



REGIONAL EVENT ON

# Training of Trainers on Core Humanitarian STANDARD

November 28 - December 01, 2016  
Bangkok, Thailand



Asian Disaster Reduction and  
Response Network

**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 during emergency and non-emergency. With millions of people affected by disasters and conflicts, the importance of Quality & Accountability (Q&A) is undeniable.

**Core Humanitarian Standard (CHS) on Quality and Accountability** is a result of the Joint Standards Initiative (JSI) in which the Humanitarian Accountability Partnership (HAP) International, People in Aid and the Sphere Project joined forces to seek greater coherence for users of humanitarian standards. It is a widely recognised initiative to improve quality of assistance provided to the communities, and enhance the accountability of an organization.

Purpose of the CHS is to help organizations assess, design, implement, improve and recognize accountable programmes. It outlines the actions and organizational responsibilities in order to be accountable to crisis-affected communities.

As part of Community World Service Asia's response to the demands for more support on awareness raising and capacity building, we are pleased to announce the upcoming Training of Trainers (ToT) on Core Humanitarian Standard. This course is a unique opportunity for all agencies, to equip staff to promote, disseminate and implement the Standard.

## Aim

The four day ToT is developed to strengthen organizations and individual's capacity to:

- Enable organizations to develop their own briefing and training material to suit their needs
- Widen the pool of potential trainers at regional level
- Enhance understanding on CHS application in the organization including the challenges of implementation

## Language

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

## Methodology:

The training will adopt a participatory approach, which will include presentations, debates, informal experience sharing, video presentation, role-play, group exercises, learning pairs, participant-led sessions, designing and accessing learning events etc.

## Who Should Attend?

Trainers, MEAL personnel, Project / Program Managers with facilitation/training experience.

## Lead Trainer

**MS. UMA NARAYANAN**, has a background in International Organizational and Systems Development and worked as an Organization Development and Human Resources practitioner mostly in Southeast Asia and South Asia, for more than a decade. Ms. Narayanan's expertise is also in humanitarian standards specifically CHS, Sphere Minimum Standards, HAP and People in Aid. She has conducted numerous standards related orientations, trainings and ToTs in Asia. She is familiar with the use of standards during emergency as well as non-emergency in a long term capacity.

## Co-Facilitators

Existing Q&A practitioners and trainers will be brought to benefit from their experience and technical expertise in the promotion of Q&A.

## Dates

### **November 28- December 01, 2016**

The training will start at 08:00hrs on November 28, 2016 and will end at 17:00hrs on December 01, 2016

## Venue:

**Bangkok, Thailand**

## Registration Fees:

**US\$ 1,100 (One Thousand and One Hundred 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 one day earlier before the start of the event and will be accommodated for maximum 5 nights.
- ❖ Participants who will arrive early i.e. before date OR depart late i.e. after date 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:

<https://goo.gl/forms/IKOSdvBYEpDJrdDb2>

Or fill out the attached application form and send it to **Ms. Taabeer Ather** along with your resume to

([qa.support@communityworldservice.asia](mailto:qa.support@communityworldservice.asia)) by **September 30, 2016.**

Applicants will be notified if their participation is confirmed by **October 10, 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 month in advance or else the fee will not be refunded.

## For Further Details Please Contact

**MS. TAABEER ATHER**

Community World Service Asia, Lahore Office

Tel: +92-42-35865338

Email: [qa.support@communityworldservice.asia](mailto:qa.support@communityworldservice.asia)

Website: [www.communityworldservice.asia](http://www.communityworldservice.asia)

# A Training of Trainers on Core Humanitarian Standard

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## Why?

To equip staff to promote, disseminate and implement the CHS

## When?

Nov 28- Dec 01, 2016

## Who?

-Trainers  
-MEAL People  
-Project/Program Managers

## What?

Core Humanitarian Standard (CHS)

## How Long?

04 Days

## Where?

In Bangkok, Thailand

Day	Course Outline
1	<b>Introduction to CHS</b> <b>Commitment 1</b> : Appropriateness, relevance <b>Commitment 2</b> : Effectiveness, timeliness
	<b>Commitment 3</b> : Strengthening Local Capacities <b>Commitment 4</b> : Communication , Participation <b>Commitment 5</b> : Complaints Mechanisms
2	<b>Commitment 6</b> : Coordination , Complementarity <b>Commitment 7</b> : Learning , Improvement <b>Commitment 8</b> : People Management
	<b>Commitment 9</b> : Resource Management <b>ToT/Adult Learning:</b> Theory Introduction to Training Facilitation
3	<b>ToT/PRACTICE SESSIONS:</b> Organisation and Preparation
	<b>ToT/ Practice Sessions:</b> Participants' led sessions
4	<b>ToT/ Practice Sessions:</b> Participants' led sessions
	<b>ToT/ Practice Sessions:</b> Debrief <b>Review of Learning</b> <b>Joint Action Planning</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>• Enlist 9 commitments of CHS and their tools</li> <li>• Outline the opportunities and challenges faced by humanitarian workers in implementing CHS approaches and tools throughout the organization</li> <li>• Implement adult learning principles, techniques and tools</li> <li>• Identify means by which they and their colleagues can promote the CHS to improve the quality and accountability in an organization</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. Our organization is the Country Focal Point in Pakistan and the Regional Partner in Asia for the Sphere Project and the lead agency for CHS 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.

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