



SPHERE TRAINING OF TRAINERS

23rd – 27th November 2009

Colombo, Sri Lanka



CHURCH WORLD SERVICE—PAKISTAN / AFGHANISTAN

Church World Service-Pakistan/Afghanistan has been certified to ISO 9001:2000 for the provision of services relating to "Development & Relief Agency"



To : ALL PARTNERS
From : CHURCH WORLD SERVICE - PAK/AFGH.
Subject : **SPHERE TRAINING OF TRAINERS (ToT)**
Date : **6th October, 2009**

Peace from Church World Service-Pakistan / Afghanistan!

We at CWS-P/A aim to ensure that all relevant agencies are given the opportunity to use Sphere in their work. As part of our response to the demands for more support on awareness raising and capacity building, we are happy to announce our upcoming Sphere ToT to all our partners.

This training titled, “**SPHERE TRAINING OF TRAINERS**” will be held from 23rd – 27th November 2009 in Renuka Hotel, 328 Galle Road, Colombo 3, Sri Lanka. All National, Regional and International level NGOs and religious bodies are welcome to apply.

The attached brochure provides detailed information on the workshop. If you wish to nominate any person(s) from your organization, kindly fill the enclosed application form. Please ensure to mail/fax back the filled form with complete information by **25th October 2009**.

If the applicant meets our selection criteria, he/she will be informed via confirmation letter.

Should you require any further information, please feel free to contact us at our Karachi Office.

Thanking you and assuring you of our best cooperation and services at all times.

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SPHERE TRAINING OF TRAINERS

23RD-27TH NOVEMBER, 2009

COLOMBO, SRI LANKA

BACKGROUND:

Asia/Pacific region, one of the world's most disaster prone areas, faces frequent natural disasters on an annual basis; disasters range from earthquakes, tsunamis and floods to cyclones, drought and landslides. Without exception, in case of such disasters, casualties tend to be higher than other countries due to lack of awareness and delayed response.

Keeping in view the above-mentioned disasters at region, Church World Service-Pakistan/Afghanistan aims to ensure that all relevant agencies are given the opportunity to build their awareness and practice in relation to Sphere Minimum Standards, so that their work is representative of recognized "best practice" in humanitarian work.

While working in the field of capacity development through disaster relief and preparedness, and social development to provide relief assistance, CWS-P/A has observed that many humanitarian organizations lack expertise to ensure quality and accountability in disaster response. It is strongly proposed that the standardization of humanitarian interventions should be more focused by promoting the use of Sphere Standards. Sphere's indicators and guidance notes should be modified according to the context in which you are working. Activities such as training workshops help those doing humanitarian work to fully and properly use Sphere Minimum Standards as a tool for improving accountability and quality in humanitarian responses.

Church World Service-Pakistan/Afghanistan will offer this Sphere Training of Trainers (ToT) course in English. This training is open to all; however, the priority will be given to those from the Asia/Pacific region.

GOAL:

The goal of this course is to assist participants to promote learning about Sphere and apply Sphere as a tool for improving the quality and accountability of humanitarian action , through sharing experiences and practicing.

OBJECTIVES:

Participants will be able to:

- Explain how to apply the Sphere Handbook as a tool for disaster response;
- State the principles of adult learning and be able to apply them to designing and running a Sphere learning event;
- Define content, and write aims and objectives for Sphere training workshops and field based training / learning events;
- Demonstrate a range of training and facilitation skills;
- Devise tools and techniques for assessing learning needs and for evaluating training.



IMPORTANT NOTE: THIS IS A SHORT FIVE DAYS TOT. The OBJECTIVE of this training is NOT to thoroughly study the content of The Sphere Project or its Handbook, since participants are expected to have a good knowledge of Sphere and practical experience in using Sphere prior to the start of the course. The emphasis is enabling people to train on Sphere.

HOW THE COURSE WILL RUN

We encourage effective learning and retention with a participant-led methodology. Each participant will deliver a short training session (with one or two other participants) and will receive constructive feedback from the facilitators and other participants. Some preparation time will be set aside during the course. It is hoped to film each session and to put it on a DVD so you all have a copy of the film of your training session to help you develop your training and facilitation skills.

Methods will include facilitated discussions, brainstorming, quizzes, case studies, individual study, role plays, group work and hands-on training practice. A pre-course assignment will be given.

The agenda:

- Sphere content sessions modeled by the training team;
- Participant-led sessions that use the Sphere training modules and technical chapters of the Sphere Handbook;
- Principles and methods of adult learning, training and facilitation skills, assessing learning needs and practical tips on running learning events.

