



**AGENCY COORDINATION BODY
FOR AFGHAN RELIEF & DEVELOPMENT**

ACBAR

Sphere Project Training Evaluation Report Balkh Province

ACSSI, 3th Year, Project 2nd Phase



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11/2/2019

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Preface

Evaluation of training is an important component of a training program. It provides the trainer and the management useful information in order to further improve the training materials and objectives. Evaluation should be carried out through the whole time of a training activity, after end of each training session, and sometimes after a series of sessions as well. This type of evaluation is called feedback.

The purpose of this report is to assess the effectiveness and outcomes of the ACSSI training programs (3th year-2nd phase) carried out for ACBAR member NGOs, local NGOs and CSOs and some government representatives.

This evaluation report presents the outcome and feedbacks on The Sphere project training held in Balkh province from 19th -20th December, 2018. The report captures participants' impressions on different aspects of the training.

In terms of methodology, the questionnaire is prepared as per Kirkpatrick's four levels of evaluation which is used comprised of brief structured questions on various aspects of the training which is circulated to the participants and questionnaire is consisting of closed, opened, multiples and scaled questions.

The evaluation questionnaire is prepared in one international language (English) and local languages (Farsi & Pashtu).

Objectives of the training:

Project Objective: strengthen and build the capacity of Afghan Civil Society Organizations (ACSSI)

The basic concept of ACBAR training is to bring changes in specific areas of knowledge, skills and attitudes in order to prepare NGO staff for better job performance. Objective of Sphere project training is to provide a general overview of what is Sphere, the Humanitarian Charter, the Sphere Minimum Standards, Sphere and the project cycle, Sphere & Advocacy and Coordination.

Sphere project training will help participants to gain necessary knowledge and enhance their skills to establish an effective coordination system in order to provide assistance for the affected community during the disaster or conflict. The objectives of Sphere project training are as follow:

- The Sphere project enables the participants to apply the standards and indicators as a tool for managing disaster response
- Sphere handbook is used for improving the quality and accountability of humanitarian actions in disaster response
- Sphere Project the NGOs to apply standard indicators in humanitarian aid in WASH, Food Security, Shelter and Protection.

Participants profile:

A total of 19 participants attended the training program from 15 INGOs and NNGOs in Balkh province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
19-20 Dec, 2018	Balkh	19	13	6	19	0

Table 01: Total Number of Participants in Balkh Province

Table# 01 shows that that women participants were less than men so the trainers emphasized the need to increase women's participation as they can have a greater role in the economic and educational development in Balkh province. Out of 15 NGOs, 13 NGOs are members of ACBAR (DACAAR, SCI, HIH, CCA, SDO, ACTED, CARE, PRB, CHA, SCA, OHW, ORD & CoAR) the rests 2 NGOs were local NGOs only active in Balkh province.

INGO and NNGOs' Participants									
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	CHA	1	1		9	CARE	1	1	
2	SCA	1	1		10	ACTED	1	1	
3	SDO	1	1		11	COAR	1	1	
4	ORD	2	1	1	12	CCA	1	1	
5	PRB	1		1	13	DACAAR	1	1	
6	OHW	1	1		14	SCI	1	1	
7	YMP	3		3	15	HIH	1	1	
8	MCCOB	2	1	1					
Total # of Participants : 19									

Table 02: Number of participants based on NGOs

Training Modules:

On basis of its training needs assessments analysis carried out at the beginning of the project year, ACBAR conducted Sphere project training. This training module is structured for duration of 2 days with the following subjects:

The Sphere project Training Outline		
Sections	Subject	Description
01	Sphere project	Explain the philosophy and approach of the Sphere handbook
02	Sphere Mainstreaming	How can you use Sphere in Project Cycle, Advocacy and Coordination?
02.A	Sphere in PCM	How can you use Sphere throughout the different phases of the PC?
02.B	Sphere and Advocacy	How can you use Sphere for humanitarian advocacy?
02.C	Sphere and Coordination	How can you use Sphere to facilitate effective coordination?
03	Sphere Project Technical Chapter	Sphere technical chapter on water supply, sanitation and hygiene promotion (WASH)
Trainer: Hayatullah Ahmadi and Sima Natiq		

Table 03: The Training 2 day's contents

Training Methodology:

The training methodology consisted of presentations (lectures), case studies, and group works, and open discussions, role plays, learning games, brainstorming, exercises and experience sharing.

The training presentations, Sphere project Handbook and additional complementary materials are prepared in one international language (English) and local languages (Farsi & Pashtu). Also additional complementary materials were prepared in forms of handouts and distributed during the group discussions in each presentation of the sections. The Sphere 2011 project handbooks were distributed to participants at end of training session (note that the new revised 2018 Sphere handbook has not yet been translated).

