

To : Relief and Development Organisations working in Pakistan
From : Church World Service - Pakistan/Afghanistan
Subject : Training on Using Sphere Standards in Monitoring and Evaluation
Date : 28 – 30 November 2011, Swat

Dear Friends,

Greetings from CWS-P/A!

We are pleased to inform you that Church World Service-Pakistan/Afghanistan is organizing a Training on **“Using Sphere Standards in Monitoring and Evaluation”** at **Serena Hotel - Swat**. The workshop will be held from **28 – 30 November, 2011 in Swat**.

This training is designed primarily for field aid workers and field coordinators from INGOs and NGOs from Asia. Participants to the course will be individuals having specific responsibilities linked to: quality and accountability, monitoring and evaluation, involvement in disaster response, prevention, mitigation and preparedness.

CWS-P/A would like to enhance capacity of the participants on practicing humanitarian standards for improving Quality and enhancing Accountability. Emphasis will be on Sphere Standards (2011 Edition), RCRC Code of Conduct and CWS-P/A's Q&A Strategy monitoring and evaluation terminology, processes and good practice.

CWS-P/A is inviting applications from interested organizations/staff to participate in this training. The attached brochure provides comprehensive information on the program, making the process of applying convenient. You are requested to nominate staff member(s) from your organization, and send the filled application form enclosed herewith. Please ensure to email/fax back the filled form with the complete required information (as per instruction) by 01st November, 2011. Women's participation is encouraged.

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

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

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

Yours truly,

Zameer Ahmad
Project Coordinator,
Strengthening Humanitarian Assistance,
Church World Service – Pakistan/Afghanistan.



(OPEN INVITATION)

**TRAINING ON USING SPHERE MINIMUM STANDARDS IN
MONITORING & EVALUATION
NOVEMBER 28 – 30, 2011**

SERENA HOTEL SWAT

RATIONALE

The impact humanitarian work has on communities depends greatly upon the quality of services and accountability of actions both during emergency and non-emergency times.

Church World Service – Pakistan / Afghanistan through its *Strengthening Humanitarian Assistance* (SHA) unit, has provided technical support and guidance to the humanitarian agencies in Pakistan, and six months after the floods it is encouraging to note that this support and commitment have begun to experience the benefits.

The ultimate beneficiary of humanitarian activities is the civilian population, and the activities should always have an appropriate and positive influence. For instance, renovating a school should positively impact primary education, and renovating a clinic should positively impact the civilian health sector.

The humanitarian agencies evaluate the effectiveness of their programs through monitoring and evaluation (M&E), but equivalent analyses of humanitarian assistance programs have been either ad hoc or entirely lacking. Every organization currently involved in humanitarian assistance faces the challenge of how to measure the impact of its work. The M&E methods for humanitarian assistance are in their infancy.

The humanitarian agencies need not develop monitoring and evaluation methods in a vacuum, however, other agencies' experiences and lessons learned can likewise serve as a base for development of M&E techniques.

GOAL

The *goal* of this training workshop is to build and strengthen the capacity of aid workers regarding Monitoring & Evaluation in Sphere Standards to increase their efficiency and effectiveness in addressing the areas of the greatest needs in the humanitarian context by using M & E tools to measure the impact of their intervention. The M&E process in humanitarian assistance would improve efficiency and ensure that projects contribute to operational objectives.

OBJECTIVES

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

- Explore how to apply the Sphere handbook 2011 as a tool for disaster response
- Describe the structure and content of the Sphere Handbook 2011
- Discuss Sphere's Principles and Core Standards
- Review how to use the Sphere handbook for monitoring and evaluation
- Monitor an existing humanitarian project against Sphere standards and provide recommendations for improvement

MODULE

The training will cover the following modules of Sphere Handbook 2011:

- Introduction to Sphere: What is Sphere and Why is it Important?
- Sphere Principles: The Humanitarian Charter, RC/RC Code of Conduct and Protection Principles
- Core Standards and cross-cutting issues that apply across all sectors
- Monitoring and evaluation terminology, processes and good practice
- Quantitative & Qualitative indicators
- Field visit to practice monitoring of a humanitarian project

EXPECTED OUTPUTS

At the end of the workshop the participants:

- Would have received a copy of English Sphere Handbook 2011 Edition
- Will be familiar with M & E techniques to use the Sphere Handbook and relate it to their work
- Would have increased their knowledge of different indicators for M & E

METHODOLOGY

The workshop will adopt a participatory approach. It will be based on both classroom learning and field practical experience. The participatory approach will include presentations, informal sharing, exercises and role plays on emergency situations and group sharing. It will close with a constructive session on possible implementation plans and follow up for each participant within its organization and specific context.

The training will be conducted in English.

TRAINER AND TRAINING TEAM

International Lead Trainer (ILT) with more than 19 years of professional experience working for non-government organizations, businesses and national and local governments. She has specific expertise in facilitation and training for The Sphere Project, disaster preparedness, team building, the project cycle and managing people in emergencies including conflict management and negotiation skills. In several countries across the world she has successfully worked with many cultures and nations.

The ILT will be supported by the SHA team members: Zameer Ahmad, Rizwan Iqbal & Batool Akhtar

WHO SHOULD APPLY

This training is designed primarily for aid workers from INGOs, NGOs and UN agencies. It is for people who in disaster response and rehabilitation phase. Participants to the course will be individuals from organisations, agencies and authority representatives, having: specific responsibilities linked to quality and accountability, involvement in disaster response, prevention, mitigation and preparedness; capacity to implement and practice sphere standards within their

organisation after the workshop. Knowledge of the Sphere Project Minimum Standards would be an asset. The participants should have a good command of the English language.

