



Consultancy Terms of Reference (ToR)

Sphere online Training of Trainers (ToT) programme

Apply by **Sunday 14 July 2024**

1 Sphere

Vision

Crisis-affected people actively participate in decisions and actions which impact them; have what they need to survive and recover with dignity; and are resilient to future crises.

Mission

Sphere defines, promotes and applies humanitarian principles and minimum standards to ensure lifesaving, protective and accountable response to crisis.

About

Sphere is about upholding the dignity and rights of crisis-affected people through principled, accountable and quality humanitarian action.

Sphere was started in 1997 by impassioned aid workers who wanted to improve the level and approach of emergency response. With this goal in mind, they framed the Humanitarian Charter and identified a set of Minimum Standards to be applied contextually in all humanitarian crises.

Initially developed by non-governmental organisations and the International Red Cross and Red Crescent Movement, Sphere resources are primary reference tools for national and international NGOs, UN agencies, governments, donors, the private sector, volunteers, and many others. Today, Sphere is a global network bringing together and empowering practitioners to improve and sustain the quality and accountability of humanitarian assistance. Sphere hosts the Humanitarian Standards Partnership (HSP), the Minimum Economic Recovery Standards (MERS) and is joint copyright holder of the Core Humanitarian Standard.

Sphere's flagship publication, the Sphere Handbook, is one of the most widely known and internationally recognised set of humanitarian principles and minimum standards.

2 Background

Sphere ToTs:

The objective of a Sphere ToT programme is to prepare participants to facilitate Sphere learning.

This typically includes a 5-day in-person residential training event ('ToT workshop') for ideally not more than 16 people who are already experienced adult learning facilitators and have a good knowledge of Sphere. ToT workshop participants learn to use the 2018 Sphere Training Pack (STP) and time is normally split between a Sphere refresher, adult learning theory and live practise sessions delivering different modules of the STP.

Since the Covid-19 pandemic, trainers have experimented with delivering online/hybrid Sphere ToT workshops as they can be more accessible and less costly.

3 Consultancy assignment

Develop Sphere online Sphere ToT programme:

Sphere intends to develop and pilot training materials for a 100% online Sphere ToT programme for diffusion to the network. This will not replace in-person ToTs; but would be available as an alternative option where in-person ToTs are not possible.

The objective of the online Sphere ToT programme is to prepare participants for designing and delivering in-person and online Sphere workshops, training and learning activities.

As participants will be required to demonstrate prior experience of both using Sphere standards and delivering adult training, the course should concentrate on improving their capacity to contextualise, design and deliver Sphere training to different audiences, in particular key modules from the Sphere Training Pack and Sphere Online Training Pack.

Participants will be individuals who work in the humanitarian sector and have a responsibility for delivering training within their job, or who are otherwise in a position to significantly disseminate the Humanitarian Charter and Minimum Standards.

4 Activities and Deliverables

Phase 1: Prepare online Sphere ToT Programme Training Pack

- **Deliverable: Online Sphere ToT Programme Training Pack:** The consultant will prepare a comprehensive training pack for use in the pilot online ToT programme, and by other trainers in the future.

The training materials should consider existing resources from Sphere’s in-person and online training packages, which will be shared with the consultant¹.

The consultant will work in close collaboration with Sphere’s Head of Learning and Events, who will provide an advisory role in developing the materials.

The training pack should include the following elements:

1. Pre-ToT
 - Description of selection process and application form
 - Learning Needs Assessment form
 - Guidance on pre-ToT preparation for participants
2. ToT Workshop
 - Aims and objectives
 - Agenda
 - Recommended delivery method (e.g. Zoom/Teams, Telegram, Video etc.)
 - Facilitation guide
 - Training and learning materials (e.g. PowerPoints, handouts, homework)
3. Post-ToT
 - Description of ToT workshop evaluation process, and evaluation form
 - Description of post-ToT workshop mentoring process, and evaluation form

Phase 2: Deliver pilot Sphere ToT Online Workshop

- **Deliverable: Pilot ToT online workshop:** The consultant will deliver the pilot ToT online workshop with a co-facilitator² and Sphere’s Head of Learning and Events. The workshop will be conducted in English.

The duration and format of the ToT online workshop will depend on the Training Pack developed in Phase 1.

Participant selection will be the responsibility of Sphere’s Head of Learning and Events.

¹ Most Sphere training materials are available online. There is also an out-of-date Sphere ToT guide from 2011 which will be available to the consultant for reference. Sphere will provide the consultant with details of comparable online ToT programmes developed by partner organisations in the past 12 months, notably by Sphere trainers, Humanitarian Standards Partnership (HSP) partners and Core Humanitarian Standard (CHS) co-owners, i.e., CHS Alliance and Groupe URD.

² If there is a specific co-facilitator you would like to work with on this project, please mention them in your application and this could be agreed during contracting. Otherwise, the Consultant and Sphere’s Head of Learning and Events will identify a suitable co-facilitator before starting Phase 2.

Phase 3: Mentor ToT participants

- **Activity: Mentoring:** The consultant will mentor ToT participants for up to six months, by the end of which ideally they should have delivered their first training following the ToT online workshop, either via the participant's own networks or via a training experience offered by the Sphere secretariat.

ToT participants that deliver training in the 6 months following their ToT workshop are more likely to continue to deliver Sphere training in the future.

5 Consultant requirements

- Deep knowledge of the Sphere Handbook
- Experience using humanitarian standards for humanitarian response
- Experience developing and delivering online and in person training courses
- Experience developing and delivering Sphere training courses
- Experience developing ToT courses
- Good knowledge of Sphere's [existing training resources](#), in particular the Sphere Training Pack.

6 Timeframe and number of days

Please state your daily rate (in any currency), as well as an estimation of days required for each phase of the consultancy.

Work on Phase 1 should be completed before the **end of September 2024**. The schedule for phases 2 and 3 will be agreed between the consultant and Sphere's Head of Learning and Events.

7 Location

The consultant can be based in any country except those restricted by the State Secretariat for Economic Affairs (SECO) of the Federal Council of Switzerland.

If based in Switzerland, the consultant must be registered and legally allowed to work in Switzerland.

8 How to apply

Please submit a short cover letter and CV to recruitment@spherestandards.org before 14 July 2024. Please include examples of other relevant training courses that you have designed and delivered. Shortlisted candidates will be invited to an online interview.

Please write to the same email address if you wish to apply but cannot make the deadline.