# HUMANITARIAN AND DEVELOPMENT INFORMATION SYSTEMS PROGRAMME

## TERMS OF REFERENCE

**Organizer:** Relief Lab
**Programme Dates:** 4 January – 30 June 2027
**Duration:** Six months
**Delivery Mode:** Online
**Language:** English
**Geographic Scope:** Worldwide
**Standard Programme Fee:** USD 1,500

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# I. GENERAL PROGRAMME INFORMATION

## 1. Context

Humanitarian and development organizations increasingly depend on reliable information to understand programme needs, monitor implementation, analyse emerging trends, communicate results and support timely decision-making.

Working effectively with humanitarian and development data therefore requires more than technical data analysis skills. Professionals need to understand the programmes behind the data, how information is collected and managed, how data quality is maintained, how analytical and visual products are developed, how geographic and sector-specific information is used, and how evidence is ultimately translated into decisions.

The **Humanitarian and Development Information Systems Programme** was designed to provide a comprehensive professional pathway across this information lifecycle.

The programme combines a common core covering the foundations of humanitarian and development information systems with sector-specific specialisations. It is designed for both professionals already working with data and information and individuals seeking to enter or transition into humanitarian and development data-related careers.

The programme also incorporates practical assignments, continuous assessment, a programme project and career positioning to help participants connect technical knowledge with professional practice.

## 2. Programme Purpose

The Humanitarian and Development Information Systems Programme aims to equip participants with the knowledge, practical capabilities and professional perspective required to work effectively with data and information in humanitarian and development programmes.

Participants will progressively develop the ability to understand programme information needs, work with data throughout its lifecycle, produce useful information and analytical products, and contribute to evidence-informed programme and management decisions.

The programme combines technical skills with humanitarian and development programme awareness, sector application, decision support and professional career positioning.

The aim is not to teach technicality in depth. The aim is to help the learners understand which tools and techniques are relevant, how they can be used in this industry, how to learn the tools in a relevant and efficient way for this industry.

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# II. PROGRAMME DETAILS

## 1. Programme Structure

The six-month programme is organized into two complementary components:

### Phase 1 – Humanitarian and Development Information Systems: Common Core

The Common Core provides the foundational knowledge and practical capabilities required across humanitarian and development information functions.

It includes:

1. **Understanding the Humanitarian & Development Data Ecosystem**
2. **From Data Analyst to Programme-Aware Data Professional**
3. **Data Collection & Digital Data Systems**
4. **Data Management, Data Quality & Information Management**
5. **Statistical Foundations for Humanitarian & Development Data Analysis**
6. **Data Visualization & Business Intelligence for Decision-Making**
7. **Geographic Information Systems for Humanitarian & Development Decision-Making**
8. **Humanitarian Data Analysis & Decision Support**
9. **AI for Data Analytics in Humanitarian and Development Programmes**
10. **Humanitarian Data Professional Practice & Portfolio Capstone**

### Phase 2 – Sector Specialisation

Participants will apply their knowledge within specific humanitarian and development sectors through sector-focused specialisations.

Available specialisations include:

- **Humanitarian & Development Data and Information Systems in Health Programmes**
- **Humanitarian & Development Data and Information Systems in Nutrition Programmes**
- **Humanitarian & Development Data and Information Systems in Education Programmes**
- **Humanitarian & Development Data and Information Systems in Protection Programmes**
- **Humanitarian & Development Data and Information Systems in Security & Incident Programmes**
- **Humanitarian & Development Data and Information Systems in Food Security, Agriculture & Livelihoods Programmes**

The sector specialisations provide an opportunity to understand how information needs, data, indicators, analytical approaches, information products and decision-making differ across programme contexts.

