



# REGIONAL EVENT ON QUALITY & ACCOUNTABILITY

**A 6-day Training of Trainers  
on Sphere and Companions**

**3rd – 9th April, 2016  
In Bangkok, Thailand**



**community**  
WORLD service ASIA **peace  
resilience  
dignity**

## Background

The impact of humanitarian work on communities depends greatly upon the quality of services and accountability of actions both during emergency and non-emergency times. With millions of people affected by disasters and conflicts, the importance of Quality & Accountability (Q&A) is undeniable.

Within which timeframe are the Q&A initiatives useful? Most of the initiatives provide references and inputs on both the timeframe for the implementation of their tools and resilience as a whole. They define their scope as spanning from the preparedness to response and recovery phase, and even the longer-term development. This is also applicable to protracted emergencies that can last years.

Community World Service Asia formerly Church World Service – Pakistan/Afghanistan (CWS-P/A) aims to ensure that all relevant agencies including INGOs, NGOs, UN, donors, universities and government agencies, playing an active role in the disaster response & rehabilitation are given the opportunity to implement Quality and Accountability approaches and tools in their work. As part of Community World Service Asia's response to the demands for more support on awareness raising and capacity building, it is delighted to announce the upcoming course on Q&A. This course is a unique opportunity for all agencies, to equip staff to both disseminate and implement the Standards.

## Training Aim

Train humanitarian and development actors in order to disseminate and implement joint Quality and Accountability Standards in specific contexts.

## Language

The training will be conducted in English. Therefore, proficiency in English is a must.

## Methodology:

The methodology will be very participatory, allowing participants to be involved in a dynamic way at all times through presentations, debates, experience sharing, group work etc.

## Lead Facilitator

Sylvie is an independent consultant with over 20 years of experience, specializing in Quality and Accountability (Q&A). Her field experience since 1992 is with complex emergencies in the Balkans, the Great Lakes of Africa, Central America, and South Asia, with specific work on the link between emergencies and development. Involved with Sphere training since 1999, Sylvie is one of the authors of the Sphere training module 'the project cycle' and was involved as Sphere focal point for the response to the South Asia earthquake. Sylvie developed the Sphere Project Training Package 2015 (30 modules).

Sylvie is now building her work as a lead trainer on a global approach to Q&A, working with field practitioners to identify their lessons and the best possible ways to work in specific environments. Sylvie designed a global training on Q&A and conducted it in various regions (East Africa, Europe, Asia).



**Sylvie ROBERT**  
Lead Facilitator

## Co-Facilitator

Rizwan Iqbal has more than ten years of professional experience while working with non-government organizations and businesses in Asia & Europe. He specializes in organizational development; capacity building of humanitarian organizations on global Quality and Accountability (Q&A) standards; and provision of technical assistance/services for assuring quality programming. He worked with a variety of cultures in more than 25 countries around the world. In the recent past he completed his mission to Nepal after earthquake and a six-month deployment (Nov 2013-May 2014) in the Philippines as Q&A Advisor after typhoon Haiyaan, where he provided support to design quality programs, capacitate staff, and monitor on-going projects. Currently he is leading the Q&A program at Community World Service Asia and promoting Q&A within Asia-Pacific region.



**Rizwan IQBAL**  
Co-Facilitator

## Co-Facilitator

Rizwan Qazi has more than 6 years of professional experience working for non-governmental organizations and donor agency. He has expertise in capacity building of humanitarian organizations on Sphere, HAP-2010, and the Core Humanitarian Standard, in addition to providing technical assistance on Quality & Accountability (Q&A) standards.

As a member of Community World Service Asia's Q&A team, he has conducted numerous sessions and provided technical support on Q&A to national and international organizations working in Pakistan & Afghanistan.



**Rizwan QAZI**  
Co-Facilitator

## Training Dates

**3<sup>rd</sup> – 9<sup>th</sup> April 2016**

The training will start at 13.30 hrs on 3<sup>rd</sup> April and will end at 12.30 hrs on 9<sup>th</sup> April 2016

## Venue:

**Bangkok, Thailand**

## Registration Fees:

**US \$ 1350 (Thirteen hundred and fifty US dollars only)**

inclusive of training fees, handbooks and learning materials, accommodation, breakfast, refreshment and lunch during the event.

### Please note:

- ❖ The sending organizations are responsible to cover travel costs of their participants.
- ❖ Participants are expected to reach at the venue by 12.00 hrs on 3<sup>rd</sup> April and will be accommodated for maximum 6 nights.
- ❖ Participants who will arrive early i.e. before 3<sup>rd</sup> April or depart late i.e. after 9<sup>th</sup> April will have to cover their accommodation for additional days.
- ❖ The training fee includes accommodation on shared room (double occupancy) basis.
- ❖ Two meals (breakfast and lunch), along with refreshments will be provided during the training. Participants will be responsible for their own dinner.
- ❖ Participants are advised to please clarify any expense related queries from Community World Service Asia to avoid any inconvenience on the training venue.

## How to Apply:

Kindly click on the following link for online registration: <http://goo.gl/forms/xEGER7En7b>  
Or fill out the attached application form and send it to **Sarah Ali along with your resume to** ([qa.support@communityworldservice.asia](mailto:qa.support@communityworldservice.asia)) by **19 February 2016.**

Applicants will be notified if their participation is confirmed by **26 February 2016.** Please make sure you include contact information (postal address, e-mail or phone number) you will access during those dates.

