

## Terms of Reference

List the Sphere activities your organisation is intended to conduct in the next 12 months?

<b>Current/Planned Activities</b> <i>(Please be as specific as possible)</i>	<b>Tentative timeline</b> <i>(if applicable)</i>
<b>Engagement with local authorities &amp; Advocacy work</b>	
<ul style="list-style-type: none"> <li>+ Conduct a training workshop for officials of the National Disaster Risk Management Unit -UNGRD, which will take place virtually.</li> <li>+ Conduct introductory workshops on SPHERE at the territorial level, with the participation of different government actors at the local level, in departments such as: Antioquia, Atlántico, Arauca, La Guajira, Nariño, Norte de Santander, Valle del Cauca, as well as Bogotá. These workshops will be held in-person or virtual, depending on the current state of the situation for COVID-19 in the country and/or to the workload and institutional programmatic prioritization.</li> <li>+ During the humanitarian coordination spaces, efforts will be made to advocate on essential issues related to the humanitarian response of the EHP and the GIFMM, promoting people's rights using the Sphere Handbook and its approach.</li> </ul>	<p>Octobre-November 2020</p>
<b>Sphere trainings and events</b>	
<ul style="list-style-type: none"> <li>+ Follow up on the work plans presented in the last Sphere training.</li> <li>+ Promote 3 monitoring activities to reflect on the implementation of Sphere within the framework of COVID and assistance for migrants.</li> <li>+ Develop two virtual forums related to SPHERE and humanitarian issues of interest with the participants in the CpC training.</li> </ul>	<p>until June 2021</p> <p>Sept/ Dec/ March 2021.</p> <p>November and April 2021.</p>
<b>Translation of the Handbook, Tools &amp; Learning materials, etc.</b>	
<ul style="list-style-type: none"> <li>+ Make an inventory of the learning materials produced by the spherians and plan for their dissemination.</li> <li>+ Through a knowledge management exercise, perform the systematization of lessons learned and good practices in the implementation of work plans, seeking the participation of all involved.</li> </ul>	<p>Ready in April 2021</p>

<ul style="list-style-type: none"> <li>+ Develop practical and contextualized tools incorporating the key messages of ESFERA for the country's humanitarian response.</li> <li>+ Maintain a repository of information and documentation on the activities implemented, as well as a reporting mechanism of them to ESFERA.</li> <li>+ Encourage the contribution of own (local) videos with the Sphere in practice cases. Propose a contest</li> </ul>	2021
<b>Coordination with the Sphere community at country/regional level</b>	
<ul style="list-style-type: none"> <li>+ Organize the directory of Spherians in the country and create an instance of communication and contact.</li> <li>+ Develop and establish mechanisms and coordination tools between the different spherians at the country level, such as: an email, contact directory, action plan, monitoring forms, among others.</li> </ul>	
<b>Other activities</b>	
<p><i>It is important to highlight that the context of COVID prioritizes other issues and it is necessary to collectively think about a strategy for Sphere dissemination in this context</i></p>	

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

*(Suggest success indicators for each above activity)*

Each proposed activity has a specific product. Obtaining the product is the main indicator of compliance with this proposed plan.

- ✓ A joint work plan will be defined that will be monitored and evaluated.
- ✓ Evidence of attendance / participation in meetings and workshops will be formalized, which will be attached to the reports. Likewise, inter-institutional communications or management of proposed activities will be preserved.
- ✓ Follow-up reports will be formalized on the work plans of the participants in the training sessions. It will consider not only the performance of the activities but the level of the scope of the objectives proposed for each.
- ✓ Applying the tools provided by Sphere for this purpose and taking advantage of the Sphere website. Communicating to the office the activities and results thereof, as has always been done, sending reports and evidence. And giving more use to virtual tools.
- ✓ Systematic observation and review of the progress or quality of the proposed activities will be carried out to verify that they are being carried out according to plan and in line with the Sphere messages
- ✓ Identifying the lessons learned and good practices related to the implementation of the proposed activities

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**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)*

Aydée Marin is an official trainer for the INEE Standards (ToT Lima 2007) and official trainer of the CHS (formed by CHS Alliance in Bogotá in 2016). As such, within the capabilities in Sphere there is a special emphasis on the issue of INEE Standards, especially when are participants from organizations that use to work with children.

Both Hugo and Aydée have developed complementary materials to deep into the subject of CHS as well as some specific issues directly related with personal and professional interest of each one.