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# REALISING THE FULL POTENTIAL OF SPHERE

## THE SPHERE HANDBOOK HUMANITARIAN CHARTER AND MINIMUM STANDARDS

### IN HUMANITARIAN RESPONSE 2018 EDITION

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Training Workshop report  
Monday 11<sup>th</sup> to Thursday 14 March 2019  
Four Points Sheraton, Nairobi, Kenya

**Table of Contents**

- 1 Introduction..... **Error! Bookmark not defined.**
- 2. Training Content..... 3
- 3. Facilitator Observations and Feedback ..... 5
- 4. Annex 1: Discussing Opportunities for Coordination..... 7
- 5. Annex 2: Workshop Report form..... 8
- 6. Annex 3: Course Agenda..... 20
- 7. Annex 4: List of Participants ..... 23

## **I. Introduction**

### **Background**

1. This report is a summary of the Training Workshop on Sphere Handbook for the Humanitarian Charter and Minimum Standards in Humanitarian Response held at the Four Points Sheraton in Nairobi Kenya from the 11th to 14th, March 2019. The training was Organized the Sphere in Collaboration with the Inter-agency Working Group (IAWG). This 4-day workshop was based on the new Sphere Training Package, which will be launched soon.

Sphere's flagship publication, the Sphere Handbook, is one of the most widely known and internationally recognized sets of common principles and universal minimum standards in humanitarian response. The new edition of the Sphere Handbook was launched in November, marking the 20th anniversary of the Sphere movement, now a community of purpose spanning the globe.

The Sphere Project, now known as Sphere, was created in 1997 by a group of humanitarian non-governmental organisations and the Red Cross and Red Crescent Movement. Its aim was to improve the quality of their humanitarian responses and to be accountable for their actions. The Humanitarian Charter and Minimum Standards in Humanitarian Response are the product of the collective experience of many people and agencies.

### **2. Purpose of Training**

The primary purpose of the four day training was to pilot the new training package and get first-hand, actionable feedback from participants which will be integrated into the final version for release. This workshop is an important step in the development and validations of these materials. At the same time, participants will discover or rediscover Sphere and the new Sphere Handbook.

### **3. Participants**

Thirty four (34) participants attended the workshop were drawn from multiple Humanitarian agencies mainly from the member organizations of the Inter Agency Working Group East & Central Africa (IAWG). The participants composed a mix of professional background and practical field experience and expertise including trainers and non-trainers from various roles in the humanitarian sector.

The participants provided a rich balance of trainers, Sphere experts (with the 2011 edition), field practitioners and managers to enrich the quality of the feedback.

#### **4. Facilitators and Training Team**

The training was facilitated by Ibrahim Hatibu (Sphere Trainer and director, Think Smart Solutions) and Tristan Hale (learning manager, Sphere), with the support of Njeru George (training coordinator, IAWG Africa).

#### **5. Training Content**

The Training covered an introduction to Sphere and the Sphere Handbook including the foundation and technical chapters. The participants also discussed the various uses of Sphere across the programme cycle phases, and a call to action to advocate for Sphere and for the people affected by crisis that you serve. A look at what is new in the 2018 edition of the Handbook and drivers of the revision.

The topics covered include:

- Welcome and Introduction to the Sphere
- What is Sphere: The Handbook
- What is Sphere: Using the Standards in Context
- The Humanitarian Charter
- Protection Principles
- Core Humanitarian Standard
- Water Supply, Sanitation and Hygiene Promotion
- Food Security and Nutrition
- Using Sphere in Practice
- Sphere, Assessment & Analysis
- PSEA
- Sphere, Cash, and Markets
- Advocacy: Realizing the Full Potential of Sphere
- Evaluation, Wrap-up of the Workshop
- Facilitated Discussion - Brainstorm ideas for furthering IAWG/Sphere objectives in the region, Action plan to apply knowledge and continue learning, “Building our networks together”

Participants were also given chance to comment on training processes and explore opportunities for training package improvement on both content and processes. The feedback was gathered via daily reflections as well as during the end training wrap-up and Evaluation session.

## 6. Training Schedule, Methods and Procedures in brief

The training workshop was conducted on four consecutive days; based on Sphere New Training Pack soon, to be launched. Each day the session would start at 08:30 am and end on 04:30 pm except for Day 1 where consensus on timings had not been reached. Each day had for block sessions of 90 minutes each with breaks in between (two Tea Breaks and a lunch break).

