

## Event Outline

### **SPHERE Training of Trainers (SPHERE ToT), 2024**

#### **Organized by CARE Bangladesh and Sphere Community Bangladesh (SCB)**

19 October to 3 December 2024, Dhaka, Bangladesh

#### **BACKGROUND**

Humanitarian and Climate Action Program of CARE Bangladesh in collaboration with Sphere Community Bangladesh (SCB) secretariat is organizing a training of trainers (ToT) event on Sphere at Dhaka from 19 October to 3 December 2024. This is an initiative of the ongoing project “Promoting Disaster Ready Inclusive Preparedness towards Adaptation (PRODRIPTA)” funded by Margaret A. Cargill Philanthropies’ (MACP). The event will support the project developing accountable humanitarian institutions/actors by strengthening their capacity in standard emergency response.

CARE Bangladesh will bear all cost of the training arranging entire event logistics and operation whereas SCB secretariat will support CARE providing 15 eligible participants and a team of facilitators (including a lead facilitator). No accommodation cost will be provided except CARE & its partners participants. SCB secretariat will also link this ToT event with global Sphere connection.

#### **LEARNING OBJECTIVES**

This course aims to strengthen humanitarian professionals’ skills in training, promoting and applying Sphere Minimum Humanitarian Standards as a tool for improving the quality and accountability of humanitarian action, through sharing experiences and practicing. By the end of the course,

- Participants will have a deep knowledge of Sphere standards and new Core Humanitarian Standard (CHS).
- Participants will learn how to apply the Sphere Handbook 2018 and its supplement resources (Humanitarian Standard Partnership, HSP).
- Sphere Community Bangladesh (SCB) will have an updated trainers pool to promote and learning on applying the Sphere Handbook (entitled: Humanitarian Charter and Minimum Standards in Disaster Response).
- Explore the links between the Humanitarian Charter and humanitarian action.
- They will be demonstrating a range of training and facilitation skills including devised tools and techniques for assessing learning needs and for evaluating training.

#### **Event Brief**

**Event name:** Sphere Training of Trainers

**Duration:** 1 month (Start at 19 October 2024)

**Mode of training:** Hybrid (both online & offline)

- **Three weeks** online sessions (Max. 10 hours per week)
- **Five days** for assignment submission
- **Three days** in person sessions (Date will be informed later)

**In person sessions:** 1-3 Dec 2024 at Dhaka

**Number of participants:** 30 (Only for Bangladesh nationals)

**Language:** English and Bangla

**Fee:** CARE will bear all costs (venue, food, resource person & others). Accommodation cost will be bearded only for CARE & its partners participants. No travel cost will be provided.

*ToT will cover the complete five days agenda (+) recommended by global Sphere at facilitator’s guide 2018 including 1 assignment and few additions considering country context and linked to global context.*

## PARTICIPANTS PROFILE AND SELECTION PROCESS

Thirty staff members of at least 10 different humanitarian organizations will be selected as participants for this ToT. Fifteen (15) participants will be selected through Sphere Community Bangladesh (SCB) secretariat. CARE will select remaining participant of the ToT from CARE and its partner organizations. All participants are Bangladesh nationals.

This ToT will select those humanitarian actors (from humanitarian organisation or individual) as a participant who demonstrate prior knowledge of Sphere. Participants (as well as the associated organizations) must be committed to implement action points identified during the ToT. This is a training course for TRAINERS, so it is expected that participants will engage themselves to train others on SPHERE when and where required by SCB secretariat.

### Mandatory online courses

All participants must complete at least two of the three following [online courses](#) and share the completion certificate while applying for the ToT.

1. How to use the Sphere handbook.
2. How to be a Sphere Champion.
3. Sphere in Practice

Link: <https://spherestandards.org/online->

**Interested participants are requested to apply online agreeing with the commitment. They must attach the certificate of mandatory online courses.**

Please apply through: <https://forms.gle/GmnJyxWTHW7KdjvY9>

**Last date of application:** 19 August 2024

## TRAINING CODE OF CONDUCT

- We always care for a carbon free approach. Only soft copies of the training materials (except certificates) will be provided.
- Absence in any sessions/period will lead to cancellation of participation.

## RESOURCE PERSONS

A group of resource pools (including a lead facilitator) will facilitate the ToT. CARE will take necessary initiatives to appoint the lead facilitator.

## MODE OF THE TRAINING

The training will be conducted in a hybrid mode:

- **Online Sessions:** More than 18 thematic sessions will be conducted online over three consecutive weeks, with 10 hours of training per week.
- **Thematic Assignment:** Participants must submit a thematic assignment in the fourth week, prior to the in-person session.
- **In-Person Workshop:** The training will conclude with a three-day in-person workshop in Dhaka, covering the complete five-day agenda recommended by the global Sphere facilitator's guide 2018, with additions considering national and global contexts.