

AI in Humanitarian Work & NGO Operations



SEH ACADEMY

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Program Overview

This course is designed to equip professionals working in NGOs and humanitarian organizations with practical skills in applying Artificial Intelligence (AI) tools across key operational areas.

Participants will learn how to integrate AI into program design, proposal writing, project management, reporting, and Monitoring, Evaluation, and Learning (MEAL), enabling faster, smarter, and more efficient workflows.

The course focuses on real-world applications, ensuring immediate impact and practical use in daily work environments.

Program Duration

- 36 Training Hours
- 9 Hours Collaborative Graduation Project
- Total: 45 Hours
- Duration: 6 Weeks

Program Structure (6 Weeks)

Week 1: Introduction to AI in Humanitarian Work

- Understanding AI applications in NGOs and humanitarian sectors
- Overview of key AI tools such as ChatGPT and Gemini
- Ethical considerations in AI use
- Opportunities and limitations of AI in NGOs
- Real-life use cases

Week 2: AI for Research & Needs Assessment

- Advanced research using Perplexity AI
- Document analysis using NotebookLM
- Conducting needs assessments using AI
- Extracting insights from reports and data
- Building evidence-based program design

Week 3: AI for Proposal Writing & Reporting

- Writing proposals using ChatGPT and Claude
- Structuring concept notes and donor proposals
- Improving clarity, quality, and alignment with donor requirements
- Generating reports using AI tools
- Reducing proposal writing time

Week 4: AI for Project Management & Operations

- Workflow design using Notion
- Task and team management using Asana
- Creating project plans and logframes
- Automating operational workflows
- Enhancing team coordination and productivity

Week 5: AI for Monitoring, Evaluation, and Learning (MEAL)

- Designing data collection tools using KoBoToolbox
- Data analysis and interpretation using AI
- Developing reports and dashboards
- Tracking project performance
- Strengthening accountability and learning

Week 6: AI for Presentations and Decision-Making

- Creating presentations using Gamma
- Using Mentimeter for engagement
- Data visualization basics
- AI-supported decision-making
- Preparing for final project presentation

Collaborative Graduation Project (9 Hours)

Participants will work in teams to develop a complete AI-integrated NGO project, including:

- Needs assessment
- Proposal or concept note
- Project plan
- Monitoring, Evaluation, and Learning (MEAL) framework
- AI-supported reporting and analysis

The project will be presented and evaluated at the end of the course.

Target Audience

- NGO Professionals
- Project Managers
- MEAL Officers
- Program Coordinators
- Humanitarian Workers
- Development Professionals

Expected Learning Outcomes

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

1. Integrate AI tools into NGO workflows
2. Conduct research and needs assessments using AI
3. Develop high-quality proposals and reports
4. Manage projects using AI-supported tools
5. Design MEAL systems with AI integration
6. Improve operational efficiency and productivity
7. Apply AI for data-driven decision-making

Certification

Participants will be prepared to align their learning with the international framework of the PM4NGOs certification system, specifically:

PMD Pro (Project Management for Development Professionals)

This course supports participants in strengthening the practical competencies required for internationally recognized project management practices within NGOs.

Course Objectives

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

- Apply AI tools in humanitarian and NGO contexts
- Improve efficiency in project and program management
- Develop AI-supported proposals and reports
- Enhance monitoring, evaluation, and learning processes
- Automate workflows and reduce manual workload
- Use AI for data-driven decision-making

About SEH International

SEH International is a leading training and professional development institution specialized in delivering high-impact, practical programs across various fields. With a strong focus on real-world application, SEH bridges the gap between theoretical knowledge and operational excellence.

Our programs are designed to equip participants with practical skills, enabling them to manage operations efficiently and make informed decisions based on data, in line with modern market demands and international standards.