A blended learning approach was used for each of the learning sessions, facilitating participants to learn and retain information, considering different learning styles and focus. The course was interactive focusing on the exchange between the participants and drawing mostly upon their experiences. There were several facilitation techniques used by the trainers. These included question and answer, brainstorming, group discussions, running tactile on selected sectors (WASH, Nutrition), Quizzes, Brain storming, topical videos, case study discussions and practical implementation of some of the topics by trainees on flip charts and paper sheets. The multitude of training methodologies was utilized in order to make sure all the participants get the whole concepts and they practice what they learn, because only listening to the trainers can be forgotten, but what the participants do by themselves they will never forget.

The training session started with introduction of trainer with the participants, which was followed by every individual participant then introducing himself/herself to colleagues in pairs and noting down their learning objectives / expectations for the 4 days workshop. Then the participants were asked highlight their expectations from the training and what they expected to learn during the three days, after which each trainee was requested to stick their expectations on a pre-prepared layered circle on a flip chart depending on how far they felt to be in relation to achieving their objective. The centre of the circle represented the apex of objective attainment while the outer represented the furthestmost to achieving the objective. Participants would then move the stick expectations at the end of each day to indicate if they had made any progress towards achieving their leaning objectives / Expectations.

There was a brief simple pre-test (simple show of hands) conducted to get a general overview of participants' previous interaction with the sphere handbook. All participants had heard about the Handbook on the Humanitarian Charter and Minimum Standards in Humanitarian Response, More than half had touched/accessed the handbook, and about 20% had used the handbook in their work.

The facilitators, in consultation with the participants, set the basic guidelines to be applicable during the training days in order to maintain a productive and organized training program. The participants agreed upon several guidelines for the training such as putting their phones on silent, keeping time, respecting others' ideas, open communication etc. The facilitators then explained the main purpose of the workshop, content and what was expected of the participants in achieving the stated objectives.

The overriding participant role was to provide feedback on the processes and content of the training pack based on their experience and expectations on the application of Sphere Standards in the field.

Before ending the day's session, the facilitators would recap the topics discussed during the day with input from the participants. The next days would start with a recap of previous day's participant reflection/feedback on Workshop content and processes. At the end of the workshop, an overall course evaluation was conducted where participants provide individual feedback via survey monkey and a group reflection where they highlighted both positive and negative aspects of the workshop. This evaluation was intended to obtain participants' views about different aspects of the training – from the venue to the effectiveness and coverage of the topics, and from the trainer's knowledge and interaction to their overall impression of the whole experience. Results of their views are provided in annex 1 of this report.

## **7. Closing of the Training**

After the participants completed an online course evaluation survey individually, as undertaking a qualitative reflection on the positive and negative aspects of the training, the Sphere Chief Executive and the Interagency working group coordinator gave brief remarks regarding the Sphere direction and the projected activities for realising the full potential of Sphere through sound coordination.

The Sphere Chief Executive assisted by the facilitators awarded certificates of attendance to the participants.

## **II. Facilitators Observations and Feedback**

The training was conducted successfully and all the participants took active part in all the four days of the training. The overall programme progressed well, with 81.9% of participants responses in the evaluation, indicating the overall course met their individual objectives.

The level of engagement and contribution by the participants was extremely encouraging, with most participants actively sharing experiences and willing to lead group presentations and discussions. All participants agreed that they were encouraged to take an active part in the workshop.

To maximize on participants' knowledge, experience and knowledge acquired at the training, we suggest that the work of the participants on Sphere be nurtured and monitored to help grow the reach and application of Sphere in the field. It may also be useful to establish a community of sphere by their managers for any improvements and there should be specific follow-up by their managers regarding what their subordinates have learnt from the training and how they are going to implement it in their actual daily activities.

Similarly, training workshop coupled with the insights from the Sphere Handbook launch, presents an excellent opportunity, for the teams to engage further in a structured way to explore and establish opportunities for cooperation amongst themselves building on the Sphere standards, the CHS as well as other quality and Accountability standards.

