

# THE SPHERE WORKING GROUP

QUALITY &  
ACCOUNTABILITY

HUMANITY

EFFICIENCY &  
EFFECTIVENESS

TRANSPARENCY

ADULT  
LEARNING  
PRINCIPLES

INTER-AGENCY NETWORK  
FOR EDUCATION IN  
EMERGENCIES (INEE)

## SPHERE TRAINING OF TRAINERS

PROMOTING QUALITY & ACCOUNTABILITY IN VIETNAM

20-26 JANUARY 2013



## BACKGROUND

In July 2012, 3,000 Sphere handbooks version 2011 were reproduced in Vietnamese and were disseminated widely in humanitarian actor community. The initiative was a joint work by Oxfam and members of Disaster Management Working Group (DMWG) in Vietnam with strong commitment to promote application of Sphere guidelines and minimum standards to enhance quality and accountability in humanitarian responses.

The Sphere Working Group (SWG) in Vietnam comprising of Oxfam, IFRC/VNRC, UNICEF, UNDP, Save the Children, Plan, WHO, World Vision, HSPH, HFHV, and CARE, have been established to facilitate this important initiative.

Sphere Working Group members agreed to put collective efforts on awareness raising and capacity building of Sphere. We are therefore delighted to announce the upcoming Sphere Training of Trainers (ToT) course on 20-26 January 2013.

The training is coordinated by Oxfam and co-facilitated by the International Federation of Red Cross and Red Crescent (IFRC) and Church World Service Pakistan/Afghanistan.

## COURSE AIM & OBJECTIVES

This course aims to gather professional humanitarian trainers and workers from the VNRC, INGOs, NGOs, the UN, donors, universities and government agencies in Vietnam, leading in promoting and implementing approaches for enhanced quality and accountability in humanitarian responses. The training focuses on strengthening facilitation knowledge and skills in delivering the Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian Response training. The objective is not to thoroughly study the content of the Sphere Project or its Handbook, since participants are expected to have prior knowledge and practical experience in utilization of the Sphere Guidelines.

### AFTER THE COURSE YOU ARE ABLE TO

- apply the Sphere Handbook as a tool for disaster response
- define the links between the Humanitarian Charter and humanitarian action
- describe the structure and content of the Sphere Handbook
- state the principles of adult learning and apply them to designing and running a Sphere learning event
- define content, and write aims and objectives for Sphere training workshops
- demonstrate a range of training and facilitation skills
- prepare for running a Sphere learning event in the field or for your organization
- devise tools and techniques for assessing learning needs and for evaluating training

### WHAT ELSE WILL YOU TAKE AWAY?

- the latest news and developments in quality and accountability initiatives
- shared learning and experiences from peers on the application of Sphere
- an extended network of colleagues working towards a shared goal
- an update on your training skills and more tips on adult learning

### METHODOLOGY

The training is very participatory, involving participants in a dynamic way at all times through presentations, debates, experiences sharing, group work, learning pairs, participant-led sessions, designing and assessing learning events. Adult learning sessions are conducted to share training methods, skills and tips among participants.

Guest Speakers from Sphere Working Group member agencies in Vietnam will actively engage in experiences sharing and learnings from the practical application of Sphere.

## FACILITATORS

### LEAD FACILITATOR

Ms. Uma Narayanan, specializes in human resources and organizational development for medium to large scale organizations in the humanitarian sector. She worked as an Organization Development (OD) and Human Resources (HR) practitioner in South and Southeast Asia for over a decade with organizations like the International Federation of the Red Cross and Red Crescent Societies. She has been directly and indirectly working in disaster operations and carried out many assignments on programme reviews, evaluations, lessons learned exercises and organizational assessments. Her recent assignment with Church World Service-Pakistan/Afghanistan is to promote quality and accountability in Asia, including Sphere and HAP trainings. As trainer, Uma organized, designed and (co-)facilitated over 100 workshops and training sessions locally and internationally for various organizations. She designed and delivered numerous Sphere ToTs in Asia.

### CO-FACILITATOR

Mr. Dang Van Tao, specialist in disaster management including both disaster response and disaster risk reduction. He has worked for IFRC Vietnam delegation since 1997 and learnt Sphere since 2000 with the first version 1998. He has applied Sphere standards in the Vietnam context from 1998 to 2009 for storm and flood response operations. He have also involved in translation of sphere version 2004 and 2011 and played as Sphere trainer for DMWG and VNRC training courses. In addition, he is a regional trainer for DRR field school and Vulnerability, Capacity Analysis (VCA) for SEA regional. Tao has got a graduate certificate in emergency management from Sturt University in 2004 and also completed his global humanitarian leadership training in 2012 by Save the Children Australia and AusAID.

*With Guest Speakers from Sphere Working Group members in Vietnam.*

## APPLICATIONS

This training is designed primarily for approximately 20 participants, including:

- Experienced humanitarian staff of Sphere Working Group (SWG); DMWG practitioners, JAT members (5-7)
- VNRC trained Sphere trainers (7-10 national and provincial trainers)
- Women Union, Fatherland Front and CCFSC staff (3-5, including province staff)

### SELECTION CRITERIA

The following criteria will be considered for participants' selection:

- 1) Has attended the Basic Sphere Trainings;
- 2) Has experience in the use of the Minimum Standards in Humanitarian response;
- 3) Has been commissioned by their institution or organization;
- 4) Willing to prepare some background material prior to training;
- 5) Has a plan to utilize the lessons learnt from the ToT early after the training has finished;
- 6) Able and willing to provide recommendations for the improved design of advanced capacity building activities both within and externally of their organizations;
- 7) The participant to be available for the complete duration of the training (mandatory).

### PREPARATIONS

Prior to the training, participants are to review the handbook "the Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian response" 2011 Edition; and to prepare a basic draft training plan and bring some facilitation materials.

### CANCELLATION/POSTPONEMENT

Oxfam in Vietnam reserves the right to cancel or postpone the course if circumstances require. If the participant wishes to cancel the registration, he or she requires informing Oxfam in Vietnam at least two weeks in advance.

### HOW TO APPLY

Kindly fill out the attached **Application Form** and send it to Mr. Vu Xuan Viet (Oxfam) along with your **Curriculum Vitae** to (Viet.VuXuan@oxfamnovib.nl) by 28 December 2012. Applicants will receive confirmation during the **first week** of January 2013. Please make sure you include contact information (address, e-mail or phone number) you will access during those dates.



## PRACTICAL INFORMATION

**LOCATION** Hanoi, Vietnam (venue to be confirmed two weeks before the training dates)

**DATES** 20-26 January 2013

**LANGUAGE** Vietnamese and English

Course starts from Sunday afternoon 1:30PM (20 January 2013) until Saturday afternoon 5PM (26 January 2013).

Participants will have to cover their travel to and from Hanoi. Participants are expected to reach Hanoi one night (or day depending on flight schedule) ahead of the course and will be accommodated for eight days (seven nights and one day).

Two meals, breakfast, lunch and refreshments are provided during the training. Participants are responsible for their own dinner.

Participants are advised to please confirm any expenses related information from Oxfam in Vietnam to ensure all financial matters are clarified.

## FOR FURTHER DETAILS

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