

Concept Note

■ Overview

The Project Management Training is a key initiative aimed at strengthening the capacity of Red Cross and Red Crescent (RCRC) staff in planning, implementation, monitoring, evaluation, and reporting (PMER) practices. Organized by the Republic of Korea National Red Cross (KNRC) in collaboration with the IFRC Asia Pacific Regional Office, this 3-day face-to-face training, complemented by mandatory online pre-training, is designed to enhance participants' technical knowledge and practical skills in managing humanitarian projects more effectively and accountably.

The training will be held at the KNRC Headquarters in Seoul from 24 to 26 June 2025, and will be conducted entirely in English.

■ Objectives

The training aims to enable participants to:

- Apply PMER tools effectively in both operational and program activities.
- Understand PMER roles and processes across the project management cycle.
- Assess and improve their current project management practices and tools, including the integration of Community Engagement and Accountability (CEA) and Protection, Gender, and Inclusion (PGI).
- Adapt project management approaches and tools based on various contextual needs.
- Utilize data and community feedback to improve programming and optimize resource management.

■ Target Audience

The course is designed for:

- Project managers, sectoral technical officers, PMER practitioners, and support service staff (e.g., finance, HR, logistics, communications) from National Societies and the IFRC Secretariat.
- Participants with existing project management or PMER responsibilities in their job descriptions.
- A maximum of 30 participants will be accepted.

■ Expected Outcomes

By the end of the training, participants will:

- Gain a solid understanding of project management principles and tools tailored to humanitarian contexts.
- Strengthen their skills in planning, monitoring, evaluation, and reporting.
- Enhance their ability to integrate learning, adapt to challenges, and ensure quality and accountability in projects.
- Be better equipped to contribute to project improvements and mentor others.

■ Training Content and Methodology

The training will cover the following thematic areas:

- Introduction to Results-Based Management (RBM), Project Management, and PMER.
- Tools and approaches for project planning, including logframes and implementation plans.
- Monitoring, evaluation, learning, and reporting.
- Financial management and risk analysis in project settings.
- Integrating CEA, PGI, and feedback mechanisms into project cycles.

■ Methodology

Interactive, participatory, and scenario-based sessions.

Role plays, group discussions, games, and desktop exercises.

Assigned facilitators to guide group work (max 6 participants per group).

Mandatory online pre-training modules:

- Project/Programme Planning (4.5 hrs)
- Introduction to Monitoring and Evaluation (4 hrs)
- Pre-training survey

Pre-training courses can be taken on IFRC Learning Platform

<https://ifrc.csod.com/client/ifrc/default.aspx>

■ Follow-up Activities

Post-training survey and evaluation.

One-month follow-up online session to review application of learning and address challenges.

Option for an additional follow-up session 1–2 months later.

Participants demonstrating strong application of skills may be invited to support future trainings or contribute to curriculum development.

■ Logistics and Funding

Participants are encouraged to seek funding through their National Societies for travel, accommodation, and per diem. Some meals will be provided by KNRC.

Training package and materials will be provided by the organizers.

■ Contact

For more information, please contact:

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Project Management Training Agenda

Day 1, June 24 (Tue)		Day 2, June 25 (Wed)		Day 3, June 26 (Thur)	
1030 - 1045	Registration	0900 - 0915	Recap - Group 5 (15')	0900 - 0915	Recap - Group 5 (15')
1045 - 1130	Workshop Opening + Pre-test (45')	0915 - 1030	The Logframe: A key planning, management & monitoring tool (75')	0915 - 1015	Reporting & Dissemination (60')
		1030 - 1045	BREAK	1015 - 1045	BREAK + Post-test
1130 - 1230	Introduction to RBM, Project Management & PMER (60')	1045 - 1130	Implementation Plan (45')	1045 - 1130	Finance in Project Management (45')
		1130 - 1230	Monitoring (60')	1130 - 1230	PMER in Emergencies (60')
1230 - 1330	LUNCH	1230 - 1330	LUNCH	1230 - 1330	LUNCH
1330 - 1430	Approaches to Planning - General Overview (60')	1330 - 1430	Evaluation & Learning (60')	1330 - 1430	Project Management Timeline (60')
1430 - 1545	Project Planning: Conducting Analyses & Informing Design (75')	1430 - 1530	The Monitoring and Evaluation Plan (60')	1430 - 1530	Workshop Closing (Post-test result, Parking lot)
1545 - 1600	BREAK	1530 - 1545	BREAK		
1600 - 1700	Problem Tree and Objective Tree (60')	1545 - 1700	Deepdive M&E - Part 1 (75')		
1700 - 1800	Introduction of Data and Information Management (60')	1700 - 1800	Risk Management (60')		