## **Recommendations**

- Inter-agency Working Group (IAWG) membership would benefit greatly by enhancing staff capacity on Sphere Handbook and other Quality and Accountability Standards. IAWG plan to run a series of Sphere and CHS courses across the region presents a great opportunity to internalize the 2018 Handbook as well as expand the interaction platform for Sphere Champions / Practitioners.
- As highlighted in participant feedback, their knowledge on Sphere provided some challenge as those with prior Sphere Knowledge wanted to progress faster, while others wanted a little more detail on the structure and working of the Handbook. It would be appropriate to match the profiles for future workshops. This can be assisted by asking feedback that is more specific from participants prior to the training.
- Sphere conduct an audit of current active Trainers across the region who may be available to support training in the region. The overwhelming number of Humanitarian agencies and staff who expressed their interest for consideration at the Nairobi training evidences the interest in Sphere. The need for Accountability has become more necessary than ever due to the complexity in operations and multiplicity of actors involved in modern day disaster response.

## Annex 1: Participant Feedback / Workshop Evaluation

1) How did you hear about the event?

| ANSWER CHOICES         | RESPONSES    |
|------------------------|--------------|
| Word of mouth          | 3.23%<br>1   |
| Internet advertisement | 3.23%<br>1   |
| Search engine          | 0.00%<br>0   |
| Flyer                  | 0.00%<br>0   |
| Poster                 | 0.00%<br>0   |
| Invitation             | 54.84%<br>17 |
| Other (please specify) | 38.71%<br>12 |
| <b>TOTAL</b>           | <b>31</b>    |

2) Overall, how would you rate the event?

| ANSWER CHOICES | RESPONSES    |
|----------------|--------------|
| Very Poor      | 0.00%<br>0   |
| Poor           | 0.00%<br>0   |
| Neutral        | 0.00%<br>0   |
| Good           | 41.94%<br>13 |
| Very Good      | 58.06%<br>18 |
| <b>TOTAL</b>   | <b>31</b>    |



3) How likely are you to recommend events offered by the same organizers (Sphere and IAWG) to a friend or colleague?

| ANSWER CHOICES    | RESPONSES    |
|-------------------|--------------|
| Not likely at all | 0.00%<br>0   |
| Not so likely     | 0.00%<br>0   |
| Neutral           | 0.00%<br>0   |
| Somewhat likely   | 6.45%<br>2   |
| Very likely       | 93.55%<br>29 |
| <b>TOTAL</b>      | <b>31</b>    |

4) Rate your level of satisfaction with the following aspects of this event.

|                       | VERY DISSATISFIED | DISSATISFIED | NEUTRAL     | SATISFIED    | VERY SATISFIED | TOTAL |
|-----------------------|-------------------|--------------|-------------|--------------|----------------|-------|
| Date(s)               | 0.00%<br>0        | 3.23%<br>1   | 3.23%<br>1  | 41.94%<br>13 | 51.61%<br>16   | 31    |
| Venue                 | 0.00%<br>0        | 3.23%<br>1   | 22.58%<br>7 | 41.94%<br>13 | 32.26%<br>10   | 31    |
| Pre-event information | 0.00%<br>0        | 3.23%<br>1   | 12.90%<br>4 | 35.48%<br>11 | 48.39%<br>15   | 31    |
| Organization          | 3.23%<br>1        | 0.00%<br>0   | 3.23%<br>1  | 32.26%<br>10 | 61.29%<br>19   | 31    |
| Price                 | 0.00%<br>0        | 0.00%<br>0   | 0.00%<br>0  | 0.00%<br>0   | 0.00%<br>0     | 0     |
| Content               | 0.00%<br>0        | 3.23%<br>1   | 6.45%<br>2  | 35.48%<br>11 | 54.84%<br>17   | 31    |
| Materials             | 3.23%<br>1        | 6.45%<br>2   | 12.90%<br>4 | 35.48%<br>11 | 41.94%<br>13   | 31    |
| Length of course      | 3.23%<br>1        | 9.68%<br>3   | 16.13%<br>5 | 51.61%<br>16 | 19.35%<br>6    | 31    |

5) Rate your level of satisfaction with the following aspects of this event.

|  | <b>Very Dissatisfied</b> | <b>Dissatisfied</b> | <b>Neutral</b> | <b>Satisfied</b> | <b>Very Satisfied</b> | <b>Total</b> |
|--|--------------------------|---------------------|----------------|------------------|-----------------------|--------------|
| Event/Venue staff  | 0.00%<br>0               | 3.23%<br>1          | 3.23%<br>1     | 58.06%<br>18     | 35.48%<br>11          | 31           |
| Catering   | 0.00%<br>0               | 6.45%<br>2          | 9.68%<br>3     | 51.61%<br>16     | 32.26%<br>10          | 31           |
| Overall cost of attending (including your personal travel and accommodation) | 6.45%<br>2               | 9.68%<br>3          | 16.13%<br>5    | 41.94%<br>13     | 25.81%<br>8           | 31           |

6) What did you like most about this event?

