audit.

This is an advanced course tailored for participants with existing knowledge of DG ECHO rules and procedures, particularly concerning implementation rules, financial management, and eligibility of costs. For beginners, it is recommended to attend the virtual courses 'Implementing a DG ECHO action under the MGA' and 'Financial management of a DG ECHO action' first.

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Be prepared for an ECHO audit

LEARNING OBJECTIVES

At the end of this module, participants will:

- Get an overview of the audit process and methodology.
- Learn how to manage the audit workflow and be aware of the different steps.
- Familiarize themselves with the different categories of standard documents and manage them successfully.
- Know how to be prepared for a field or headquarters audit.
- Feel more familiar with navigating several sources of information, including the DG ECHO official website, DG ECHO helpdesk, and the reference documents.

AGENDA

- Session 1: Introduction to the course
- Session 2: What is audit and why is it performed?
- Session 3: The audit strategy and the standards documents
- Session 4: Supporting document retention and wrap up

Exploring DG ECHO Understanding Humanitarian Aid

COURSE DESCRIPTION

This 1-day course (4 hours) aims to provide the fundamental knowledge and skills necessary for navigating the realm of DG ECHO's humanitarian aid world, but also serves as a preparatory resource for newcomers to DG ECHO staff and its partners, or for those who need a refresh before enrolling in more advanced courses. Some time will also be dedicated to understanding the Humanitarian Certificate and the adoption of the Humanitarian implementation plan, crucial elements for proposal submission.

This course will provide a practical, hands-on approach to DG ECHO humanitarian aid, using different training techniques: presentations, group work, interactive quizzes, and plenary discussion sessions.

TARGET AUDIENCE

This course is tailored for DG ECHO partners, implementing partners, DG ECHO staff, staff of International Organisations and Member States Specialised Agencies, particularly targeting new team members who have never worked with DG ECHO or who need a refresher, both at the field and HQ levels. This is a beginner course; therefore, existing knowledge of DG ECHO rules and procedures is not required.

Exploring DG ECHO Understanding Humanitarian Aid

LEARNING OBJECTIVES

At the end of this module, participants will:

- Have a clear understanding of the DG ECHO humanitarian aid framework, including its mandate, organisational structure, key policies, needs assessment and decision process.
- Have a clearer understanding of the DG ECHO financing decision process and Humanitarian implementation plan.
- Know what is the humanitarian Certificate and where to find additional resources
- Fell more familiar in navigating the several sources of information including DG ECHO official website, DG ECHO helpdesk and the reference documents.
- Fell more confident in enrolling to more advanced courses.

AGENDA

- Session 1: Introduction to the course
- Session 2: Overview of DG ECHO Humanitarian Aid
- Session 3: How DG ECHO decides to intervene: the financing decision process
- Session 4: The EU Humanitarian Partnership Certificate 2021

Financial Management of a DG ECHO-funded action

COURSE DESCRIPTION

This 2-day course aims to cover elements related to the financial management of a DG ECHO-funded action, in accordance with the provisions outlined in the Model Grant Agreement, the operational budget, and Annex II. Throughout this course, participants will delve into the realm of financial management specific to DG ECHO-funded actions. From understanding the general eligibility conditions to effectively managing budgets and meeting reporting requirements, participants will learn to approach financial challenges and how to address them.

TARGET AUDIENCE

DG ECHO partners, their implementing partners, and DG ECHO staff are the target audience for this course. Specifically, the course addresses the needs of staff involved in the implementation, budget monitoring (including budget preparation, budget amendments, and budget-related controls), financial compliance, and financial reporting of ECHO-funded actions, both at the field and HQ levels. This is an intermediate course. Existing knowledge of DG ECHO rules and procedures is not required but recommended.

