

Terms of Reference

List the Sphere activities your organisation is intended to conduct in the next 15 months?

Current/Planned Activities <i>(Please be as specific as possible)</i>	Tentative timeline <i>(if applicable)</i>
Engagement with local authorities & Advocacy work	
<ul style="list-style-type: none"> + Connecting with the local key actors in China who are active on Sphere promotion and disseminating other Standard initiatives by emails, WeChat, online discussion etc. 	Oct 2020 – Dec 2021
Sphere trainings and events	
<ul style="list-style-type: none"> + Three Sphere basic trainings and one TOT, at three OHK offices in China for local partner organizations. + Specific sessions on prevention of abuse of power and sexual exploitation will be designed and conducted in Sphere trainings. + Promote and support partner organizations to develop action plans and introduce Sphere into practices. + Hold a seminar with partner organizations to review and discuss lessons learned from response to Covid-19 pandemic and develop contingency plan for future cooperation 	Jan – Dec 2021
Translation of the Handbook, Tools & Learning	
<ul style="list-style-type: none"> + Translation of the Sphere Handbook 2018 into simplified Chinese version completed and launched in an event attended by local humanitarian actors in Dec 2019 in Beijing. Dr. Balwant Singh, Executive Director of Sphere, presented keynote speech during the launch event. + E-version of Sphere handbook 2018 simplified Chinese version uploaded at Sphere website as well as Oxfam Hong Kong website in August 2020. This information has been disseminating to various local humanitarian actors. + Update E-version of Sphere Handbook 2018 Chinese version by end of December 2020. + Consolidate case studies on good practice of applying Sphere in China for dissemination and learning with relevant humanitarian organizations in China. 	Dec 2019 Aug 2020 Dec 2020 During 2021

Coordination with the Sphere community at country/regional level

- + Regular exchange and update on our work among Sphere focal points in China through WeChat discussions, online or in-person meetings.
- + Participate to Sphere office organized global and regional virtual meetings/webinars for focal points

2020 - 2021

How are you going to evaluate the success of the above-mentioned activities?

(Suggest success indicators for each above activity)

- At least three Sphere or companion standards' trainings organized for 90 local NGO workers. Positive feedback from participants received in the training evaluations.
- Chinese case studies of Sphere contextualized practice shared with humanitarian actors in China.
- Communication and exchange with the local relevant actors, other focal points and the Sphere Office at least once a half year.

Is your organisation working with other Standards initiatives? If so, how do you collaborate with them?

(Please indicate if you are a member of CaLP, CPMS, INEE, LEGS, Seep network, ADCAP and/or the CHS Alliance)

Oxfam Confederation has verified in CHS.

Oxfam Hong Kong highly recognizes other Standards and put many efforts to learn the standards and put into practice in emergency relief. We had invited technical experts on CaLP, CPMS, and CHS to delivery workshops for OHK staff and partner organizations in China.

Oxfam staff keeps communication with other Standards initiatives frequently through emails, website explore, online discussion, etc.