At the beginning of training a pre-test and at the end post-test was taken from participants in order to assess the skills, knowledge and improvement of the training and at the end an evaluation questionnaire was distributed in order to evaluate the training results and its success amongst the participants as well.

Training Evaluation:

On January 13, 2019, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Balkh province training. From the 19 participants who were fully attended the two days of training on Sphere Project, 13 of them showed their interest to take part in this evaluation, 6 were female and 7 were male - representing 68% of all participants who attended the training.

The training is evaluated face to face and they provide their feedbacks, to see the improvement and declared the impact of the training on their daily career. (See Annex 02, Training Evaluation Database)

Date	# Participants	Male	Female	NGOs	Govt.	Remarks			
13 January 2019	13	7	6	13	0	One responded via email			
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	ACTED	1	1		6	OHW	1	1	
2	MCCBO	1		1	7	YPM	3		3
3	SCA	1	1		8	PRB	1		1

4	MCCBO	1	1	9	CHA	1	1
5	SAPEDA	1	1	10	SDO	1	1
				11	SCI	1	1
Total # Evaluated Participants: 13							

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 19 participants via phone calls to participate in this evaluation but 13 trainees were available to take this evaluation face to face but one trainee responded via email.

Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 13 participants and there was no compulsion for participants to complete these forms. The participants shared their feedbacks and helped us to analyze the outcome of the training.

The two days of Sphere project training was conducted successfully in Balkh province. The facilitators were well prepared and the participants were enthusiastic to improve their skills and capacity on Sphere Standards. All the participants have expressed the interest to use the training process forward to strengthen their programs and take Sphere standards work forward in their respective organizations.

The participants' feedbacks were highly encouraging and it was recorded in the feedbacks that the participants found the Sphere handbook 2011 edition very comprehensive and useful in their work. Few of the participants were aware of the handbook but they have realized the strength and importance of this handbook.

The training participants declared that now they have the ability to use the Sphere handbook and understanding of the Sphere standards, humanitarian principles and protection, and the minimum standards for water supply, sanitation and hygiene promotion (WASH).

Participants were asked to rate different aspects of the training; these aspects were showing the relevancy, training objectives, expectations, content, skills and overall assessment of trainers' activity to know and analyze outputs of the training. The below rating shows the total percentage of each outputs. Based on evaluation forms, the participants indicated that the 69 % of training objective were met by clear explanation group works and live examples and 69 % indicated that the training was relevant to their current working area. **(See Annex 01: Balkh TE Evaluation Database, Ranking sheet).** These are the summarized ratings from the participants:

S/No	Items	Scoring (%)
1	Overall, how would you rate the training facilities, contents and management?	79
2	Was the training content explored, relevant to your current responsibilities	69
3	How much of the information you learned in the training, was useful	75
4	To what extent the objective of the training were clearly presented	69
5	To what extent the training met your expectations	62
6	The illustrations, PPTs and group works were well organized & satisfactorily performed	77
7	Knowledge of the subject	77
8	Answered/solved the questions in a proper way	73
9	Respected the knowledge, Opinions and experience of the participants	73
10	Provide a clear descriptions and examples	75
11	Used an effective mix training methods and exercise	67
12	Generated a desire for learning and involved participants in each topic	71
13	Providing time for follow up and group discussion	83
Overall Average		73

Table 05: The participants generally rated the training session and trainers

The below table shows that the training contents were effectively trained and most of the below contents were performed in participatory approach. According to the participants, the sharing of information and experiences and mainstreaming of sphere including PCM, advocacy and coordination were the most interesting and useful parts of the training. **Overall rating percentage of the training contents which is presented in theory and practice is 74 %.**(See Annex 01: Balkh TE Evaluation Database, Training Contents Rating)

S/No	Training Contents of Sphere project N=13	Scoring (%)
01	Introduction to Sphere (Humanitarian Charter and Minimum Standards in Humanitarian Responses)	85
02	Mainstreaming of Sphere (Sphere in Project Cycle, Advocacy and Coordination)	71
03	Technical Chapters of Sphere (WASH..... ect)	85
04	Group works, practical exercises	73
05	Sharing of Information and Experience by Participants in Groups or Individual)	75
06	Learning Game (Energizer)	57
Overall Average		74

Table 06: Overall rating of training contents and methodology

Comments on Table: The low mark for learning games (57%) may be that participants did not think this was so important. Learning games are used as a refreshers and energizers after presentations or group works and include ice breakers, role play, puzzles or brainstorming.

Participants, who completed the evaluation forms, were asked to identify strengths and weaknesses of the overall training and the trainer. The table below summarizes the responses.

