Pedagogical objectives

# General information :

**e-learning module:** Institutional project quality policy (PQP)

**Total duration**: 2h30

**Duration per phase:** 30 mins (+ /-)

**Number of phases**= project cycle=> 5

**General objective:** Contribute to strengthening the understanding of employees in the Field Project Management and MEAL-IM business lines regarding HI's institutional Project Quality Policy (PQP), in order to encourage better implementation of quality in projects.

* + **Specific objective 1**: Deepen the operational understanding of quality in HI projects, focusing on the concrete application of the fundamental principles of PQP, the quality reference framework and the project cycle, as well as on the integration of key commitments in project planning, implementation and evaluation.
  + **Specific objective 2**: Understand the cross-cutting components of PQP (monitoring, evaluation, accountability, learning) and how they relate to projects.
  + **Specific objective 3:** Identify and independently use the tools and resources made available by HI (Toolbox), to plan, implement and monitor quality in projects.

# Objectives by phase :

## Initial diagnosis phase

**Objective 1:** Explain the aims and challenges of the diagnostic phase in order to assess its relevance and guide its implementation.

### At the end of the training, participants will be able to :

* + **List** the main stages in a diagnosis: decision, preparation, collection, analysis, formalization and validation. *(Memorize)*
  + **Describe** the ethical, security and safeguarding issues and the risks for communities. *(To understand)*
  + **Identify** the conditions for diagnostic feasibility: access, resources, financing, coordination. *(Memorize)*
  + **Explain** why community and stakeholder participation is essential right from the diagnosis phase. *(To understand)*
  + **Recognize** the factors to be taken into account when assessing the relevance of a diagnosis to HI's mandate and strategy. *(To understand)*

**Objective 2:** Explain how to choose and mobilize analysis tools, resources and methods adapted to the context and challenges of the intervention. *(To understand)*

### At the end of the training, participants will be able to :

* + **List** commonly used data collection and analysis tools (questionnaires, interview guides, matrices, sector-specific tools). *(Memorize)*
  + **Describe** the steps involved in preparing and conducting primary and secondary data collection. *(To understand)*
  + **Identify** the key elements to be analyzed in a diagnosis: needs, context, risks, stakeholders. *(To understand)*
  + **Recognize** the structure of a diagnostic report and the criteria for a good recommendation. *(To understand)*
  + **Explain** the importance of checking consistency between diagnosis and design phase.

*(Understand)*

## Design phase

**Objective 1:** Explain the purposes of the project design phase and analyze its links with partnership, consortium and funding mobilization dynamics, integrating HI's internal frameworks and donor requirements. *(To understand)*

### At the end of the training, participants will be able to :

* + **Explain** the different stages of the design phase and their importance.

*(Understand)*

* + **Describe** how design is linked to partnership dynamics, funding opportunities and CRM coordination. *(Understand)*
  + Define GO/NO GO decision criteria and their impact on the project. *(Memorize)*
  + **Understand** the issues of ethics, inclusion, participation and quality in the design phase. *(To understand)*

**Objective 2:** Explain how to identify and mobilize key tools, decision-making processes and resources to develop a relevant and realistic intervention strategy, while respecting HI's quality standards (PQP), donor formats, as well as internal coordination mechanisms, notably via the CRM and collaboration with FI teams. *(To understand)*

### At the end of the training, participants will be able to :

* + **Explain** how to structure an intervention logic consistent with HI's theory of change and meeting internal quality criteria. *(To understand)*
  + **Describe** the role of MEAL components in the intervention logic. *(To understand)*
  + **Understand** participatory project design methodology. *(To understand)*
  + **Interpret** donor and HI requirements when preparing a funding application in conjunction with DFI. *(To understand)*

## Launch phase

**Objective 1:** Explain the requirements and key stages of the project launch phase according to HI's quality standards, in order to ensure qualitative, inclusive and participative implementation. *(To understand)*

### At the end of the training, participants will be able to :

* + **Describe** the steps involved in HI's project launch phase, including key actions. *(To understand)*
  + **Explain** how human, logistical and financial resources need to be organized to ensure an efficient start-up. *(Understand)*
  + **Understand** the importance of MEAL planning from the outset.

*(Understand)*

* + **Explain** the link between contractual obligations and implementation methods.

*(Understand)*

**Objective 2:** Explain how to mobilize key tools, processes and players to ensure effective coordination and shared ownership of the project. *(To understand)*

### At the end of the training, participants will be able to :

* + **Describe** the steps involved in setting up partnerships and governance mechanisms.