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Financial Management of a DG ECHO-funded action

LEARNING OBJECTIVES

At the end of this course, participants will:

- Feel more confident in applying the provisions established by the Model Grant Agreement (MGA) for the implementation of a DG ECHO funded Action
- Familiarize themselves with the eligibility conditions, the operational budget, Annex II, and how to manage communication with DG ECHO
- Become more familiar with navigating several sources of information, including the DG ECHO official website, DG ECHO helpdesk, and reference documents

AGENDA

DAY 1:
- Introduction to the course
- The MGA and its annexes: brief overview
- Eligibility of costs
- Category of eligible costs

DAY 2:
- Operational budget overview and practice
- The Interim report
- The end of the Action
- Final financial report

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How to move around the 2021 Single Form

COURSE DESCRIPTION

This 3-day course aims to improve participants' knowledge and skills in designing an Action and making the best use of the 2021 Single Form format, which is crucial for submitting project proposals and reports. The course provides a quick overview of the financing decision-making process, followed by an analysis of the Single Form chapter by chapter, with specific emphasis on the main sections of the form (needs and beneficiaries, logframe, resources, quality controls), explaining in detail and with practical examples the requirements set by DG ECHO. Each chapter will be demonstrated in the format, featuring presentations, group work, interactive quizzes, and plenary discussions.

Note: Some parts of this course are for NGOs only. The information presented on Day 3 applies only partially to International Organizations.

TARGET AUDIENCE

This course is tailored for DG ECHO partners, implementing partners, DG ECHO staff, staff of International Organizations, and Member States' Specialized Agencies. It particularly targets members involved in the design of ECHO-funded Actions at both field and HQ levels. This is a beginner/intermediate course. While existing knowledge of DG ECHO Single Form is not required, it is appreciated. Please note that some sections of the Single Form format may not apply to IOs and MSSAs.

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How to move around the 2021 Single Form

LEARNING OBJECTIVES

By the end of this course, participants will be able to:

- Recall the Single Form and understand the logic behind its sections;
- Know what type of information has to be included in the different sections of the Single Form in order to submit a successful proposal;
- Navigate the several sources of information including DG ECHO official website, DG ECHO helpdesk and the reference documents.

AGENDA

DAY 1
- Introduction to the course
- Introduction to the HIP and the Single Form
- Quality elements for the development of a good proposal: the marker
- Needs assessment and risks analysis

DAY 2
- Logic of intervention
- Beneficiaries of the action
- Project data overview by country
- Visibility, communication and information activities, alternative arrangements

DAY 3
- Implementing Partners and co-partners
- Financial
- Overview of the action and budget template
- Other resources of the action
- Conclusion

This course includes an asynchronous part covering other chapters of the Single Form.

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Implementing a DG ECHO funded Action under the Model Grant Agreement

LEARNING OBJECTIVES

The 2-day course begins with an introduction to the certification process and the Model Grant Agreement, providing participants with a foundational understanding of the administrative framework governing ECHO-funded actions. Subsequently, through interactive lectures, case studies, and real-world scenarios, participants will delve into specific situations commonly encountered during project implementation. Topics covered include handling amendment requests, managing temporary interruptions of activities, navigating reporting requirements, and dealing with remaining supplies.

Through interactive lectures, case studies, and real-world scenarios, participants will learn to navigate implementation challenges and ensure compliance with DG ECHO's rules and regulations.

TARGET AUDIENCE

DG ECHO Partners, their implementing partners, and DG ECHO staff are the target audience for this course. Specifically, this course addresses the needs of staff involved in the implementation of humanitarian actions at field level and compliance with the rules and regulations at field and HQ level. This is a beginner course. Existing knowledge of DG ECHO rules and procedures is not required but recommended.

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Implementing a DG ECHO funded Action under the Model Grant Agreement

LEARNING OBJECTIVES

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

- Better apply the provisions established by the Model Grant Agreement (MGA) for the correct implementation of a DG ECHO funded Action
- Properly manage the flow of communication with DG ECHO
- Navigate the several sources of information including DG ECHO official website, DG ECHO helpdesk and the reference documents.

AGENDA

DAY 1
- Introduction to the course
- The Model Grant Agreement and its Annexes
- Visibility and Communication
- Dealing with changes

DAY 2
- The interim report
- Humanitarian logistics
- End of action
- The Final Report

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Mastering DG ECHO's Grant Budget

COURSE DESCRIPTION

This 1-day course (4 hours) aims to provide a clear and practical understanding of cross-checking financial information in the Single Form and its financial annexes. This is essential to ensure consistency among the various financial details requested in the Single Form and the operational budget, which remains one of the main challenges Partners face.

This course serves as a valuable complement to the knowledge acquired in the existing 2-day course, "Financial Management of a DG ECHO Funded Action," or more generally, for participants with prior financial experience.

At the end of the course, participants will learn to comply with DG ECHO's financial standards.

