



**Federal Republic of Somalia**

**Somali Disaster Management Agency (SoDMA)**

**Training Policy**

**March, 2025**

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## Message from the Commissioner

Training and capacity development are essential pillars for strengthening the Somali Disaster Management Agency (SoDMA) in fulfilling its mandate of disaster preparedness, response, and resilience-building. In a rapidly changing environment, ensuring that our personnel and stakeholders are equipped with the necessary skills and knowledge is critical to improving efficiency, coordination, and service delivery.

This Training Policy is a significant step toward institutionalizing a structured, standardized, and strategic approach to training within SoDMA. It establishes clear governance mechanisms, defines roles and responsibilities, and ensures alignment with national disaster management priorities, international best practices, and donor requirements.

At the heart of this policy is the Center for Disaster Research and Capacity building, which will serve as the primary body responsible for overseeing, coordinating, and implementing all Capacity building training programs. By consolidating training efforts, eliminating duplication, and fostering collaboration across departments, the Center will enhance the agency's overall effectiveness and impact.

I urge all departments, units, and stakeholders to fully embrace and implement this policy, ensuring that training initiatives contribute meaningfully to the agency's capacity-building goals. Through continuous learning, rigorous evaluation, and strong partnerships, we can build a resilient SoDMA, prepared to respond effectively to the challenges ahead.

Mohamud Moallim Abdullahi  
Commissioner

Somali Disaster Management Agency (SoDMA)



## 1. Rationale

The purpose of this policy is to establish a comprehensive and standardized approach to training within the Somali Disaster Management Agency (SODMA). By implementing this policy, SODMA aims to streamline training efforts, optimize the use of resources, and ensure that all training activities are aligned with the organization's strategic objectives. The development of this training policy stems from the need to address existing inefficiencies and overlaps in SODMA's training programs. Currently, multiple units within the agency, including the Research and Training Center, the Human Resource Management Department, and the Program Development Unit, conduct training activities independently, leading to duplication of roles and uncoordinated efforts. By consolidating these efforts, the policy seeks to foster collaboration and improve communication across all relevant units.

## 2. Objectives

- Streamline and harmonize training processes to ensure consistency and efficiency.
- Eliminate duplication of roles and overlapping responsibilities across different units.
- Enhance coordination and communication within SODMA's training initiatives, promoting better alignment and effectiveness.
- Foster a culture of continuous learning and professional development within the agency.
- Reinforce the Disaster Research and Capacity building Center's leadership in managing and overseeing training programs.

## 3. Scope

- **Applicability:** This policy applies to all departments and units within SODMA that are involved in training and capacity-building activities.
- **Types of Training Covered:** The policy encompasses all forms of training, including internal workshops, external training programs, collaborative training efforts with partner organizations, and donor-funded training initiatives.
- **Coordination Framework:** The policy mandates that any training planned by any department or unit within SODMA must be coordinated with the Center for Research and Capacity building to avoid redundancy and ensure alignment with SODMA's strategic goals.
- **Geographical Scope:** This policy is applicable to training activities conducted within in any location where SODMA staff participate in training under the agency's auspices.

## **4. Training Governance**

The Centre for Disaster Research and Capacity building serves as the primary body of training governance at the Somali Disaster Management Agency (SODMA). It is responsible for the oversight, implementation, and evaluation of all training programs. This center leads strategic planning for training activities, set standards, develop comprehensive training calendars to ensure that each training initiative is strategic, standardized, and aligned with the overarching goals of SODMA. The following outlines the specific roles and responsibilities of various actors at each phase of the training process.

### **A. Center for Research and Capacity building**

- Leads the identification of training needs across SODMA in collaboration with the Human Resource Management Department and other relevant departments and units of SODMA to ensure that all training initiatives are data-driven and aligned with strategic needs.
- Develops the training curriculum in cooperation with the relevant advisors, Partners and ensures that content meets the identified needs and adheres to quality standards.
- Identifies, recruits, and selects facilitators who are best suited to deliver the training content effectively.
- Manages the execution of training sessions ensuring facilitators adhere to the prescribed curriculum.
- Conducts evaluations to assess the effectiveness of the training, gather participant feedback, and measure learning outcomes against set goals.
- Reviews training feedback and the integration of insights into future training cycles to ensure continuous improvement.
- Maintains comprehensive records of all training activities, outcomes, and evaluations to ensure accountability and facilitate audits.

### **B. Human Resource Management Department**

- Works in collaboration with the Center for Research and Capacity building and other departments to assess training and capacity needs across SODMA.
- Identifies and selects participants for training programs based on criteria outlined by the Research and Training Center.
- Assists in maintaining detailed records of participant progress and feedback.

### **C. Admin and Finance Department**

- Manages the booking and setup of training venues, including arranging necessary equipment and materials.
- Manages budgets for training events, ensuring all financial transactions are transparent and aligned with allocated budgets.
- Ensures efficient allocation of resources to support successful training delivery.

#### **D. Program Development Unit**

- Facilitates relationships with external partners and stakeholders to ensure training collaborations align with SODMA's objectives and meet donor expectations.
- Provides expertise to ensure training content is comprehensive and sector relevant.