- It covered 85% and above of the handbook
- The training was very participatory and included most of people programming thereby providing an avenue for sharing real life cases
- Facilitation
- The whole course
- Learning from others and 4 technical chapters
- The contents and organisation of the sphere
- The trainer is knowledgeable. The quiz after different sections was helpful in better understanding the sections
- It was engaging and a nice mix of lectures and group work, and it was interesting to bring together representatives from different countries in the region for sharing lessons/best practices/challenges from different contexts. The trainer was very entertaining and used personal experiences/examples to reinforce the content.
- Group work, use of case studies
- The packaging of the training and the models used to deliver the training which included sharing of experiences and group discussions
- Group work /activities
- the whole planning and content
- The content, the trainers, the organisation and coordination - pre and during training
- It was very informative, participatory and interactive
- Content being shared.
- It was very good .I liked CHS
- The practicals and case studies, the facilitators were engaging enough and involving most participants
- It was interactive and depicted on how to better plan for effective interventions

- Varied methods of disseminating the info
- The trainers understood the content and gave relevant examples and exercises that enhanced my learning.
- Well-coordinated
- Facilitators very Knowledgeable Hatibu & Tristan
- The content of Sphere handbook
- The facilitation of the modules was perfectly done by the two facilitators.
- The incorporation of visuals e.g. videos as materials of training made the training interesting and easy to remember certain components
- EVERYTHING
- Very interactive
- Delivery of the content
- It helped us keep up with the changes in the new edition of SPHERE
- The training was very participatory and included most of people programming thereby providing an avenue for sharing real life cases
- The third and the fourth day

7) What did you like least about this event?

- nothing in particular
- Nothing disliked every session was as expected
- venue
- All was good
- N/A
- Sections were highlighted but it would be good to allow for practical case studies and allow participants to either develop a program while incorporating content learned from the chapters or a case study to allow them to develop a program based on the case study and sphere guidelines.
- Too much time dedicated to group work/activities, I would have rather learned from the experience trainer than from participants.
- the case studies can be a bit more relevant and with sufficient information for a more realistic group analysis
- None
- Time allocated for breaks and group activities at times very short.
- needed to provide printed slides or material to enhance maximum concentration other than participants trying to capture more in writing
- Space for the classroom
- The green colour on the presentations!
- PSEA
- Tea breaks were short and snacks were getting depleted before all people serve

- crowded
- so much nice content but the time was limited to exhaustively cover all the issues
- Participatory methodology and case studies were very relevant
- Less time for participant to share experience
- Some of the modules had minimal time allocation, especially the afternoon sessions.
- The time of starting was not good for me as I had to go to the office first
- Evening units had shorter durations- less time
- Some of the sessions were a bit slow
- The training room was too crowded for the many participants
- The activities of the first and the second day

8) How do you think this event could have been improved?

- Have at least technical team (both trainee and trainers) on the technical sectors such while elaborating
- Job well done, i have no more recommendations to say
- get a more friendly venue outside Nairobi
- More time
- Allowing more time
- continue the same
- Pre-reading materials/case-studies would have been helpful to allow one to critically delve into the content. More days would good to allow for in depth discussions. Follow-up training or develop curricular for ToTs
- -Please have a time-controlled agenda rather than leaving it open/ambiguous. This is important for planning purposes (transport/travel and other office engagements we have during the week so that we can plan our commitments and schedules accordingly. -Please ensure more water is provided. -A bigger space would have been more conducive for group work. -Please make breaks shorter. There is no need for several 20-25 min breaks throughout the day, and it also caused us to rush the sessions towards the end of the day. -Provide more handouts/handbook/printed material.
- Since it a pilot, recommend future events have the Sphere handbook available for individual, restructure the questions to be aligned to case studies, consider Technical sector representation in sectoral group work etc.
- Consider having additional days to tackle on the technical chapters
- Would be great if done outside the city
- The slides need to be in colour that are visible (from Green to Black) preferable. We could not read some slides. for practical need more time or smaller groups
- Do it within a larger room