TARGET AUDIENCE

This course is specifically designed for DG ECHO partners, implementing partners, and DG ECHO staff actively engaged in the preparation and management of operational budgets, encompassing financial analysts, budget administrators, program managers, and other relevant roles within the organisation.

Prerequisite: This course is designed for advanced participants. Participants should have a very good knowledge of the eligibility rules and conditions and familiarity with the Operational budget template, Annex II and chapter 13 of the Single Form.

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Mastering DG ECHO's Grant Budget

LEARNING OBJECTIVES

At the end of this course, participants will:

- Have a clear and practical understanding of the preparation of the operational budget and how to deal with possible challenges.
- Feel confident in preparing and submitting the operational budget to DG ECHO at the proposal stage.
- Feel more familiar in navigating the several sources of information including DG ECHO official website, DG ECHO helpdesk and the reference documents.

AGENDA

- Brief introduction to the course
- Discussion regarding eligibility scenarios
- Ensuring consistency of financial information
- Where to find additional information

Minimum Environmental Requirements and Recommendation in Humanitarian Aid operations

COURSE DESCRIPTION

This 2-day course aims to guide humanitarian organisations in complying with the minimum environmental requirements when designing and implementing humanitarian responses and how to address measures to reduce the negative environmental impacts related to humanitarian actions at a project level. The course will go through the guiding environmental principles, cross cutting and sector-specific requirements and test our knowledge with practical exercises, with the aim to see how to integrate the requirements in the e-Single Form at a proposal stage, as well as how to monitor and report on them during implementation.

TARGET AUDIENCE

This course is tailored for DG ECHO partners, implementing partners, DG ECHO staff, staff of International Organizations, and Member States' Specialized Agencies. It particularly targets members involved in the design of ECHO-funded Actions at both field and HQ levels. This is an intermediate course; an existing knowledge of the Single Form is highly recommended.

Please note that some sections of the Single Form format may not apply to IOs and MSSAs.

Minimum Environmental Requirements and Recommendation in Humanitarian Aid operations

LEARNING OBJECTIVES

At the end of this module, participants will:

- Be familiar with the Minimum Environmental Requirements (MER).
- Understand the importance of complying with the MER as part of the solutions rather than additional burden; applicability context and activity-based.
- Be able and feel confident in applying the Minimum Environmental Requirements in humanitarian actions.
- Be aware of best practices and lessons learned from previous actions.

AGENDA

DAY 1:
- Session 1: Introduction to the course and General introduction of DG ECHO environmental approach. Environment principles.
- Session 2: Cross-cutting Minimum Environmental Requirements and Recommendations.
- Session 3: Practical exercises on the Cross-cutting Minimum Environmental Requirements.

DAY 2:
- Session 1: Sector specific Minimum Environmental Requirements and Recommendations.
- Session 2 Financial support; how to apply the requirements in the e-Single Form.
- Session 3: Practical exercises on the Sector specific Minimum Environmental Requirements.
- Conclusion

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Nexus Environmental Assessment Tool (NEAT+)

COURSE DESCRIPTION

This 1-day (4 hours) course aims to provide participants with an introduction on how to use the NEAT+ tool to screen their projects for environmental risks. They will learn what an environmental screening is and how to analyse and use the results produced by the NEAT+ tool.

TARGET AUDIENCE

The training course is designed for practitioners who are
a) team leaders and project managers (implementers);
b) thematic sector experts (e.g. WASH, FSL, etc.), who already have a basic knowledge of project management and the importance of environmental screening.

Prerequisites (suggested):
- Have a good understanding of the project cycle
- Have a basic understanding of the interactions between the environment and humanitarian action
- Have good working knowledge of the English language (written and spoken)

Nexus Environmental Assessment Tool (NEAT+)

LEARNING OBJECTIVES

By the end of the course, participants will be able to:

- Explain why the NEAT+ tool is relevant for environmental screening of your programme
- Explain how NEAT+ tool can be used (when, how, and who should use it)
- Describe how to analyse the results of NEAT+ environmental screening and prioritise relevant mitigation measures for your project

AGENDA

- Overview of the NEAT+ tool and its relevance
- Demonstration of the use of the NEAT+ Rural tools
- How to use the NEAT+ tool within your organisation
- Practical exercises with a case study

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The Single Form 2021 - Advanced

COURSE DESCRIPTION

This 2-days course aims to equip experienced participants with the skills to confidently apply their knowledge in the practical preparation of the Single Form.