N=13	
Strengths	Weakness
<ul style="list-style-type: none"> Trainer communication was excellent and he listened well to the comments of the trainees Training had good impact on our work The training methodology was very good and trainer had good knowledge of the training 	<ul style="list-style-type: none"> Voice of the trainer was low Human resources for conducting of the training was not enough Training hall was far from the city Lack of group activities

Table 07: Overall strength and weakness of the training and trainers

Comments on Table: The Sphere project training was designed for 2 days with 3 models and each model contains group activities. This should be enough group activities.

Participants Learning:

At the beginning of the training a pre-test was taken from participants in order to identify the capacity and awareness of the participants regarding Sphere project training. At the end of training the participants were given a post-test which was focused on same topics in pre-test in order to assess the acquired knowledge and capacity of the participants.

The pre-test results indicate that the participants had 6% the knowledge and awareness of Sphere project before conducting the training and at the end of training their skills and knowledge was improved to 74%. The comparing results of pre-test and post-test shows 68 % improving of the skills and knowledge.

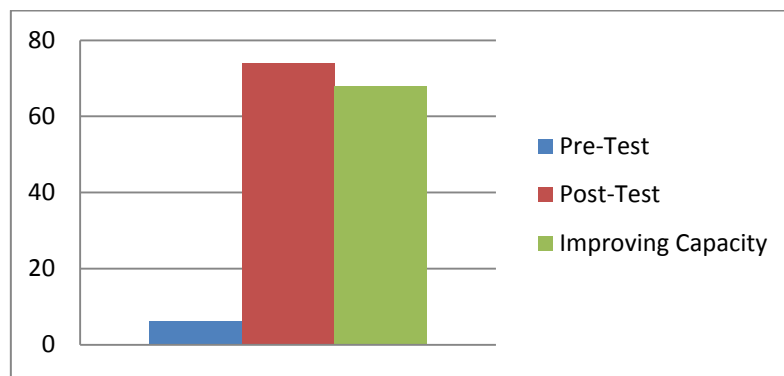


Figure 08: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 30 participants and each questions have 10 points which totally are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on Sphere project training which very is low than 50% and even they did not have much information about M&E system in their routine works. The post test result shows the significant improvement on their learning and knowledge which is more than to 50%.

N=19			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What is your understanding of Sphere?	7	75	68
What does Quality and Accountability means in Sphere?	6	68	62
What is Humanitarian Advocacy in Sphere project?	5	71	66
What are the core humanitarian standards of Sphere?	6	78	72
What are our commitments as humanitarian agencies?	8	77	69
Overall Average	6	74	68

Table 09: Pre-Test and Post Test results

The above table indicates that participants' capacity significantly improved in using sphere project, Coordination, Advocacy, WASH and other contents as mentioned on above. (See Annex 03: Pre-Test & Post Test analyzing sheet)

Job Impact:

Through this training the participant's level of knowledge were improved and they showed their satisfaction from this training. Some of the participants applied this training concept in their area of working which were directly relevant to their jobs and they expressed that this training had considerably enhanced their knowledge and capacity in monitoring and evaluation also sphere project. Some of successful impact stories of the participants are briefed as below:

Successful Impact Stories:

- *Since, I am working in the field and most of my activities are for WASH project in the office, the training had a good and positive impact on my performances. I have learnt and became aware of most of Sphere standards which are very useful especially while doing in emergency aids (Ms. Momina Ansary MCCBO, Balkh)*
- *Overall, the training was very helpful. I have received Sphere Project handbook and it's very useful for me. Since we are active and performing emergency programs, understanding minimum standards of Sphere is necessary for us (Mohammad Hussain Shahrestani, Project Officer, OHW, Balkh)*

Conclusions:

The participants perceived the Sphere project as an important and positive influence on the practice of humanitarian assistance for IDPs and affected communities. The feedbacks from the participants have helped to make improvement on future trainings. The evaluation reflects that majority of the participants rated the training high on the achievement of the training objectives and the relevance of the training to their work. The training was evaluated using the standard evaluation form and the outcomes are captured in the report. The evaluation results may be adopted for future Sphere trainings as it helps the facilitators to improve with more objective assessments.

Issues and Challenges:

A few challenges are noticed during the training and evaluation process which is as follows:

- Training hall was far from the city
- Some participants did not have knowledge about Sphere
- There was one main trainer and his assistant facilitated group work

Recommendations and Suggestions:

- Participants suggested to select training hall in the city
- Conduct more trainings mainly on fundraising, Communication, Proposal Writing,
- Add more effective group activities

ANNEX:



Sphere project Balkh
one one one.xlsx



08 Balkh December
2018 Sphere Training



Sphere TE
database.xlsx

- **Cover photo:** *The trainer explaining what is sphere project to the participants.*