- Handbooks to be made available from the beginning
- Material provided participants once event started to read before started
- Involved more case studies like the ones in the online course, especially one scenario per sector
- There is a lot content with limited timings. maybe consider modular form of delivery
- Done within a period of 2 weeks
- Provide every one with sphere hard book copy for referencing during session the one provided was only one per table and not enough
- More time allocation in experience sharing
- Using a bigger conference room for the next event.
- A little more time could be allocated to the Sphere, Assessment and Analysis session
- INCREASING ON PRACTICING TIME
- Adjusting timings for all units to have equal times
- Developing short contextual case studies to help in understanding of the topics discussed
- Have adequate room for participants / having a spacious room

9) For each of the following topics, select the answer that best describes your increase in knowledge during the event.

|   | No increase | Some increase | Moderate increase | Significant increase | Great increase | Total |
|---|-------------|---------------|-------------------|----------------------|----------------|-------|
| Sphere philosophy and general approach (What is Sphere?)                                      | 0.00%<br>0  | 0.00%<br>0    | 16.13%<br>5       | 58.06%<br>18         | 25.81%<br>8    | 31    |
| Sphere foundations (The Humanitarian Charter, Protection Principles and CHS)                  | 0.00%<br>0  | 0.00%<br>0    | 12.90%<br>4       | 64.52%<br>20         | 22.58%<br>7    | 31    |
| Uses of Sphere across throughout the programme cycle (assessment, planning, evaluation, etc.) | 3.23%<br>1  | 0.00%<br>0    | 19.35%<br>6       | 35.48%<br>11         | 41.94%<br>13   | 31    |

|  | No increase | Some increase | Moderate increase | Significant increase | Great increase | Total |
|--|-------------|---------------|-------------------|----------------------|----------------|-------|
| Other uses and benefits of Sphere (coordination, advocacy, etc.) | 0.00%<br>0  | 3.23%<br>1    | 25.81%<br>8       | 35.48%<br>11         | 35.48%<br>11   | 31    |
| How to train others to use Sphere                                | 3.23%<br>1  | 6.45%<br>2    | 22.58%<br>7       | 35.48%<br>11         | 32.26%<br>10   | 31    |

10) Other than those listed above, what major topics were covered, and to what degree did your knowledge increase during the event?

| Greatly / Significantly increased   | Moderately increased or not specified  |
|---|--|
| <ul style="list-style-type: none"> <li>• SGBV and PSEA greatly increased my knowledge</li> <li>• The technical chapters in the sphere-significant increase</li> <li>• PSEA great increase of knowledge</li> <li>• Formulations of assessment questions using sphere indicators. This was a great increase of knowledge.</li> <li>• The elements of advocacy and assessing our work in line with humanitarian principles were very helpful. I could also borrow sphere guidelines to develop other development projects in within our work.</li> <li>• The CHS -my level of knowledge on this significantly increased.</li> <li>• Sphere, cash and markets-My knowledge on this significantly increased</li> <li>• Sphere on Cash-Based Assistance. Great</li> </ul> | <ul style="list-style-type: none"> <li>• GBV – moderate</li> <li>• PSEA, advocacy--moderate increase</li> <li>• Advocacy and international charter and legislations</li> <li>• WASH and PSEA</li> <li>• Cross cutting themes such as SGBV and PSEA</li> <li>• Facilitation skills</li> <li>• CBA – Cash Based Assistance</li> <li>• Data analysis</li> <li>• cash based programming</li> <li>• PSEA- Putting accountability measure in place in order to resolve cases</li> <li>• PSEA, i learnt on my role as a humanitarian worker in upholding values that protect the beneficiaries and colleagues against sexual exploitation and abuse.</li> </ul> |

11) As a result of attending this event I am more confident and better prepared to meet the relevant challenges in my professional life.