Through collaborative exercises, in-depth analysis of key sections, and an exploration of DG ECHO's expectations, participants will enhance their ability to craft successful, well-aligned proposals.

TARGET AUDIENCE

This is an advanced course. It is designed for a diverse range of participants, including DG ECHO partners, implementing partners. It is specifically tailored for individuals actively involved in the preparation and management of the Single Form. The course is specifically recommended for those who:

- Have prior training or experience in the design and management of the Single Form
- Seek practical, guided practice to enhance their skills
- Are ready to collaborate with colleagues to tackle common challenges

If you don't fit to this course, you can attend the 3-day course "How to move around the 2021 Single Form"

The Single Form 2021 - Advanced

LEARNING OBJECTIVES

By the end of the course, participants will:

- Confidently apply their foundational knowledge of the Single Form to real-world scenarios.
- Feel confident in preparing and managing Single Form and deal with challenges that may be encountered
- Feel more familiar in navigating the several sources of information including DG ECHO official website, DG ECHO helpdesk and the reference documents.

AGENDA

DAY 1:
- Intro to the course
- Logic of Intervention: Refresher
- Logic of Intervention: Group Exercise
- Beneficiary Information: Refresher
- Beneficiary Information: Group Exercise

DAY 2:
- Dealing with Changes: Refresher
- Dealing with Changes: Group Exercise
- Single Form Checklist: Group Exercise
- Wrap-up

The e-Single Form: Designing and Submitting Proposals

COURSE DESCRIPTION

This 3-day course strengthens participants' skills in designing actions and using the 2021 Single Form for DG ECHO project proposals. It covers the financing process, a section-by-section review of the Single Form (including needs, beneficiaries, logical framework, partnerships, financial annexes, and quality controls), and DG ECHO requirements with practical examples.
Training combines presentations, group work, quizzes, and discussions for an interactive learning experience.

Note: Some parts of this course are for NGOs only

TARGET AUDIENCE

This course is designed for DG ECHO partners, their implementing partners, and DG ECHO staff. Certain modules may not be relevant for Member States' specialized agencies and international organizations.
It is particularly aimed at professionals involved in designing ECHO-funded Actions at both field and headquarters level. The course is suitable for participants at beginner to intermediate level. Prior knowledge of the DG ECHO Single Form is not required, though it is an advantage.
Completion of the self-paced eLearning course Introduction to DG ECHO Humanitarian Aid is recommended before attendance.

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The e-Single Form: Designing and Submitting Proposals

LEARNING OBJECTIVES

By the end of the course, participants will be able to:

- Demonstrate a clear understanding of the Single Form and the logic of its different sections.
- Prepare a successful proposal by identifying the essential information required for each section.
- Access and utilize key sources of information, such as the DG ECHO official website, helpdesk, and relevant reference documents.

AGENDA

DAY 1:
- Introduction to the course
- Introduction to the HIP and the Single Form
- Needs assessment and risks analysis
- Quality elements for the development of a good proposal: general overview

DAY 2:
- Logic of intervention
- Beneficiaries of the action
- Project data overview by country
- Visibility, communication and information activities, alternative arrangements

DAY 3:
- Implementing Partners and co-partners
- Financial overview of the action and budget template
- Other resources of the action
- Conclusion

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Understanding DG ECHO's Logistics Policy

COURSE DESCRIPTION

This 1-day course (4 hours) aims to provide participants with a comprehensive understanding of the logistics approach advocated by DG ECHO and the purpose of its Logistics Policy. Specifically, the course will delve into the purpose of the DG ECHO policy, the primary logistics challenges in humanitarian actions, and effective methods for incorporating logistics aspects into project proposals for DG ECHO. For instance, it will cover where to include such information in the single form and what type of information DG ECHO finds useful. A part will be dedicated to sharing best practices and raising awareness about collaborative approaches, international initiatives, and global-level tools.

TARGET AUDIENCE

This course is tailored for DG ECHO partners, implementing partners, DG ECHO staff, staff of International Organizations, and Member States' Specialized Agencies. It particularly targets members involved in the design and implementation of ECHO-funded Actions at both field and HQ levels. This is a beginner/intermediate course, a previous existing knowledge of the Single Form is appreciated.

