

## Terms of Reference

**List the Sphere activities your organisation is intended to conduct in the next 12 months?**

| <b>Current/Planned Activities</b> <i>(Please be as specific as possible)</i>  | <b>Tentative timeline</b><br><i>(if applicable)</i>           |
|---|---|
| <b><i>Translation of the Handbook, Tools &amp; Learning materials, etc.</i></b>   |   |
| <ul style="list-style-type: none"> <li>+ Carry out the translation of the 2018 Sphere Handbook into Portuguese</li> </ul>   | <p>To be completed by the end of 2020</p>                     |
| <b><i>Dissemination and Promotion of the Sphere standards</i></b>   |   |
| <ul style="list-style-type: none"> <li>+ Make the PDF version of the Sphere Handbook in Portuguese available – free of charge to download, available on the Sphere website.</li> <li>+ Print hard copies for Brazilian partners as well as those abroad - especially in Portugal and Angola, aiming at reinforcing the adherence and uptake of the Sphere’s standards in humanitarian response.</li> <li>+ Print hard copies and make them available for purchase by members of our networks, especially Brazilians and Portuguese.</li> <li>+ Print hard copies of the Spanish edition of the Sphere Handbook and make them available for the Spanish-speaking community in Brazil.</li> </ul>                       | <p>By the of 2020</p> <p>Throughout 2021</p> <p>2020-2021</p> |
| <b><i>Engagement with local authorities &amp; Advocacy work</i></b>   |   |
| <p><i>The humanitarian response is somewhat new in Brazil as the country has never experienced any humanitarian crises. The first consisting of the migratory crisis of the Venezuelans, requiring immediate action and which highlighted the need to properly train the teams involved in the humanitarian response on the international standards, naturally adapted to such a context.</i></p> <ul style="list-style-type: none"> <li>+ FIHF will continue to raise awareness of the Sphere standards, and advocate to different decision-makers (government, local authorities) and key humanitarian actors, and to reference lessons learned and guidance to develop local policies and action plans.</li> </ul> | <p>Ongoing</p>  |

***Sphere trainings and events*****Sphere Handbook in-house studies and training within FIFH network of members and volunteers worldwide.**

- + Organize online Sphere seminars with +600 enrolled participants.
- + Promote with partners, regional and national agencies, training studies based on the Sphere Handbook to continuously ensure preparedness for emergency actions in line with international standards planned within the scope of action of these agencies/institutions.