

Terms of Reference

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

Current/Planned Activities <i>(Please be as specific as possible)</i>	Tentative timeline <i>(if applicable)</i>
Engagement with local authorities & Advocacy work	
+ Meetings with related authorities twice a year	February 2023 September 2023
Sphere trainings and events	Trainings
+ Croatia – Zagreb – two parts complete training of five days	Part 1: 11 -13.11.2022
+ Caritas and partnering organizations – BiH – capacity building Caritas and partners	Part 2: 09. -11.12.2022 Training for partners and Caritas staff Apr 2023
Translation of the Handbook, Tools & Learning	
+ Translation of 2018 edition in cooperation with Red Cross society Bosnia and Herzegovina, Ministry of security Bosnia and Herzegovina and other counterparts	Translation agency
+ Verification process for proofing the translation	January-May
+ Shared translated edition 2018 of Handbook	June 2023
Coordination with the Sphere community at country/regional level	
+ Part of training team within DPPI- SE programme for Sphere trainers' education	

How are you going to evaluate the success of the above-mentioned activities? *(Suggest success indicators for each above activity)*

- 2 Conclusions from meetings
- Report from each training
- 1 Translated 2018 edition Handbook