

Terms of Reference

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

Current/Planned Activities <i>(Please be specific)</i>	Tentative timeline <i>(if applicable)</i>
Engagement with local authorities & Advocacy work	
Uptake of Sphere Standard with local authorities: + Sessions with the Provincial Disaster Management Authorities (PDMA) in Pakistan. + Capacity Building of PDMA staff on Sphere 2018 version + Seminar with National NGOs in collaboration with National Disaster Management Authority and PDMA on ensuring Q&A during emergencies Q&A Advocacy work: + Position Paper on 'How local NGOs are practicing accountability in different contexts' including Sphere Standards, CHS and others + Sharing of Sphere Campaigns with Networks, NNGOs, Academia, Government Authorities to ensure engagement with Sphere initiatives + Support focal points in Asia in their advocacy efforts on Sphere Standards	November 2020 October 2020 February 2021 December 2020
Webinars, Trainings and Events	
For CWSA staff: + e-courses on Sphere Standards (KAYA/HLA) + Refresher session on using Sphere Standards in Emergencies / Pandemics + Session on Sphere tools (Sphere 4 Assessments, Sphere 4 Evaluation etc.) + Sharing of Sphere Newsletter + Sharing of Sphere calendar Country Level: + 3 days CSOs training on Sphere Standards + Sharing of Sphere events and Newsletter + Short sessions with Accountability Learning & Working Group (Pakistan) + Sharing of e-learning courses on Sphere standards with ALWG members + Trainings for the NNGOs and INGOs on Sphere Standard + Webinars/Seminars	Ongoing October 2020 Ongoing Bi-monthly Ongoing

Regional Level: + Q&A Week in Bangkok in November 2020 (virtual) + Webinar on Q&A Standard in Emergency Reponse (Sphere and CHS) + Webinar on Accountability to Affected Populations + Webinar on Complaint Response Mechanism and Community Feedback Mechanism + Webinar on Protection & Safeguarding in Emergencies + Position Paper on Q&A followed by webinar + Q&A Experience Sharing meetings with Sphere country focal points in Asia + Sphere Exchange Visit with focal points in Asia (if travel restrictions lifted) + Q&A (Sphere & CHS) Tourism + Identification of new focal points in Asia to strengthen 'Sphere Community' in Asia	November 2020 / 2021 2020 / 2021 December 2020 Ongoing (2021)
<i>Publications, Translations, Tools & Learning materials</i> + Translation of Sphere Handbook 2018 version into Urdu + Development of Sphere messages in Urdu + Work with Sphere focal point in Asia to translate Sphere handbook / Key messages into local languages + Develop case / success stories around adaptation of Q&A by NNGOs	October 2020 Ongoing
<i>Coordination & Networking with the Sphere Community of Practice</i> Country Level: + Networking and Promotion with NNGOs on use of Sphere Standards for effective humanitarian response + Promotion/sharing of Newsletter with partners in Pakistan Regional Level: + Networking/information sharing meeting with focal points in Asia + Promotion of Sphere e-learning course with Asian Disaster Reduction and Response Network (ADRRN)	March 2021 Ongoing Need based November 2020 April 2021 On-going (2021)
<i>Promoting Sphere Standards with Academia</i> + Webinar with Academia on using Q&A standards (Sphere and CHS) + Launch of Competency based guidelines for student field placement, coaching & mentoring and appraisals (based on Core Humanitarian Competency Framework guidelines) + Orientation session with students and faculty on 'Do No Harm' approach + Development/write-up of Code of Conduct for Social Worker with Partner Universities	October 2020 / May 2021 Ongoing

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

(Suggest success indicators for each activity)

of orientation sessions with PDMA's
 # of humanitarian professional trained on Sphere Standards (2018 Version)
 # of Seminars/Webinars held with government authorities, NGOs and Academia
 # of Position Paper on various aspect of Quality and Accountability developed
 # of CWSA staff attempted e-learning course and participated in refresher sessions on Sphere Standards
 # of regional events (webinars, discussions, meetings, trainings) held on Sphere Standards
 Position Paper on various aspect of Quality and accountability
 Q&A case / success stories published
 Q&A Info-graphs

Note:

CWSA will develop a short survey form to assess the satisfaction and access of the partners NGOs on material, information and guidance about Sphere Standards every six months. The findings will be part of the report as well.

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)*

To strengthen and extend the reach of our commitments to promoting quality and accountability in humanitarian response, we are a member of the CHS Alliance.

CWSA is actively promoting the Core Humanitarian Standard in Pakistan as well as in the region, including trainings of NGOs/CSOs, promoting memberships, encouraging partner organization for CHS self-assessment and sharing information about CHS and its tools like the Core Humanitarian Competency Framework. CWSA also has representation on the CHSA Board and CHS Steering Committee.

Though CWSA is not a formal member of CaLP, CPMS, INEE, LEGS, Seep Network etc, we actively promote these standards initiatives in our global approach towards harmonization of the standards.