INGOs are encouraged to support their partner agencies to attend the training. Ideally the training should be attended by those who have attended the Q & A orientations carried out during the response phase.

We strive to have a diversified group of participants balancing gender, organisational and geographical representation. Participant selection is based on a number of criteria.

Summary & Practical Information:

Sending organization will cover all costs related to the training including the travel cost, accommodation and training fees. Subsidy may be considered upon request.

Location:	Serena Hotel Swat
Dates:	Monday, 28 November to Wednesday 30 November, 2011 09:00 – 5.00pm
Training Fees:	INGOs/UN Agencies: 25,000 PKR NGOs: 17,500
Language:	English
Training Manager:	Batool Akhtar
Application Method:	Please complete the attached application form and send it along with your letter of endorsement via delivery, e-mail or fax to: Delivery: batool@cwspa.org.pk Fax: +92 (0)51 2103172
Application Deadline:	01 November, 2011
Accommodation:	It will be non-residential training

Selected candidates will be informed by **November 10, 2011**. Please make sure you include contact information (postal address, e-mail or phone number) you will access during those dates.

CANCELLATION/POSTPONEMENT

CWS-P/A reserves the right to cancel or postpone the training if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she requires informing CWS-P/A office at least one week in advance or else the fee will not be refunded.

BACKGROUND INFORMATION

CHURCH WORLD SERVICE- PAKISTAN/AFGHANISTAN

Church World Service-Pakistan/Afghanistan is an international nongovernmental organization which implements humanitarian and development activities across Pakistan and Afghanistan. Since 1954, CWS-P/A has worked for the development and relief of marginalized communities on the basis that all individuals irrespective of race, faith, color, sex, economic status, or political opinion have the right to choose how to live. The organization assists communities to achieve economic prosperity and improve human and social capital through participatory endeavors, which liberate families and enhance their capacities to take control over their lives. Committed to quality performance, human rights, right to access information, and right to complain, CWS-P/A ensures that its humanitarian and development initiatives provide communities with their pertinent right and authority over resources.

Currently, CWS-P/A operates from its central office in Karachi and additional offices in Islamabad, Lahore, Mansehra, and Swat in Pakistan and Jalalabad and Kabul in Afghanistan. It also runs a training center in Murree, Pakistan. Projects are organized out of its three programs: Capacity Building Program, Disaster Management Program, and Social Development Program. CWS-P/A's thematic priorities include: emergency response; water, sanitation, and the environment; health; education; livelihoods; peace and governance; and quality and accountability.

With a network of close to four hundred partners, CWS-P/A adopts various approaches for project implementation. The organization can either be fully or semi-operational or work directly with an implementing partner depending on the type of initiative. This versatility enables CWS-P/A to cater to a wide range of initiatives within the scope of its thematic areas according to the needs of the communities, thus, preserving their dignity, self-reliance, participation, and ownership.

Globally, CWS-P/A is part of CWS, Inc. and is registered with both the governments of Pakistan and Afghanistan. Locally, it has a distinct identity through its advisory board, diverse national staff, and strong linkages with local/regional networks and partnerships. In 2005, CWS-P/A received ISO 9001:2000 (revised to ISO 9001:2008) accreditation and the following year was awarded USAID management standards certification. CWS-P/A is a member of the ACT Alliance. In 2008, CWS-P/A became a full member of the Humanitarian Accountability Partnership and received HAP certification in 2011. CWS-P/A is also a signatory to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief.

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 Sphere 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 organizations in 80 countries. The 2010 edition was launched in 14, April 2011.

FOR FURTHER DETAILS PLEASE CONTACT

B A T O O L A K H T A R
Islamabad Office
P.O Box # 1362
Tel: 92-51-2103171, 210 2293, 210 2294, Fax: 92-51-2103712
Email: batool@cwspa.org.pk
Website: www.cwspa.org

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.

APPLICATION FORM

**TRAINING ON USING SPHERE MINIMUM STANDARDS IN
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NOVEMBER 28 - 30, 2011
SWAT SERENA HOTEL****PERSONAL RECORD:**

Name: _____

Sex: Female Male Age: _____

(Optional) Religion: Muslim Christian Hindu Others _____

Educational Qualification: Matric Intermediate Graduation Masters

ID card number: □□□□ □□□□□□ □

Other _____

Any Health Concerns: _____

EMPLOYMENT RECORD:

Name of Organization: _____

Mailing Address: _____

_____ Province: _____ Country: _____

Phone No: _____ Fax: _____

Email: _____

Date of Employment: ____ / ____ / ____ (day/month/year)

Present Designation: _____

Name of Employer: _____

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

Q: What is the nature of work of your organization?

Q: State the department in which you work?



Q: List your responsibilities at work?

1. _____
2. _____
3. _____

Q: Have you ever attended any workshop on 'Topic of Training' before? If yes, then please give details?

Q: List your expectations from this workshop?

1. _____
2. _____
3. _____

Q: List how would you benefit from this workshop?

1. _____
2. _____
3. _____

NOTE :

- Kindly send your application form by 01st November 2011 to Training Manager- Batool Akhtar - batool@cwspa.org.pk
- Sending organization will cover all costs related to the training including the travel cost, accommodation and training fees. Yes No
- **Incomplete Applications will not be entertained.**

SIGNATURE OF EMPLOYER

DATE

SIGNATURE OF APPLICANT

DATE