| <b>ANSWER CHOICES</b> | <b>RESPONSES</b> |
|-----------------------|------------------|
| Strongly disagree     | 16.13%<br>5      |
| Disagree              | 0.00%<br>0       |
| Neutral               | 3.23%<br>1       |
| Agree                 | 38.71%<br>12     |
| Strongly agree        | 41.94%<br>13     |
| <b>TOTAL</b>          | <b>31</b>        |

12) The content presented reflected the course description and met the stated objectives

| <b>ANSWER CHOICES</b> | <b>RESPONSES</b> |
|-----------------------|------------------|
| Strongly disagree     | 12.90%<br>4      |
| Disagree              | 0.00%<br>0       |
| Neutral               | 0.00%<br>0       |
| Agree                 | 51.61%<br>16     |
| Strongly agree        | 35.48%<br>11     |
| <b>TOTAL</b>          | <b>31</b>        |

13) Which of the following best describes the difficulty level of the content presented?

| <b>ANSWER CHOICES</b> | <b>RESPONSES</b> |
|-----------------------|------------------|
| Too advanced          | 9.68%<br>3       |
| Just right            | 87.10%<br>27     |
| Too basic             | 3.23%<br>1       |
| <b>TOTAL</b>          | <b>31</b>        |

14) Was the information presented at this event free from commercial bias?

| ANSWER CHOICES | RESPONSES     |
|----------------|---------------|
| Yes            | 100.00%<br>31 |
| No             | 0.00%<br>0    |
| <b>TOTAL</b>   | <b>31</b>     |

15) How likely are you to recommend events involving this instructor to a friend or colleague?

| ANSWER CHOICES    | RESPONSES    |
|-------------------|--------------|
| Not likely at all | 0.00%<br>0   |
| Not so likely     | 0.00%<br>0   |
| Neutral           | 0.00%<br>0   |
| Somewhat likely   | 6.45%<br>2   |
| Very likely       | 93.55%<br>29 |
| <b>TOTAL</b>      | <b>31</b>    |

16) Please choose your level of agreement with each statement. The instructor

|  | Strongly Disagree | Disagree   | Neutral    | Agree       | Strongly Agree | Total |
|--|-------------------|------------|------------|-------------|----------------|-------|
| ...treated students with respect               | 3.23%<br>1        | 0.00%<br>0 | 0.00%<br>0 | 22.58%<br>7 | 74.19%<br>23   | 31    |
| ...made students feel welcome to ask questions | 3.23%<br>1        | 0.00%<br>0 | 3.23%<br>1 | 12.90%<br>4 | 80.65%<br>25   | 31    |
| ...could answer questions well                 | 3.23%<br>1        | 0.00%<br>0 | 3.23%<br>1 | 19.35%<br>6 | 74.19%<br>23   | 31    |
| ...communicated clearly                        | 3.23%<br>1        | 0.00%<br>0 | 0.00%<br>0 | 25.81%<br>8 | 70.97%<br>22   | 31    |



|   | <b>Strongly Disagree</b> | <b>Disagree</b> | <b>Neutral</b> | <b>Agree</b> | <b>Strongly Agree</b> | <b>Total</b> |
|---|--------------------------|-----------------|----------------|--------------|-----------------------|--------------|
| ...effectively used the time available                  | 3.23%<br>1               | 0.00%<br>0      | 3.23%<br>1     | 25.81%<br>8  | 67.74%<br>21          | 31           |
| ...was enthusiastic and engaging                        | 6.45%<br>2               | 3.23%<br>1      | 0.00%<br>0     | 19.35%<br>6  | 70.97%<br>22          | 31           |
| ...completed the objectives outlined in the description | 3.23%<br>1               | 0.00%<br>0      | 0.00%<br>0     | 32.26%<br>10 | 64.52%<br>20          | 31           |

17) How likely are you to recommend events involving this instructor to a friend or colleague?

| <b>ANSWER CHOICES</b> | <b>RESPONSES</b> |
|-----------------------|------------------|
| Not likely at all     | 0.00%<br>0       |
| Not so likely         | 0.00%<br>0       |
| Neutral               | 0.00%<br>0       |
| Somewhat likely       | 19.35%<br>6      |
| Very likely           | 80.65%<br>25     |
| <b>TOTAL</b>          | <b>31</b>        |

18) Please choose your level of agreement with each statement. The instructor...