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Understanding DG ECHO's Logistics Policy

LEARNING OBJECTIVES

At the end of this module, participants will be able to:

- Gain a good overall understanding of the approach of Logistics that DG ECHO is encouraging
- Identify and understand best practices related to the framework of operations
- How to present the best practices when making a project proposal to DG ECHO
- Identify Key challenges that occur in humanitarian action

AGENDA

- Introduction to DG ECHO's Humanitarian Logistics Policy
- From Policy to Practice – what is DG ECHO encouraging in the area of logistics, and how should it be presented when preparing a proposal?
- Logistics in the HIPs and eSingle Form:"How to present activities when preparing a proposal"
- Conclusion

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Working together Co-Partners and Implementing Partners (IP)

COURSE DESCRIPTION

This 1-day course (4 hours) clarifies the terminology entered into force with the Model Grant Agreement, especially concerning co-partners and implementing partners and their respective roles, duties and obligations when implementing a DG ECHO funded action together. The course Illustrates also the key information to be provided to DG ECHO at proposal and reporting stage (in the Single Form, in the operational budget and Annex II) and examples on how to manage effectively the partnership, from the selection phase to the effective collaboration during implementation.

This virtual classroom will provide a practical, hands-on approach to DG ECHO humanitarian aid and the MGA, by using different training techniques.

TARGET AUDIENCE

DG ECHO Partners, their implementing partners, and DG ECHO staff are the target audience for this course. It is suitable for all the staff members that need to learn more about working in Consortia and the new provisions established by the Model Grant Agreement.

This is an intermediate course. A general knowledge of the MGA is highly recommended.

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Working together Co-Partners and Implementing Partners (IP)

LEARNING OBJECTIVES

By the end of the course, participants will:

- Know which are the different types of participants in an action
- Identify which are the key information to be provided in the single form
- Identify which are the key elements to consider when working in Consortia how to make it a successful one
- Know where to find additional documents to deepen the topic.

AGENDA

- Introduction to the course
- The Model Grant Agreement: relevant provisions
- The Certification process: relevant provisions
- Participants in the Action
- How to manage an effective partnership
- Conclusion

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e-Learnings

Be prepared for a DG ECHO Audit

COURSE DESCRIPTION

This course is designed to provide you with a comprehensive understanding of the audit process and how to manage the audit workflow. By completing this training program, you will be better prepared to navigate the audit process and ensure compliance with existing regulations.
The course is organised around three modules:

• Module 1: The audit strategy: What is audit and why is it performed?
• Module 2: Getting familiar with the field and headquarter audit process
• Module 3: Record keeping

TARGET AUDIENCE

This training program is suitable for project managers, financial managers, compliance officers, and anyone else who wants to gain a better understanding of the audit process and how to manage it.

LEARNING OBJECTIVES

At the end of the training, you will be familiar with the audit process and methodology, which includes knowledge of the actors involved in the audit process and the different types of audits performed by DG ECHO. You will familiarise yourself with Audit standard documents, and you will feel better prepared for an audit in terms of supporting documents retention.

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Disaster Preparedness for DG ECHO Humanitarian Aid funded operations

COURSE DESCRIPTION

The principal objective is to make participants understand what Disaster Preparedness entails for DG ECHO and how to mainstream it in all humanitarian operations.

This course is organised into three modules:

• MODULE 1: Global Overview of Policy Frameworks, Key Elements, Concepts, and the Importance of Disaster Preparedness and a Risk-Informed Approach for DG ECHO-Funded Operations
• MODULE 2: Mainstreaming Disaster Preparedness into DG ECHO Humanitarian Response Operations
• MODULE 3: Targeted Preparedness Actions. Global priorities and type of actions

TARGET AUDIENCE

The course is designed for humanitarian workers, DG ECHO partners and staff, donors, and implementing partners who wish to strengthen their knowledge and skills in Disaster Preparedness for DG ECHO-funded operations; it is open to non-specialists and provides basic-level content.

LEARNING OBJECTIVES

By the end of this training, participants will have an understanding of the international and European frameworks for disaster preparedness in humanitarian aid, the objectives and requirements set by DG ECHO for mainstreaming preparedness in humanitarian actions, and the ability to apply targeted preparedness actions through a multi-risk-informed approach, including the identification of the four global priorities for preparedness.

