TRAINING OF TRAINERS

ENHANCING COLLECTIVE QUALITY & ACCOUNTABILITY TO AFFECTED POPULATIONS (Q&AAP)

A 6-DAY COURSE
DECEMBER 6th - 11th 2018, BANGKOK, THAILAND

Help build the network: Sponsor a colleague!
Can you and your organisation support a professional from a national organisation you work with to join this Training of Trainers?

Rationale

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

Therefore, enhancing collective Q&AAP is not an option anymore for humanitarian actors and organisations. However, while implementation happens, both staff and organisations recognize that they face many challenges, and proper use of the existing relevant quality and accountability tools is still at stake.

Q&AAP standards and tools application spans from the preparedness to response and recovery phase, and even the longer-term development, tackling resilience as a global objective. They are relevant in sudden onset crisis as well as protracted emergencies that can last years.

Community World Service Asia aims to ensure that all relevant agencies including INGOs, NGOs, UN, donors, universities and government agencies, playing an active role in the disaster response and rehabilitation are given the opportunity to implement Quality & 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, capacity building and collective learning, we are delighted to announce the upcoming **Training of Trainers on Q&AAP**. This event is a unique opportunity for all agencies, to equip staff to both disseminate and implement the standards.

This event will enable sharing updates on the Sphere Handbook, Core Humanitarian Standards and the Humanitarian Standards Partnership, as well as on the **State of the Humanitarian System 2018**. It will also be an opportunity for transparent reflection on opportunities and means to overcome challenges collectively with local actors, including Protection from Sexual Exploitation and Abuse (PSEA).

What's new... on the side of the initiatives?

New Sphere Handbook 2018 with the Core Humanitarian Standard (CHS)

Sphere & Humanitarian Standards Partners are now 7!

ALNAP 2018 State of the Humanitarian System (SOHS)

The CHS Alliance Humanitarian Accountability Report 2018

What's new... on your side?

How are you implementing Q&AAP in humanitarian and development programming?

How are you training/ capacity building/ learning on Q&AAP?

How do you localize/ contextualize Q&AAP?

What opportunities and challenges are you facing?

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, learning pairs, writing sessions, design of proposals and recommendations, etc. The course will be conducted in English.

Target Audience

Who is this training for?

- (I)NGOs, UN, Donors, Universities, Private sector, etc.
- Humanitarian and Development actors

Participants:

- Have attended previously a training or a Training of Trainers (ToT) on Q&AAP
- Are leaders in promoting Q&AAP
- Have experience in: a) implementing Q&AAP approaches and tools, or b) in managing projects or programmes, or c) in training, facilitating and learning
- Have a 'good enough' command of English

Aim & Learning Objectives

ToT Aim:

This ToT aims to gather committed professional humanitarian and development workers from around the world who are leaders in promoting and implementing approaches for enhanced collective Q&AAP, update them on the latest developments and tools, and equip them for further dissemination and implementation.

By the end of the ToT, participants should be able to:

1. Identify key initiatives contributing to Q&AAP and their updated tools
2. Outline the opportunities and challenges faced by humanitarian and development workers in implementing Q&AAP throughout the project cycle
3. Select and adapt Q&AAP tools to overcome challenges unique to their context
4. Describe and use adult learning principles, techniques and tools
5. Design a Q&AAP learning action plan tailored to their context and team
6. Identify means by which they and their colleagues can collaborate and coordinate with other agencies to improve the Q&AAP of a response

Take Away

- The latest news and developments in Q&AAP
- NEW tools such as the new Sphere Handbook, the CHS, the Humanitarian Standards Partnership resources, the 2018 SOHS, etc.
- Shared experiences and learning from peers on the practical implementation of Q&AAP
- An extended network of colleagues working towards collective Q&AAP
- Enhanced skills on adult learning and training

'Enhancing Collective Quality and Accountability to Affected Populations' (Q&AAP)

A Training of Trainers (ToT) - Provisional Agenda

Q&AAP ToT	🕐	DAY 1 Thursday 6 Dec.	DAY 2 Friday 7 Dec.	DAY 3 Saturday 8 Dec.	DAY 4 Sunday 9 Dec.	DAY 5 Monday 10 Dec.	DAY 6 Tuesday 11 Dec.
'Enhancing Collective Quality and Accountability to Affected Populations (Q&AAP)'	30'	Participants' check out *ToT Opening*	*Evaluation & Recap.*	*Evaluation & Recap.*	*Evaluation & Recap. Adult Learning Tips*	*Evaluation & Recap. Adult Learning Tips*	*Participants' check out*
	90'	**Introduction to ToT & Participants**	**The new Sphere handbook**	**Collective Q&AAP…**	**Refresher Theory on Adult Learning**	**ADULT LEARNING 'CLINIC'**	*Sphere Launch & SoHS Launch* – PANEL – *Share Fair on Q&AAP*
	Break 30'						
	90'	**Introduction to Q&AAP**	**7 Humanitarian Standards Partners (HSP)***	**… around the Project Cycle**	**Capacity Building on Q&AAP: Experience Sharing and Learning**	**Q&AAP Frameworks Next Steps & Recommendations**	
	Lunch 60'						**Lunch & Good bye!**
	90'	**The Core Humanitarian Standard (CHS)**	**More initiatives contributing to Q&AAP!**	**Verification Mechanisms**	**Participants' Practice: Presentations**	**Materials & Certificate Handover Final Evaluation**	*ICVA & ADRRN 'Perspectives on the Humanitarian-Development-Peace Nexus'*
	Break 30'				*ToT Closure*		
	90'	**Q&AAP Application: Experience Sharing and Learning**	**Cross-cutting Inter-Agency PSEA/CBCM**	**Participants' Practice: Preparation**	**Participants' Practice: Presentations**	*Preparation of the Share Fair (with the ToT participants)*	
	15'	*Daily Evaluation*	*Daily Evaluation*	*Daily Evaluation Group's social event*	*Daily Evaluation*		

KEY: *Orange: Q&AAP*   *Blue: Adult Learning*   *Green: Experience Sharing, Learning and Action Planning*

* 7 Humanitarian Standards Partners (HSP), including Sphere, CPMS - Minimum Standards for Child Protection in Humanitarian Action, LEGS - Livestock Emergency Guidelines and Standards, MERS - Minimum Economic Recovery Standards, INEE - Minimum Standards for Education, CALP - Minimum Standard for Market Analysis, ADCAP - Humanitarian Inclusion Standards

There's MORE!

