



## **SPHERE TRAINING OF TRAINERS (TOT) SPAIN, FEBRUARY 28 - MARCH 5, 2010**

### **CALL FOR PARTICIPANTS**

**Venue :** San Lorenzo de El Escorial, Spain (1/2 h from Madrid)

**Dates :** February 28 -March 5 2010

**Language :** Spanish

**Organizers:** IECAH and Sphere Project

**Participant Fee:** EUR 340

**Deadline for submission of applications:** February 8<sup>th</sup> 2010

### **COURSE OBJECTIVES**

This course aims to prepare individuals to promote learning on applying the Sphere Handbook (entitled: *Humanitarian Charter and Minimum Standards in Disaster Response*), as a tool for improving the quality and accountability of humanitarian action, through sharing experiences and practicing.

By the end of the course, you will be able to:

- Explain how to apply the Sphere Handbook as a tool for disaster response;
- Describe the structure and content of the Sphere Handbook;
- Explore the links between the Humanitarian Charter and humanitarian action;
- State the principles of adult learning and 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;
- Prepare for running a Sphere learning event in the field or for your organization, for other agencies, field based training, and learning events;
- Devise tools and techniques for assessing learning needs and for evaluating training.

**IMPORTANT NOTE:** 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 and/or practical experience in Sphere prior to the start of the course.



### HOW THE COURSE WILL BE RUN

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We encourage effective learning and retention with a participant-led methodology. Each participant will deliver two training sessions: one short practice training session on their own, and one longer practice training session as part of a team. Some preparation time will be set aside during the course for the team training session. Video filming and constructive feedback will be the key to developing personal training and facilitation skills, in a safe environment.

#### ***Methods will honor different learning:***

Methods will honor different learning preferences and include facilitated discussions, brainstorming, quizzes, case studies, individual study, role plays, free reflection time, guest speakers, group work and plenty of 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.

### APPLICANT PROFILE

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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

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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 6-12 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/or 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 (24)** selection is usually one candidate per organization. However, there may be exceptions depending on the range of applicants who meet the criteria for participation.

## **PRACTICAL INFORMATION**

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- **Dates: February 28 (at 5pm) to March 5 (at 2pm)** - total: 6 days (5 nights)
- **Location: San Lorenzo de El Escorial (1/2 hour from Madrid), Spain**  
\* Note that this is a residential course, with full-board, and participation for the full 6 days is mandatory.

Also participants having their residences in the same city/country where the course will take place must stay in the hotel-venue with the rest of the group of participants. This is essential to provide the appropriate learning environment. Participation fees remain the same for all participants.

- **Participation fees: EUR 360**

This subsidized fee covers instruction, materials, video equipment, venue costs, and accommodation for 5 nights, all meals and special events.

### **\*Important notes:**

- International and national transportation to and from your origin to Madrid need to be arranged by the participants;
- Participant fee must be deposited and received by IECAH by February 11<sup>th</sup>, otherwise participation will be cancelled;
- Reimbursements will not be made on cancellations after February 15<sup>th</sup>;
- We regret NOT having funds for scholarships/grants to cover participation fees. If funding is an issue, we suggest contacting key organizations involved in disaster response and/or humanitarian action in your country to see if they could support you financially in case you were selected to participate.

## **LANGUAGE**

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A high proficiency of Spanish is required. IECAH reserves the right to assess applicants' language level during the selection process.



## The Sphere Project

*Humanitarian Charter and Minimum Standards in Disaster Response*

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### **SUBMISSION OF APPLICATIONS**

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Please complete the on-line [application form](http://www.iecah.org/novedad.php?id=109) (<http://www.iecah.org/novedad.php?id=109>) and send the **letter of endorsement** by **February 8<sup>th</sup>**.

ALL APPLICANTS will be informed about the decision by **February 11<sup>th</sup>**.

If you haven't received an answer after that date, please contact us.

\*Please make sure you include contact information (e-mail or phone number) you will have access to during those dates.

#### **Contact Person:**

Camille Nussbaum  
Training Manager  
IECAH, Madrid, Spain  
E-mail: [camille.nussbaum@iecah.org](mailto:camille.nussbaum@iecah.org)  
Tel: +34-91.377.30.09

### **CANCELLATION/POSTPONEMENT**

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IECAH 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 IECAH office at least three days in advance so that this opportunity can be provided to other potential applicants.

### **IECAH**

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The Institute of Studies on Conflicts and Humanitarian Action (IECAH) was founded in the year 2000 and has its central office in Madrid. It is a private initiative which unites experts from various fields and geographic areas related to international conflict and cooperation with special emphasis on humanitarian action. The expertise and activities exist at both an educational as well as a research level, and from national as well as international perspectives and centers. IECAH unites considerable practical experience and knowledge from work for NGOs and other types of organizations active in the field of international cooperation.

With a clearly defined multidiscipline approach, IECAH's activities consist of four main branches: analysis, advice and consulting, training, and diffusion. Its main frame of reference is rooted in the necessity to explore the dynamics that generate present conflicts – both interstate as well as intrastate –; to determine the main characteristics of the tendencies and global challenges facing the international system of the post-Cold War period; to examine the different approaches to prevention and resolution of conflicts; and to evaluate and influence the responses of



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the international community with respect to development cooperation and humanitarian action.

From a geographic perspective, IECAH especially focuses on two regions of particular interest to Spain and the European Union, the Mediterranean and Latin America. However, this focus is not exclusive and other areas and regions certainly fall within the institute's scope of interest and research.

### **THE SPHERE PROJECT**

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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.

### **FURTHER INFORMATION**

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[HTTP://WWW.IECAH.ORG/NOVEDAD\\_DESTACA.PHP?ID=108](http://www.iecah.org/NOVEDAD_DESTACA.PHP?ID=108)

<http://www.sphereproject.org/>