|   | <b>Strongly Disagree</b> | <b>Disagree</b> | <b>Neutral</b> | <b>Agree</b> | <b>Strongly Agree</b> | <b>Total</b> |
|---|--------------------------|-----------------|----------------|--------------|-----------------------|--------------|
| ...treated students with respect                        | 0.00%<br>0               | 0.00%<br>0      | 0.00%<br>0     | 29.03%<br>9  | 70.97%<br>22          | 31           |
| ...made students feel welcome to ask questions          | 0.00%<br>0               | 0.00%<br>0      | 0.00%<br>0     | 22.58%<br>7  | 77.42%<br>24          | 31           |
| ...could answer questions well                          | 0.00%<br>0               | 0.00%<br>0      | 6.45%<br>2     | 32.26%<br>10 | 61.29%<br>19          | 31           |
| ...communicated clearly                                 | 0.00%<br>0               | 0.00%<br>0      | 6.45%<br>2     | 32.26%<br>10 | 61.29%<br>19          | 31           |
| ...effectively used the time available                  | 0.00%<br>0               | 0.00%<br>0      | 3.23%<br>1     | 25.81%<br>8  | 70.97%<br>22          | 31           |
| ...was enthusiastic and engaging                        | 0.00%<br>0               | 0.00%<br>0      | 3.23%<br>1     | 41.94%<br>13 | 54.84%<br>17          | 31           |
| ...completed the objectives outlined in the description | 0.00%<br>0               | 0.00%<br>0      | 0.00%<br>0     | 29.03%<br>9  | 70.97%<br>22          | 31           |

## Annex 2: Sphere Workshop Report Form

1. Trainer/organiser's Surname: HATIBU First Name: IBRAHIM
2. Duty Station or Office Location: NAIROBI
3. Organisation: SPHERE
4. Workshop dates: (*Day, Month, Year*) 11-14 MARCH 2019
5. Training Venue: (*Institute or Hotel, City, Country*) FOUR POINTS SHERATON, NAIROBI - KENYA
6. Target audience description (choose one or more below)
  - Internal staff (single organisation)
  - NGO
  - UN
  - Government
  - Academic Institution
  - Other (please explain)
7. Target audience experience level
  - Senior/management
  - Mid-level field staff
  - Junior staff or "on-boarding"
8. Number of participants 34
9. Number of days (to nearest half-day) 4 DAYS
10. In-service, on-the-job, or real-time training for field staff
  - Yes
  - no

11. Content included (check all that apply below):

|  |  |
|--|--|
| <input checked="" type="checkbox"/> STP 1  | Sphere: Welcome and Introduction to the Sphere Handbook              |
| <input checked="" type="checkbox"/> STP 2  | What is Sphere: The Handbook   |
| <input checked="" type="checkbox"/> STP 3  | What is Sphere: Using the Standards in Context                       |
| <input checked="" type="checkbox"/> STP 4  | The Humanitarian Charter   |
| <input checked="" type="checkbox"/> STP 5  | Protection Principles  |
| <input checked="" type="checkbox"/> STP 6  | Core Humanitarian Standard   |
| <input checked="" type="checkbox"/> STP 7  | Water Supply, Sanitation and Hygiene Promotion                       |
| <input checked="" type="checkbox"/> STP 8  | Food Security and Nutrition  |
| <input type="checkbox"/> STP 9             | Shelter and Settlement   |
| <input type="checkbox"/> STP 10            | Health   |
| <input checked="" type="checkbox"/> STP 11 | Using Sphere in Practice   |
| <input type="checkbox"/> STP 12            | Sphere and the Programme Cycle                                       |
| <input checked="" type="checkbox"/> STP 13 | Sphere, Assessment & Analysis  |
| <input type="checkbox"/> STP 14            | Sphere and MEAL (Monitoring Evaluation, Accountability and Learning) |
| <input type="checkbox"/> STP 15            | Sphere, Quality and Accountability                                   |
| <input checked="" type="checkbox"/> STP 16 | Sphere and Coordination  |
| <input checked="" type="checkbox"/> STP 17 | Sphere, Cash, and Markets  |
| <input type="checkbox"/> STP 18            | Sphere, the Complementary Standards, and the HSP app                 |
| <input checked="" type="checkbox"/> STP 19 | Advocacy: Realizing the Full Potential of Sphere                     |
| <input checked="" type="checkbox"/> STP 20 | Evaluation and Wrap-Up   |