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DG ECHO Protection Mainstreaming Key Objective Indicator (PM KOI)

COURSE DESCRIPTION

This course intends to provide a practical overview of the aim, measurement and reporting requirements of the Protection Mainstreaming Key Outcome Indicator (PM KOI) developed by DG ECHO.

The course is organised into three sessions modules:
• Module 1 - Protection mainstreaming and the Key outcome indicator
• Module 2 -So you want to apply the KOI? This is what you need to know
• Module 3 - Program corrective measures as per the results of the KOI in an action

TARGET AUDIENCE

NGOs' staff involved in the design and management of DG ECHO funded Actions. Administrative profiles, such as administrators and financial controllers involved in reporting are particularly invited to participate.

LEARNING OBJECTIVES

At the end of the training the participants will:
• Understand the main concepts behind the PMKOI
• Become familiar with monitoring and measuring the KOI
• Become familiar with the KOI reporting requirements;
• Understand how to use the KOI to inform programming decisions along the entire program cycle

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Greening Humanitarian Aid

COURSE DESCRIPTION

The environmental and climate crisis demands collective action to reduce the overall environmental impact of human activities, including humanitarian efforts.
DG ECHO is committed to promoting greener humanitarian responses by minimizing the environmental and climate footprint of its funded operations.
This initiative is structured into four independent modules:

- Module 1: The importance of mainstreaming environmental issues
- Module 2: Integrating environmental approaches into humanitarian programming
- Module 3: Mainstreaming environmental practices in office management (field and HQ)
- Module 4: Recent developments in Environment and Humanitarian Action (EHA)

TARGET AUDIENCE

This course is aimed at all humanitarian workers interested in improving their knowledge and competencies in relation to EHA (Environment in Humanitarian Action).

LEARNING OBJECTIVES

DG ECHO aims to help its partners and staff address environmental issues, reduce their footprint, and promote collective learning in the humanitarian sector.
This eLearning course offers:

- Methodological and technical support for integrating environmental issues into humanitarian work
- Background on Environment and Humanitarian Action (EHA) and guidance for further resources

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Implementing DG ECHO's Cash transfer policy

COURSE DESCRIPTION

The climate crisis demands collective action to reduce the environmental footprint of human activity, including humanitarian work.
DG ECHO supports greener humanitarian responses by minimizing the environmental impact of its funded operations.
The course includes four standalone modules:
- Why mainstream environmental issues
- Environmental approaches in humanitarian programming
- Greener office management (field and HQ)
- Latest developments in Environment and Humanitarian Action (EHA)

TARGET AUDIENCE

This course is aimed at all humanitarian workers interested in improving their knowledge and competencies in relation to EHA (Environment in Humanitarian Action).

LEARNING OBJECTIVES

DG ECHO supports its partners and staff in addressing environmental issues, reducing their footprint, and promoting collective learning in the humanitarian sector.
This eLearning course offers:
- Methodological and technical support for mainstreaming environmental issues
- Background on Environment and Humanitarian Action (EHA) and guidance for further resources

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Introduction to DG ECHO Humanitarian Aid

COURSE DESCRIPTION

This course aims at giving a better understanding of humanitarian logistics and its importance in the successful delivery of humanitarian aid. It also creates awareness of existing policies and mechanisms that enhance efficiency and effectiveness in this area. The course will explain the purpose of DG ECHO's Humanitarian Logistics policy, highlight logistics challenges in the humanitarian sector, point out best practices and existing collaborative mechanisms, and other related policies and international initiatives that are available to all humanitarian actors.

TARGET AUDIENCE

This course is aimed at DG ECHO partners and staff

LEARNING OBJECTIVES

By the end of this training, you will be able to:
- Understand the purpose of the DG ECHO logistics policy and its next steps
- Identify key logistics challenges in humanitarian action within DG ECHO's approach
- Recognize best practices related to logistics in operational frameworks
- Present logistics aspects effectively in project proposals to DG ECHO
- Be aware of key EU policies linked to the new logistics approach
- Understand global collaborative initiatives, tools, and partnerships in humanitarian logistics

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Mainstreaming disability inclusion in humanitarian actions

COURSE DESCRIPTION

The main goal of this e-learning is to strengthen your understanding of inclusive humanitarian strategies and support the application of DG ECHO's operational guidance and the IASC guidelines on including persons with disabilities in humanitarian action.
Developed with Humanity & Inclusion, the European Disability Forum, and the African Disability Forum, the course includes three modules:

- Module 1: Key concepts introduction
- Module 2: Disability inclusion in programming and the Single Form
- Module 3: Disability-inclusive approaches in practice

TARGET AUDIENCE

Suggested for ECHO partners/their implementing partners/ECHO staff.