*(Understand)*

* + **Explain** the importance of structured internal and external communication right from the start of the project. *(To understand)*
  + **Describe** the objectives of feedback and community participation mechanisms. *(Understand)*
  + **Explain** the use of tools (CheckList Launch, PMBox, DPIA, PSquare, MEAL Plan, etc.) in project start-up management. *(To understand)*

## Implementation phase

**Objective 1:** Name the key stages in the organization, adjustment and execution of project activities, as well as the main human, financial, technical and logistical resources mobilized. (*Memorize*)

### At the end of the training, participants will be able to :

* + **List** key actions for operational implementation of a project. (*Memorize*)
  + **Identify** tools for planning and monitoring activities (e.g., timelines, dashboards, etc.). (*Memorize*)
  + Identify roles and responsibilities in a project team. (*Memorize*)
  + **Name** internal purchasing and supply procedures. (*Memorize*)
  + **Identify** the types of technical support available and how to request them *(Memorize*).

**Objective 2:** Explain the monitoring, evaluation and adaptation tools and processes used to optimize the quality of results, measure impact and integrate feedback into project management.

### At the end of the training, participants will be able to :

* + **Explain** how to implement an operational and qualitative monitoring plan.

*(Understand)*

* + **Describe** the implementation of field visits, project reviews, self-evaluations and external evaluations in the management system. *(To understand)*
  + **Understand** the importance of integrating learning and recommendations into planning. *(Understand)*
  + **Explain** the need to develop a continuity or exit scenario. *(Understand)*

**Objective 3:** Explain how to strengthen local ownership of the project by mobilizing partners, communities, local networks and the population through mechanisms of participation, accountability and inter-institutional cooperation.

### At the end of the training, participants will be able to :

* + **Explain** the importance and functioning of structured participatory mechanisms

to involve communities. *(To understand)*

* + **Describe** actions to achieve collaboration and empowerment of populations and partners. *(To understand)*
  + **Understand** how to implement an effective returns and complaints system.

*(Understand)*

* + **Explain** the benefits of internal (HI teams) and external (NGOs, community players, clusters) synergies. *(Understand)*

**Objective 4:** Explain how to ensure transparent, structured and appropriate management of project information, communication and documentation in relation to internal and external stakeholders. *(Understand)*

### At the end of the training, participants will be able to :

* + **Explain** how to update the stakeholder analysis and adapt the communication plan. *(Understand)*
  + **Describe** best practices for writing and sharing reports in line with donor requirements*(Understand)*
  + **Understand** the importance of collecting and structuring beneficiary testimonials correctly*(Understand)*
  + **Explain** the principles of archiving and their role in document management.

*(Understand)*

## Closing phase

**Objective 1:** Identify the key elements of project closure, including coordination, compliance, operational, financial, logistical and HR activities. *(Memorize)*

### At the end of the training, participants will be able to :

* + **Describe** the key stages of a project's closing phase and their purpose. (*To understand*)
  + **Explain** the role of planning and coordination tools used in project closure (kick-off meeting, closure plan, checklist, ARCI matrix). *(Understand)*
  + **Identify** the risks associated with project closure in terms of operational, HR, contractual, financial, logistical, security and partnership aspects. *(To understand)*
  + **Describe** the main legal and administrative obligations to be met (e.g. labor law, taxation, transfer of assets). *(Memorize)*
  + **Explain** the actions to be taken to ensure operational closure of the project (exit plan, handover, donations, community communication). *(Understand)*
  + **Describe** the steps involved in end-of-contract management, inventory, equipment and budget closing. *(Memorize)*
  + **Identify** HI and donor requirements in terms of reporting, archiving, auditing and restitution. *(Memorize)*

**Objective 2:** Identify the essential elements of the closure process related to monitoring-evaluation, accountability and analysis of project results. *(Memorize)*

### At the end of the training, participants will be able to :

* + **List** the steps involved in organizing a final evaluation with stakeholders.

*(Memorize)*

* + **Name** the types of results to be compared with the initial indicators to produce a performance report. *(Memorize)*
  + **Identify** items to be processed and archived at closing: returns, complaints, beneficiary data, databases. *(Memorize)*
  + **Name** the key actions in a learning process and the types of lessons that can be learned from them *(Memorize).*

**Objective 3:** Identify key requirements related to donor compliance, document archiving and end-of-project communication. *(Memorize)*

### At the end of the training, participants will be able to :

* + **Identify** specific donor obligations for project closure (reports, ANO, visibility, audits). *(Memorize)*
  + **Identify** the types of documents to be archived by area (HR, finance, MEAL, logistics) and the storage spaces to be used. *(Store)*
  + **Identify** target audiences for end-of-project communication (communities, authorities, partners). *(Memorize)*
  + **List** internal systems to be updated at the end of the project (CRM, P-square, HIPeople).

*(Memorize)*