N/B A full session on Prevention of Sexual Exploitation and Abuse was included on day 3

## Annex 3: Course Agenda

| TIMING        | Day 1   | Day 2  |
|---------------|---|--|
| 8.30          | <b>1.0 Arrival and registration</b>   | <b>2.0 Feedback and recap of learning from previous day (20 minutes)</b>   |
|               | <b>1.1 Sphere: Welcome and Introduction to the Sphere Handbook</b><br>Introductions, housekeeping, Sphere’s “Learn, Act, and Connect” approach, Course agenda.      | <b>2.1 Protection Principles</b><br>Protection principles, how these principles are put into practice, refer to the Professional Standards for Protection Work.  |
| 10.30 – 10.50 | BREAK   | BREAK  |
|               | <b>1.2 What is Sphere: The Handbook</b><br>Sphere’s core philosophy, Navigating the Sphere Handbook structure and components as an informed user                    | <b>2.2 Core Humanitarian Standard</b><br>The Core Humanitarian Standard Commitments, challenges to humanitarians in meeting the commitments of the CHS and propose ways to overcome them.  |
| 12.30 – 13.30 | LUNCH   | LUNCH  |
|               | <b>1.3 What is Sphere: Using the Standards in Context</b><br>Relate the Sphere Handbook to different response contexts & at different stages of the programme cycle | <b>2.3 Water Supply, Sanitation and Hygiene Promotion</b><br>Primary objective and 3 essential concepts behind WASH programming, transmission pathways of infectious pathogens and barriers to break the chains of transmission, understanding technical numerical indicators. |
| 15.00 -15.15  | BREAK   | BREAK  |
|               | <b>1.4 The Humanitarian Charter</b><br>Elements of the Humanitarian Charter, HC for programming and response  | <b>2.4 Food Security and Nutrition</b><br>The linkages between the food and nutrition and other response sectors, common food and nutrition terms and acronyms, food response strategies based on contextual factors.  |
| 16.45-17.00   | <b>1.5 Feedback and reflections on day (15 minutes)</b>   | <b>2.5 Feedback and reflections on day (15 minutes)</b>  |

| TIMING        | Day 3  | Day 4   |
|---------------|--|---|
| 8.30          | <b>3.0 Feedback and recap of learning from previous day (20 minutes)</b>   | <b>4.0 Feedback and recap of learning from previous day (20 minutes)</b>  |
|               | <b>3.1 Using Sphere in Practice</b><br>Use the Sphere handbook to find appropriate guidance for practical issues in difficult field situations, typical obstacles in meeting Sphere standards and indicators and describe strategies for dealing with them.  | <b>4.1 Sphere, Cash, and Markets</b><br>Decision-making philosophy for choosing between cash-based assistance and in-kind assistance, assessment process required to successfully design a CBA program, using cash-based assistance programmes. |
| 10.30 – 10.50 | BREAK  | BREAK   |
|               | <b>3.2 Sphere, Assessment &amp; Analysis</b><br>Importance and focus of assessment at different phases in a crisis, sphere guidance for assessments in each phase, convert appropriate Sphere indicators into useful humanitarian assessment questions, contribution to the design of multi-sector assessments | <b>4.2 Advocacy: Realizing the Full Potential of Sphere</b><br>Advocating for people’s rights using the Sphere handbook and approach, advocating for the broader use of Sphere among humanitarian actors, including their own organisation      |
| 12.30 – 13.30 | LUNCH  | LUNCH   |
|               | <b>3.3 PSEA</b><br>Define sexual exploitation and abuse, and actively advocate against it  | <b>4.3 Evaluation, Wrap-up of the Workshop</b><br>Review, reflect on, and evaluate this workshop event and what you learned.  |
| 15.00 -15.15  | BREAK  | BREAK   |
|               | <b>3.4 Sphere and Coordination</b><br>Main emergency coordination structures in place globally for international humanitarian crises, role and expected norms of coordination activities and arrangements according to Sphere guidance.  | <b>4.4 Facilitated Discussion</b><br>Brainstorm ideas for furthering IAWG/Sphere objectives in the region, Action plan to apply knowledge and continue learning, “Building our networks together”   |
| 16.45-17.00   | <b>3.5 Feedback and reflections on day (15 minutes)</b>  |   |