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# 2. Learning Outcomes

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

- Explain the role of data and information systems within humanitarian and development programmes;
- Identify programme information needs and connect them to appropriate data and analytical approaches;
- Understand and apply principles of digital data collection and data systems;
- Organize, manage and assess the quality of humanitarian and development data;
- Apply appropriate statistical and analytical approaches to programme data;
- Develop meaningful data visualizations and business intelligence products;
- Apply GIS concepts and geographic analysis to humanitarian and development decision-making;
- Analyse humanitarian and development data and translate findings into useful information;
- Develop information products that support programme and management decisions;
- Apply AI tools appropriately within data and information workflows;
- Understand the application of data and information systems within selected humanitarian and development sectors;
- Complete a practical programme project demonstrating the application of the knowledge and skills acquired;
- Better understand and position themselves for careers involving humanitarian and development data and information systems.

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## 3. Delivery Format

The programme is delivered entirely online through a combination of:

- Live virtual sessions facilitated by tutors;
- Practical exercises and assignments;
- Continuous assessment;
- Independent learning between sessions;
- Recorded session replays.

Participants who are unable to attend a live session may use the recording to follow the programme at their own pace.

Recorded sessions will remain accessible to participants throughout the six-month programme and for **three months following programme completion**.

Live attendance is therefore not a mandatory condition for programme completion.

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## 4. Assessment and Programme Completion

Assessment is integrated throughout the programme.

Each module includes an assessment that participants must complete before progressing to the next stage of the programme.

Participants will be expected to:

- Complete module assessments;
- Complete required practical exercises and assignments;
- Complete the relevant sector specialisation;
- Complete the programme project;
- Complete the final programme assessment.

The results of the assessments will be used to calculate an overall programme average.

The participant's **final programme average will be indicated on the certificate of completion**.

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# III. PROFESSIONAL CERTIFICATION

Participants who successfully complete the programme requirements will receive a:

## Professional Certificate in Humanitarian and Development Information Systems

**Issued by Relief Lab**

The certificate recognizes successful completion of a comprehensive professional development programme covering humanitarian and development information systems, data management, analysis, visualization, GIS, decision support, AI, sector application and professional practice.

The participant's final programme average will be indicated on the certificate.

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# IV. TARGET AUDIENCE

## Who Should Attend?

The programme is designed for individuals seeking to develop or strengthen careers in humanitarian and development data and information systems.

It is particularly relevant to:

- Data Analysts and aspiring Data Analysts;
- Information Management professionals;
- Monitoring & Evaluation / MEAL professionals;
- Data Officers and Information Officers;
- Research and evidence professionals;
- Programme and project professionals working with data;
- GIS and geospatial professionals;
- Development professionals seeking stronger data capabilities;
- Professionals transitioning into humanitarian and development data careers;
- Recent graduates and freshers seeking to enter the field;
- Professionals from other sectors seeking to transition into humanitarian and development information roles.

## Participant Profile

Participants should:

- Have basic knowledge of data analytics;
- Be comfortable using a computer and the internet;
- Have an interest in humanitarian and/or development programmes;
- Be willing to undertake practical exercises and independent assignments;
- Have access to a computer and reliable internet connection.

The programme is suitable for participants from different professional and geographic backgrounds.

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# V. PRICING & REFUND POLICY

## Programme Fee

**USD 1,500**

Payment arrangements will be communicated to registered participants separately.

## Refund Policy

In the unlikely event that the programme is cancelled by the organizer, the programme fee will be fully refunded.

For more details, please consult the official **Refund and Cancellation Policy**.

**[Refund & Cancellation Policy – Link to be added]**

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# VI. PROGRAMME PACKAGE

The programme fee includes:

- Full access to the six-month Humanitarian and Development Information Systems Programme;
- Live online training sessions;
- Recorded session replays;
- Practical exercises and assignments;
- Continuous module assessments;
- Sector specialisation;
- Programme project;
- Final programme assessment;
- Professional certification;
- Career positioning components.

## Each Participant Should Have

- A laptop or computer;
- Stable internet connection;

- An appropriate audio device/headset;
- Sufficient time to participate in live sessions and complete independent assignments.

Internet and personal computer costs are the responsibility of the participant.

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