LEARNING OBJECTIVES

By the end of this training, you will:

- Understand disability-inclusive humanitarian action as a rights-based approach
- Recognize key barriers and enablers to inclusion in humanitarian settings
- Learn the basics of accessibility, universal design, and reasonable accommodation
- Grasp the importance of inclusive approaches in practice

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Mainstreaming Gender and Age in humanitarian actions

COURSE DESCRIPTION

This eLearning provides an overview of the DG ECHO GENDER-AGE MARKER TOOLKIT and its application, including introductory guidance on how to integrate gender and age in humanitarian actions and on how to apply the marker to humanitarian actions.

This course has three different modules:

• Module 1: Why is gender-age mainstreaming important in humanitarian aid?
• Module 2: Applying the DG ECHO Gender-Age Marker
• Module 3: Using the DG ECHO Gender-Age Marker: case study

TARGET AUDIENCE

Suggested for ECHO partners/their implementing partners/ECHO staff.

LEARNING OBJECTIVES

Here are the objectives of the course:
- Understanding why it is important to integrate gender and age in EU funded-humanitarian actions
- Getting familiar with the DG ECHO Gender-Age Marker and how to apply it

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Mastering the DG ECHO Protection Key Outcome Indicator (PKOI)

COURSE DESCRIPTION

This course introduces participants to the fundamental principles, objectives, and functions of DG ECHO in humanitarian aid. It provides an overview of the regulatory framework, areas of intervention, and funding mechanisms, preparing participants to work in this sector.

TARGET AUDIENCE

- DG ECHO staff and trainees
- DG ECHO partners and implementing organizations

LEARNING OBJECTIVES

At the end of the training the participants will:
- Understand DG ECHO's mandate and mission
- Recognize humanitarian principles and guiding values
- Gain insight into funding mechanisms and aid management
- Identify the role of partners and involved organizations

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Preparing the 2021 Final Report

COURSE DESCRIPTION

This course aims to provide comprehensive instructions and information on preparing the Final Report and submitting it to DG ECHO. The reporting's purpose is to furnish DG ECHO with comprehensive information regarding the Action's implementation, enabling it to form an opinion with reasonable assurance about whether the Action was executed in accordance with the Agreement and to identify the costs eligible for EU funding.

TARGET AUDIENCE

Recommended for ECHO partners, their implementing partners, and ECHO staff, this course is tailored for those involved in drafting and submitting final reports to DG ECHO—such as desk officers, financial officers, and controllers at both HQ and field level—with solid experience in managing DG ECHO-funded Actions.

LEARNING OBJECTIVES

This course aims to inform you of:
• The contractual and financial obligations to submit your Final Report in compliance with the Model Grant Agreement's rules;
• The preparation of the Narrative and financial report and the related annexes;
• The technical workflow between the offline application/APPEL, and
• The final payment process and how to deal with possible requests for supplementary information.

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Procurement of medical supplies and food in Humanitarian aid

COURSE DESCRIPTION

Ensuring high-quality levels of medical and food supplies distributed to final beneficiaries falls within the European Commission's humanitarian priorities. To this end, the European Commission, as one of the leading donors of humanitarian aid in the world, decided to introduce provisions on quality assurance.

These provisions are further developed in the document, "Provisions on medical and food supplies applicable to actions funded under the EU Humanitarian Partnership Certificate 2021 – 2027".

It is organised into 3 sections, and it will take approximately 60 minutes to complete.

TARGET AUDIENCE

The course is aimed at all humanitarian workers interested in improving their knowledge in relation to compliance with the provisions on medical and food supplies.

LEARNING OBJECTIVES

This course aims to give you a detailed overview of the Provisions on medical and food supplies applicable to actions funded under the EU Humanitarian Partnership Certificate 2021 – 2027.