***Payment of the training fee will confirm the course registration.***

## Cancellation/Postponement

Community World Service Asia reserves the right to cancel or postpone the event, if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she requires informing Community World Service Asia office at least one week in advance or else the fee will not be refunded.

## For Further Details Please Contact

**SARAH ALI**

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# A 6-day Training of Trainers on Sphere and Companions

## Why?

To equip staff to both disseminate and implement the standards

## When?

3<sup>rd</sup> - 9<sup>th</sup> April  
2016

## Who?

-Trainers  
-Meal People  
-Project/Program Managers

## What?

Sphere and Companions, and the Core Humanitarian Standard (CHS)

**How Long?**  
6 Days

## Where?

In Bangkok, Thailand

No of Days	Course Outline
1 (Half day)	<b>INTRO TO Quality &amp; Accountability (Q&amp;A)</b> Global context/Q&A around the Project Cycle Management (PCM)/The Core Humanitarian Standard(CHS)
2	<b>Q&amp;A INITIATIVES</b> The Sphere Project <b>Q&amp;A INITIATIVES</b> The Sphere Project 5 Companions: Introduction <b>Q&amp;A INITIATIVES</b> The Sphere Project Companions: Child Protection Minimum Standards (CPMS), Inter-Agency Network for Education in Emergencies (INEE)
3	<b>Q&amp;A INITIATIVES</b> The Sphere Project Companions: Livestock Emergency Guidelines and Standards (LEGS), Minimum Economic Recovery Standards (MERS/SEEP Network) <b>Q&amp;A INITIATIVES</b> The Sphere Project Companions: Minimum Requirements for Market Analysis in Emergencies (CaLP) <b>DEEP CONTENT</b> Session <b>TOT/PRACTICE SESSIONS</b> Organisation
4	<b>TOT/ADULT LEARNING</b> Theory <b>TOT/PRACTICE SESSIONS</b> Preparation
5	<b>TOT/ PRACTICE SESSIONS</b> Participants' led sessions <b>TOT/ PRACTICE SESSIONS</b> Participants' led sessions
6	<b>TOT/ PRACTICE SESSIONS</b> Participants' led sessions <b>TOT/ PRACTICE SESSIONS</b> Debrief <b>REVIEW OF LEARNING</b> <b>DEEP CONTENT</b> Session
7 (Half day)	<b>REVIEW OF CURRENT IMPLEMENTATION OF Q&amp;A</b> <b>JOINT ACTION PLANS</b> <b>EVALUATION</b>
<b>Objective</b>	By the end of the event, participants will be able to : <ul style="list-style-type: none"> <li>•Identify the key Q&amp;A initiatives and their tools</li> <li>•Outline the opportunities and challenges faced by humanitarian workers in implementing Q&amp;A approaches and tools throughout the project cycle</li> <li>•Implement adult learning principles, techniques and tools</li> <li>•Identify means by which they and their colleagues can disseminate the Standards to improve the quality and accountability of a project</li> </ul>
<b>Audience</b>	✓Trainers ✓MEAL Personnel or Project/Program Managers with facilitation/training experience  <i>-INGOs NGOs, UN, Government, Donors, Local authorities, Universities, Private sector, etc.</i> <i>-Humanitarian and development actors</i>



## ABOUT Community World Service Asia

Community World Service Asia is a regional organization implementing humanitarian and development initiatives throughout Asia. We aim to address factors that divide people by promoting inclusiveness, shared values, diversity, and interdependence. Marginalized communities are assisted irrespective of race, faith, color, age, sex, economic status, or political opinion. Respecting the right to choose how to live, we work with marginalized communities in order for them to overcome inequality and lead peaceful, dignified and resilient lives.

Community World Service Asia has been present in the region since 1954 and is a registered organization with Governments and Networks. The organization comprises of a committed governing board and a diverse team. It works through a robust accountability framework and maintains strong relationships with communities and partners.

Our focus areas include: disaster management; education; health; livelihoods; peace and democracy; WASH; DRR and quality and accountability. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and resources at the national, regional and global levels.

In line with our commitments to quality and accountability, we are members of the Core Humanitarian Standards (CHS) Alliance, Humanitarian Accountability Partnership (HAP) and People In Aid. We are HAP certified and achieved the first Quality Mark from People In Aid. Our organization is the Country Focal Point in Pakistan and the Regional Partner in Asia for the Sphere Project and the lead agency for HAP in Pakistan. Our commitment and role enables us to collaborate with key partners on advocating, building capacity, and enhancing quality and accountability of humanitarian action throughout the region. Community World Service Asia is ISO 9001:2008 certified and has also received the USAID management standards certification.

We are members of the ACT Alliance, Asian Disaster Risk Reduction and Response Network (ADRRN), Active Learning Network for Accountability and Performance (ALNAP), Agency Coordination Body for Afghan Relief (ACBAR), the Global Network of Civil Society Organizations for Disaster Reduction (GNDR), International Council of Voluntary Agencies (ICVA), Pakistan Humanitarian Forum (PHF), the Rights of Expression, Assembly, Association and Thought (REAT) Network and the START Network. We are signatories to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief and also adhere to other policies including a Code of Conduct for Child Protection and the Minimum Economic Recovery Standards (MERS).



### DISCLAIMER

Community World Service Asia shall not be made liable for any damage, loss, illness, injuries or death that may occur to or be caused by the participants during the courses or travel to and from the training venue.