A Share Fair on Q&AAP including the launch of the new Sphere Handbook and of the 2018 SoHS will take place on the 11th of December, the morning after the ToT!

The Share Fair will also include panel discussions on topics ranging from *Localisation – Contextualisation, Collective and Joint Implementation, Feedback and Complaints Mechanisms, Funding, Innovation, Good Will versus Real Change!*

How to apply:

Kindly click on the following link for registration:
http://bit.ly/2NzrUEV Or fill-in the attached application and send it along with your resume to shaprograms@ communityworldservice.asia

Applicants will be notified within a week if their participation is confirmed. Please make sure you include contact information (postal address, e-mail or phone number) you will access during those dates. Payment of the tuition fee will confirm the course registration.

Things you need to know!

Where:	**Bangkok, Thailand**
When:	December 6th -11th, 2018
Fees:	US $1250/- (All-inclusive except dinners & travel cost to & from Bangkok)
Language:	English

Please note
- Participants are expected to reach Bangkok one night (or day depending on flight schedule) ahead of the course and will be accommodated for a maximum of 6 days (6 nights)
- Two meals (breakfast and lunch), in addition to refreshments will be provided during the "training" participants will be responsible for their own dinner.
- Participants are advised to confirm any expense related information with Community World Service Asia to ensure all financial matters are clarified.

For Further Details Please Contact

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Email: shaprograms@communityworldservice.asia | Website: https://communityworldservice.asia

Sylvie is an independent consultant with 25 years of experience, specializing in Quality and Accountability to Affected Populations (Q&AAP).
Involved with Sphere training since 1999, Sylvie was one of the principal authors of the Sphere training module 'the project cycle' and she was involved as the Sphere focal point for the response to the South Asia earthquake.

Sylvie ROBERT
Lead Trainer

Rizwan has more than twelve years of professional experience while working with non-government organizations and businesses in Asia & Europe. He specializes in organizational development; capacity enhancement of humanitarian/development organizations on global Quality and Accountability (Q&A) standards; and provision of technical

Rizwan IQBAL
Co-Trainer

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. Sylvie is now building her work as a lead trainer on a global approach to quality and accountability, working with field practitioners to identify lessons from the implementation as well as the best possible ways to work in specific complex environments.

Sylvie designed this global training on Q&AAP and conducted it in various regions (East Africa, Europe, Asia), as well as the latest 2015 Sphere Project training package (30 modules). She also designed and/or reviewed recently several Training of Trainers Packages and Guidelines and facilitated ToT events (Fisheries in emergencies for the FAO, Permagarden for the USAID TOPS Program, Livestock in Emergency for LEGS, Project Cycle Management in Emergency for Terre des hommes, Inter-Agency PSEA/Community-Based Complaint Mechanism for IOM/IASC, etc.).

Finally, Sylvie has become an independent registered Lead Auditor on the CHS (Core humanitarian Standard) with HQAI (Humanitarian Quality Assurance Initiative) as well as a certified trainer on the CHS.

advise for assuring the elements of quality programming. In Pakistan, he is supporting the well known academic institutions to include humanitarian quality standards in the curriculum of social work & development studies.

Rizwan is a certified trainer for Sphere Minimum Standards, Core Humanitarian Standard (CHS) & Minimum Economic Recovery Standards (MERS). He lead several training for partners and organizations across Asia. He made his contributions to the revisions of these standards and remain engaged in monitoring and evaluating operational quality by using the quality frameworks, standards, guidelines, tools etc.

Rizwan worked with a variety of cultures in over 25 countries around the globe. In the past he completed his mission to Nepal after earthquake and a six-month deployment in the Philippines as Quality & Accountability Advisor after typhoon Haiyaan, where he provided support to design, train, monitor and complete (with an exit plan) a Quality and Accountability (Q&A) mission.

Currently, Rizwan is leading Community World Service Asia's thematic focus area of Quality & Accountability and is performing the role of Q&A promotion within the Asia-Pacific region.

About Community World Service Asia

Community World Service Asia is a humanitarian and development organization, registered in Pakistan, head-quartered in Karachi and implementing 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 to overcome the impacts of inequalities and lead peaceful, dignified and resilient lives.

Our focus areas include: Emergencies; Climate Action and Risk Reduction; Education; Health; Livelihoods; Water, Sanitation & Hygiene; 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.

To strengthen and extend the reach of our commitments to promoting quality and accountability in humanitarian response, we are a member of the Core Humanitarian Standard (CHS) Alliance. We are the Sphere Country Focal Point in Pakistan and the Regional Partner in Asia for Sphere. Community World Service Asia is ISO 9001:2015 certified and has also received the USAID management standards certification. We have also been certified as a Gender Friendly Organization (GFO) in Pakistan. Our commitment and capacities enable us to collaborate with key partners on advocating, building capacity, and enhancing quality and accountability of humanitarian action both within Pakistan and the wider region.

DISCLAIMER