

Humanitarian Programme Cycle





Course Background

In 2024, nearly 300 million people around the world will need humanitarian assistance and protection, due to conflicts, climate emergencies and other drivers.

To prevent individuals at risk from becoming people in need, there are specific recommendations for integrating Disaster Risk Reduction (DRR) and Risk Analysis into humanitarian response.

The Humanitarian Programme Cycle (HPC) refers to a series of actions undertaken in the management of international humanitarian response operations. Actions in the HPC must be conducted in collaboration with and in support of national and local authorities.

This course provides specific recommendations on how to integrate risk analysis during the HPC, particularly in the elaboration of Humanitarian Needs Overview (HNO). The HNO is a document produced by humanitarian organizations to assess and analyze the needs of populations affected by crises, disasters, or conflicts in a particular region or country. The HNO typically provides an overview of the humanitarian situation, including the scope and scale of needs, vulnerable populations, and priority areas for intervention. It serves as a foundational document for the humanitarian response, helping to guide the planning and coordination of assistance efforts by humanitarian actors, governments, and other stakeholders.

The e-learning course “Humanitarian Programme Cycle” integrates a risk-informed approach to consolidate, collect and analyze data for risk analysis to support humanitarian action. It also suggests a simple tool to help organize the collected data and analysis (**Risk Analysis Matrix**).

Course Goals and Outline

This e-learning course aims to strengthen the capacities of government officials, UN Resident Coordinators, UNDRR in-country teams on the application of a forward-looking, and evidence-based analysis in the development of Humanitarian Needs Overviews and Humanitarian Needs Response Plans.

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

1. Explain the importance of the use of a risk-sensitive approach in the formulation of HNOs.
2. Outline the key stages of the Humanitarian Programme Cycle (HPC) and several options for integrating a risk lens and/or DRR actions in each.
3. Develop a multidimensional risk analysis for discussions and validation in a workshop setting.
4. Plan and prepare a risk analysis workshop for HNOs
5. Summarize findings and write up drafts of the HNOs risk chapters.

The course is comprised of the following learning packages:

1. **Onboarding package.** This package has two versions:
 - A. **Facilitated.** Addressed to **UN Resident Coordinators and high-level politicians**
 - B. **Self-paced.** Addressed to other participants with minimal knowledge on risk analysis
2. **Intensive package.** This package is addressed to **UN Country Teams** and other stakeholders involved on risk analysis, and it is comprised of 4 modules:
 - C. Risk Analysis for Humanitarian Planning
 - D. Risk-Informed Humanitarian Programme Cycles
 - E. Step-by-step Approach for Risk Analysis and Informing Strategic Planning
 - F. Practical Resources for and Examples of Successful Risk Analysis Workshops

Learning Packages, Content and Learning Objectives

1. Onboarding Package

Module	Content	Learning Objectives
Facilitated	<ul style="list-style-type: none"> • What is disaster risk? • What is disaster risk analysis? • Why are risk data and analysis important? • Understanding interconnected and cascading risks • UNDRR services and tools on risk analysis 	<ol style="list-style-type: none"> 1. Understand the value of risk assessment in national planning processes. 2. Plan for the integration of improved risk assessment in planning documents. 3. Identify and use tools to enrich risk assessment.
Self-paced	<ul style="list-style-type: none"> • What is disaster risk? • What is disaster risk analysis? • Why are risk data and analysis important? - Video • Understanding interconnected and cascading risks - Video • UNDRR services and tools on risk analysis 	<ol style="list-style-type: none"> 1. Understand the value of risk assessment in national planning processes. 2. Plan for the integration of improved risk assessment in planning documents. 3. Identify and use tools to enrich risk assessment.

2. Intensive package

Module	Content	Learning Objectives
1. Risk Analysis for Humanitarian Planning	<ul style="list-style-type: none"> • Key concepts related to risk analysis. • Risk drivers. • Risk equation. • Risk information management. • Disaster Risk Reduction and the Humanitarian-Development-Peace Nexus. 	<ol style="list-style-type: none"> 1. Describe basic concepts and terminology related to risk analysis in country planning processes. 2. Explain the importance of good risk analysis in the formulation of national needs assessments and planning documents. 3. Facilitate a discussion about drivers of risk in humanitarian contexts and in developing countries that can cause disasters. 4. Identify different ways to maintain and update risk information.
2. Risk Informed Humanitarian Programme Cycles	<ul style="list-style-type: none"> • The Humanitarian Programme Cycle <ul style="list-style-type: none"> • Humanitarian Programme Cycle, DRR and Risk Analysis • Process Overview • The Humanitarian Needs Overview • The Joint Intersectoral Analysis Framework <ul style="list-style-type: none"> • JIAF and the Humanitarian Needs Overview • What is the Joint Analysis Approach? 	<ol style="list-style-type: none"> 1. Describe the joint analysis approach and its different components. 2. Outline the key stages of the Humanitarian Programme Cycle (HPC) and several options for integrating a risk lens and/or DRR actions in each. 3. Describe the structure and purpose of Humanitarian Needs Overviews and the Joint Intersectoral Analysis Framework. 4. Explain how risk analysis informs humanitarian planning decisions.

Module	Content	Learning Objectives
3. Step-by-step Approach for Humanitarian Analysis and Planning	<ul style="list-style-type: none"> • Step-by-Step Guide and Tool • Further resources and templates 	<ol style="list-style-type: none"> 1. Develop a multidimensional risk analysis for discussions and validations. 2. Develop a most likely scenario. 3. Link risk analysis to humanitarian planning.
4. Practical Resources for and Examples of Successful Risk Analysis Workshops	<ul style="list-style-type: none"> • Humanitarian Needs Overview <ul style="list-style-type: none"> • Somalia (English) • Cameroon (French) • Guatemala (Español) • Application of the Checklist on Scaling Up DRR into Humanitarian Action <ul style="list-style-type: none"> • Cameroon (French) • Ethiopia (English) • Common Country Analysis Update <ul style="list-style-type: none"> • South Sudan (English) • Haiti (French) • New Common Country Analysis <ul style="list-style-type: none"> • Ethiopia (English) • Resources: templates and samples 	<ol style="list-style-type: none"> 4. Plan and prepare a risk analysis workshop for HNOs and CCAs. 5. Design and develop the draft analysis for a risk analysis workshop. 6. Facilitate risk analysis workshop sessions. 7. Summarize the findings and write up the draft of the HNOs and CCAs risk chapters respectively.

Course Design

The modules contain the following components:

- > **Interactive lessons.** They introduce you to the conceptual foundations of the different modules in an interactive manner.

All the lessons in the course are flash based. They introduce the contents and include interactive exercises that give you an opportunity to self-assess your knowledge.

You may interrupt a lesson at any point. The system keeps track of your position. Upon your return it automatically takes you to the point where you have previously stopped.

A printable version of the lessons is also available.

> **Templates and samples:**

1. Introductory slide decks for initial engagement
2. Half day agenda for risk analysis workshop
3. Full day agenda for risk analysis workshop
4. Risk analysis matrices (EN, SP, FR)
5. Example of Checklist session slide deck
6. Draft risk chapters
7. RiX Spotlights (Editable versions)
8. Participant's workshop folder

Study Plan

Over the duration of the course, your workload is estimated to be about 3-4 hours per Module.

The course has been designed in a way to give you flexibility to plan your learning progress. The lesson activities, and additional resources of all modules can be accessed throughout the course. Thus, you will only need to complete all the required activities before the end of the course.



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