



Sphere 2018 Handbook revision:

After-action review and lessons learned

Call for proposals – Deadline 06 August 2018

Consultancy up to 20 days

Background

The *Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response* comprises a core foundation of commitments, principles and key technical standards which create a holistic framework for humanitarian action. It is among the most widely used and referenced documents in the sector, and as such is periodically reviewed and updated to ensure that it reflects best evidence, practice, and guidance for practitioners. The most recent revision process took place between October 2016 and May 2018. The Sphere Handbook 2018 will be published in 4 languages at the end of 2018.

This revision and consultation process has been the most inclusive in Sphere's 20-year history, with some 4,500 comments received through an online review and some 60 live consultation events taking place in 40 countries around the world. The drafting process involved an additional 500 experts supporting lead authoring teams for each chapter, and over a dozen cross-cutting themes.

To inform future revisions and capture learning from this process for the broader community and public, Sphere is commissioning an after-action review. A consultant or team of consultants is sought to produce this review, including a detailed internal procedural report for Sphere management and governance, and a public report to provide lessons learned which may be applicable more broadly.

In addition to a desk review of all available documentation, it is expected that key informant interviews will also be included to understand process, learning, and perception from various stakeholders. These stakeholders may include Sphere staff, Board members, lead chapter authors, thematic experts, editorial team, online consultation managers, Sphere focal points who organized live consultation events in their own countries, and others.

This review will cover the time from October to December 2016 (preparation phase), and January 2017-May 2018 (drafting, consultation and editing phase). A second stage review may be planned in late 2018 or early 2019, covering the production phase (translations, design, layout, online version, App, printing, distribution) but is not within the direct scope of this consultancy.

Deliverables

1. Initial scoping document refining process, benchmarks and methodology.
2. Internal report for Sphere management, approximately 5000 words / 20 pages.
 - Content will cover key moments of the revision, interaction between stakeholders, timeline, aspects of effectiveness and efficiency, perception of ownership and engagement, and the degree to which the drivers of the revision and goals were realized.
3. A synthesized version of the report for an external audience, focusing on areas of public interest and engagement (approximately 3000 words/10 pages).

Timeline

Up to 20 working days over approximately six weeks with start date between early August and early September 2018.

Requirements

The consultant (or group of consultants) will be an experienced evaluator, preferably with solid knowledge of the humanitarian sector. Excellent English (written and spoken).

Candidates based in Switzerland must be registered as consultants.

To apply

This call for proposals is open to response from individuals, groups of individuals, or companies. Please send your expression of interest along with proposed methodology, budget and CV to recruitment@spherestandards.org. References to previous similar work will be appreciated.

Deadline for submitting expression of interest: 06 August 2018