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The Crisis Modifier

COURSE DESCRIPTION

The aim of this brief e-learning is to make you familiar with the Crisis Modifier, an important tool that will allow you to integrate flexibility and preparedness into humanitarian responses and to design risk-informed programmes.

The course is organised around 3 modules:

• What is the Crisis Modifier? Clarification of key concept and terminology
• How and when to include a Crisis Modifier in a DG ECHO funded action and activate it
• Test your knowledge

TARGET AUDIENCE

Basic knowledge of the Humanitarian implementation plan and the Single Form are recommended.

LEARNING OBJECTIVES

Learning objectives At the end of the training, you will be familiar with the Crisis Modifier. This e-learning will guide you in understanding how to activate it and how to present it in the Single Form. Finally, we hope that by the end of this module you will feel confident in finding further support and information when needed.

The EU Humanitarian Partnership 2021-2027

COURSE DESCRIPTION

The FPA 2014 covered 2014–2020; from January 1, 2021, a new set of documents applies for 2021–2027. While the logic of NGO partner pre-identification and the partnership approach remain, they are now presented differently and explored in this eLearning:

- A different approach
- Partner pre-identification: ex-ante assessment
- The 2021 ECHO Partnership Certificate
- Detailed review of the certificate text
- Q&A and knowledge check

TARGET AUDIENCE

Staff of Candidate NGOs or certified NGOs

LEARNING OBJECTIVES

To support candidate NGOs in dealing with the steps of the ex-ante assessment and familiarise with the DG ECHO partnership certificate 2021.

The Resilience Marker

COURSE DESCRIPTION

The concept of resilience and mainstreaming it into humanitarian interventions funded by DG ECHO. DG ECHO's mandate is to address the immediate needs arising from natural and human-induced crises; however, humanitarian actions can provide opportunities to strengthen resilience through disaster preparedness.

The course is organised into three sessions modules:
- Module 1 - The concept of resilience
- Module 2 - Applying the DG ECHO Resilience Marker in the e-Single Form
- Module 3 - Putting into practice the Resilience Marker

TARGET AUDIENCE

- DG ECHO partners in the field and at HQ
- DG ECHO staff, including HQ desk officers, thematic experts, technical assistants, and national field staff
- Humanitarian practitioners and donors
-

LEARNING OBJECTIVES

By the end of the training, participants will:
- Be familiar with the Resilience Marker
- Understand its importance in designing and implementing humanitarian projects
- Be confident in using the Marker and integrating resilience into actions
- Be aware of best practices and lessons learned from past projects

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Understanding DG ECHO's Humanitarian Logistics Policy

COURSE DESCRIPTION

Cash transfers are widely recognized as an efficient and effective form of humanitarian assistance when appropriate.

This course helps you understand the key information required in the Single Form for cash assistance proposals. Familiarity with the Single Form is recommended.

The course includes two modules:

- Module 1: Why cash transfers? (10 minutes)
- Module 2: Key information for the Single Form (50 minutes)

TARGET AUDIENCE

Suggested for ECHO partners/their implementing partners/ECHO staff.

LEARNING OBJECTIVES

After this course, you'll be more familiar with DG ECHO's cash transfer policy and better equipped to include key information in the Single Form for a strong proposal.

This eLearning course aims to:

- Provide methodological and technical support for integrating cash assistance into humanitarian work
- Offer background on DG ECHO's cash policy and guidance on where to find further resources

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Visibility and Communication for DG ECHO Partners: Making an Impact

COURSE DESCRIPTION

The European Union is committed to ensuring visibility and recognition for its humanitarian aid through the actions and communication efforts of its implementing partners. In a context of growing global needs, effectively showcasing the impact of European solidarity plays a key role in justifying and securing humanitarian aid budgets within an increasingly competitive environment.

This is a hands-on guide to help partners strengthen visibility and communication in DG ECHO-funded projects. It complements existing tools like the website and manuals, focusing on practical solutions and real impact.

TARGET AUDIENCE

All

LEARNING OBJECTIVES

At the end of the training, participants will be able to:
- Spot and tackle common visibility challenges
- Discover the essential DOs and DON'Ts for communication in DG ECHO-funded actions
- Where to find and how to use helpful tools and resources

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DO YOU HAVE QUERIES ON TRAINING ISSUES?

Please send any of your enquiries on training issues to the following email address:
echo-fpa-training@dgecho-partners-helpdesk.eu