#### **E. Other Units and Departments**

- May negotiate specific training opportunities with international partners relevant to their sectoral expertise and operational needs.
- Once training agreements are secured, departments must coordinate with the center for Research and Capacity building to ensure proper implementation and integration within the broader agency Capacity building framework.
- Provide technical input and expertise to enhance the relevance and effectiveness of Capacity building programs.

### **5. Coordination and Collaboration**

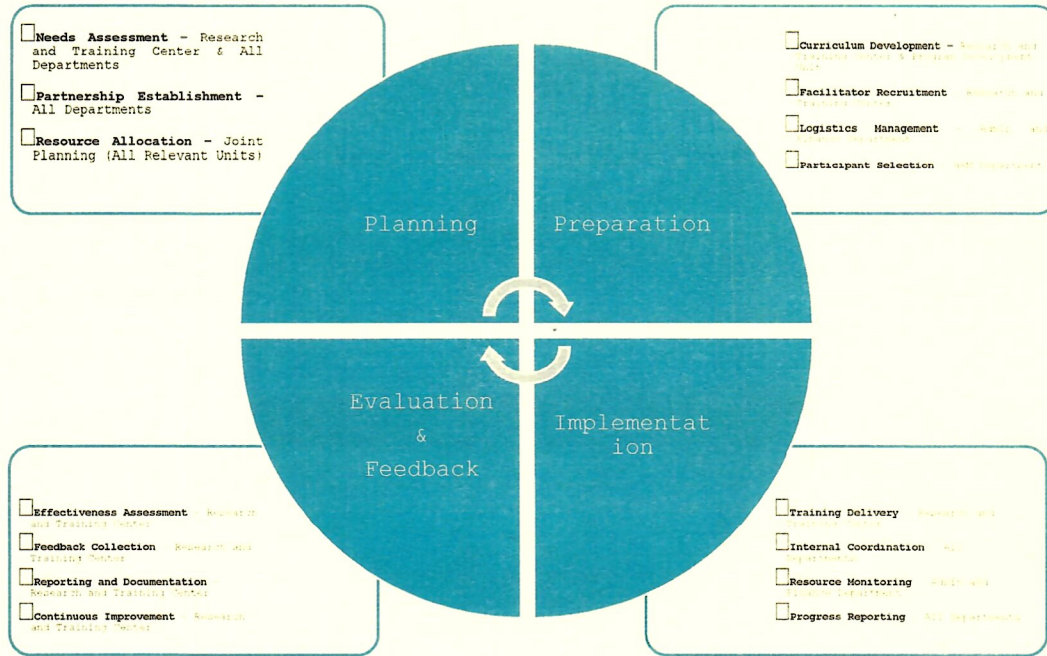
- **Internal Coordination:** The center for Research and Capacity building shall be the lead of all internal coordination and are supported by HRM department, Admin and Finance department and the Program Development Unit or any other relevant department or unit to ensure that all training activities are synchronized and aligned with SODMA's strategic objectives. Regular internal meetings shall be conducted to plan and review training programs.
- **Collaboration with External Stakeholders:** All departments and units may directly engage with external training partners, ensuring alignment with SODMA's policies and objectives. All external training activities must be reported to and coordinated with the Research and Capacity building Center, which shall oversee and participate in their implementation to ensure that external training programs are integrated and adhere to SODMA's policies.
- **Training Components within MoUs, LoUs, and LoAs:** All training components within MoUs, LoUs, and LoAs must be implemented under the direct leadership of the Research and

Training Center, ensuring full compliance with donor requirements and minimum standards. The Center holds full authority to oversee, coordinate, and ensure that all training activities are aligned with SODMA's strategic objectives, quality standards, and capacity-building goals.

- **Joint Planning Sessions:** Collaborative planning sessions should be held involving all relevant units to discuss upcoming training needs, resource allocation, and responsibilities. These sessions should facilitate transparency and mutual understanding.
- **Memoranda of Understanding (MoUs):** For training partnerships with external organizations, MoUs shall be established to define roles, expectations, and deliverables, ensuring clarity and mutual accountability.
- **Reporting and Updates:** Units involved in training must provide regular updates on training progress to the Research and Training Center. This coordination will enable real-time tracking of training initiatives and foster a shared understanding of ongoing efforts.

## 6. Monitoring and Evaluation

- **Performance Indicators:** Specific performance indicators shall be established to evaluate training effectiveness. These may include participant satisfaction, knowledge retention rates, and practical application of skills post-training.
- **Feedback and Continuous Improvement:** The Research and Training Center shall implement feedback mechanisms, such as post-training surveys and focus group discussions, to collect participant input. This feedback shall be used to make data-driven improvements to future training programs.
- **Regular Reporting:** Monitoring reports shall be compiled quarterly to document training outcomes, challenges encountered, and suggested enhancements. These reports shall be presented to senior management for review.



## 7. Compliance and Accountability

Senior management within SODMA shall be responsible for ensuring adherence to this policy. They shall provide oversight, facilitate resources, and address compliance issues. Non-compliance with the training policy shall be addressed through a formal process, including internal reviews and potential corrective actions. Regular audits shall be conducted to identify and rectify non-compliance.

## 8. Policy Review

The policy shall undergo a review every two years.

Mohamud Moallim Abdullahi  
 Commissionaire  
 Somali Disaster Management Agency (SoDMA)