The course will be held in English, so all participants should have an adequate working knowledge of English to participate

APPLICANT PROFILE

This course is for people who train or manage learning in the humanitarian sector. Priority is given to people based in countries that are vulnerable to disasters with a responsibility for training/learning within their job. Particular consideration is also given to people who would be in a position to significantly disseminate the Humanitarian Charter and Minimum Standards. **This is a training of TRAINERS course, so it is expected that participants will have plans to train others on Sphere.**

SELECTION PROCESS

We strive to have a diversified group of participants balancing gender, organizational and geographical representation.

Participant selection is based on a number of criteria:

- The candidate's profile, examined through the application form and based on the requirements mentioned below;
- Potential of the applicant's organizations (or of the individual, if applicant is an independent consultant) for further use and promotion of Sphere;
- Clear plan for future defined training/learning activities on Sphere to be implemented in the 4-6 coming months after the end of the course;
- Support of applicant from its supervisor or organization director by submitting a **letter of endorsement** explaining how the organization will support the applicant in the use and future implementation of what he/she has learned in the training.



Note: If you are an independent consultant, please submit a letter of endorsement from an organization/institution interested in requesting your services as Sphere trainer after the course. Eventually, a letter of support from an organization/person who knows the applicant in a professional capacity will also be accepted.

Additionally, selected applicants should have:

- A regular training / learning function within their job, solid communication and presentation skills, strong training and facilitation skills;
- Experience in field operations in response to disasters or in humanitarian assistance;
- Know the Sphere Project and its Handbook, and have practical experience in its use in humanitarian assistance;
- Proficiency in the language the course is delivered (English) is a must, multilingual ability is a plus.

Please note that given the **number of participant slots (22)** selection is usually **one candidate per organization**. However, there may be exceptions depending on the range of applicants who meet the criteria for participation.

Selected candidates will be informed by 27th October 2009. Please make sure you include contact information (postal address, e-mail or phone number) you will access during those dates.

Venue: Renuka Hotel, 328 Galle Road, Colombo 3, Sri Lanka
Dates: 23-27 November 2009
Language: English
Organizers: Church World Service-Pakistan/Afghanistan (CWS-P/A)
Participant Fee: USD 500
Deadline for submission of applications: October 25th 2009

FOR FURTHER DETAILS PLEASE CONTACT:

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CANCELLATION/POSTPONEMENT

CWS-P/A reserves the right to cancel or postpone the training if circumstances require. Registered participants will be informed via phone call and emails. However, if the participant wishes to cancel the registration, he/she requires informing CWS-P/A office at least three days in advance so that this opportunity can be provided to other potential applicants.



CHURCH WORLD SERVICE-PAKISTAN/AFGHANISTAN



Church World Service-Pakistan/Afghanistan (CWS-P/A) is the regional Office of CWS, Inc. and is registered as an International NGO with the governments of Pakistan and Afghanistan. CWS-P/A has been working in the region since 1954. The agency has a network of about 400 CSOs (NGOs, INGOs and CBOs) through its disaster response, social development and capacity building programmes in Pakistan and Afghanistan.

The CWS-P/A has a staff of 395 professionals with offices in Lahore, Islamabad, Mansehra, and the central office in Karachi, in Pakistan. In Afghanistan, it has its offices in Kabul and Jalalabad with long-standing social development and disaster management programmes. The Capacity Building Programme (CBP) of CWS-P/A has a pool of 40 professional staff located at various offices and has been managing 10 projects under its umbrella.

The agency adheres to ISO quality certification and maintains high standards of participation and quality and accountability under the umbrella of Sphere Project; it is also the Sphere Focal-Point in Pakistan and has recently extended its capacity development activities in accountability and participation to Asia-Pacific levels in alignment with the Sphere Minimum Standards.

THE SPHERE PROJECT

The Sphere Project was launched in 1997 by a group of humanitarian NGOs and the Red Cross and Red Crescent movement. Sphere is based on two core beliefs: first, that all possible steps should be taken to alleviate human suffering arising out of calamity and conflict, and second, that those affected by disaster have a right to life with dignity and therefore a right to assistance.

The Sphere Handbook – *Humanitarian Charter and Minimum Standards in Disaster Response* – includes a Humanitarian Charter which describes the rights of people affected by disaster, and minimum standards, indicators and guidance notes for use in humanitarian emergencies. There are minimum standards common to all sectors, as well as for the core areas of disaster response: Water, sanitation & hygiene promotion; Food security, nutrition & food aid; Shelter, settlement and non-food items; and Health services.

The purpose of the standards is to improve the quality of assistance provided to people affected by disasters, and to enhance the accountability of the humanitarian system in disaster response. The revised, 2004 edition of the handbook is the product of 18 months' work and the involvement of over 4,000 people in 400 organisations in 80 countries.

DISCLAIMER

CWS-P/A shall not be made liable for any damage, loss, illness, injuries or death that may occur to or be caused by the participants during the course of training or travel to and from the training venue.