AGENCY COORDINATING BODY
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

Sphere Project
Training Evaluation Report
Daikundi Province

ACSSI, 3ᵗʰ Year Project 2ⁿᵈ Phase

peace winds
JAPAN

JVC
Japan International Volunteer Center

AAR Japan
Association for Aid and Relief, Japan

Hamid Aryan

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Contents

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 Badakhshan province from 08-09 November, 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 18 participants attended the training program from 9 INGOs, NNGOs and a Government in Daikundi province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
08-09 Nov, 2018	Daikundi	18	11	7	17	1

Table 01: Total Number of Participants in Daikundi Province

Table# 01 show that the participation of females in comparison to males is satisfactory and it is the fact that women have a greater role in the economic and educational development in Daikundi province. Out of 9 NGOs only 5 INGOs are member of ACBAR (CAWC, SO, DACAAR, AHDAA & EPD) the rests are local NGOs which are only active in Daikundi province.

INGO and NNGOs' Participants								
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants	
		total	M	F			total	M	F
1	CAWC	1	1		6	CODPPA	2	1	1
2	SO	1	1		7	NMWAO	5	2	3
3	DACAAR	3	3		8	EPD	2		2
4	AWRO	1	1		9	AHDAA	1		1
5	RCDC	1	1		10	Government	1	1	
Total # of Participants : 18								

Table 02: Number of participants based on NGOs

There are also newly established local NGOs which are implementing Disability and Election awareness, Capacity Building trainings, Advocacy and humanitarian projects in Daikundi province.

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:

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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)
Trainers: Sayed Rahim Sadat, Nawida Faizi, 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 December 19, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Daikundi province training. From the 18 participants who were fully attended the two days of training on Sphere Project, 12 of them showed their interest to take part in this evaluation. From 12 trainees, 5 were female and 7 were male which represents the 67% 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		
19 Dec 2018	12	7	5	12	0	two responded via email and one by phone call		
No	**NGOs**	**# Evaluated Participants**		**NO**	**NGOs**	**# Evaluated Participants**		
		total	M	F			total	M	F
1	EPD	2		2	5	DACAAR	2	2	
2	CODPPA	2	1	1	6	AWRO	1	1	
3	NMAWO	2	1	1	7	RCDC	1	1	
4	CAWC	1	1		8	AHDAA	1		1
Total # Evaluated Participants: 12								

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 18 participants via phone calls to participate in this evaluation but 9 trainees were available to take this evaluation face to face, two trainees responded via email and one was interviewed by phone call.

Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 12 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 despite of minor challenges, was conducted successfully in Daikundi 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 only in this training and that, now they feel more comfortable in not only using the handbook but also in its application in their organization in their respective roles.

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 92 % of training objective were met by clear explanation group works and live examples and 75 % indicated that the training was relevant to their current working area. **(See Annex 01: Daikundi 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?	**92**
2	Was the training content explored, relevant to your current responsibilities	**75**
3	How much of the information you learned in the training, was useful	**77**
4	To what extent the objective of the training were clearly presented	**88**
5	To what extent the training met your expectations	**73**
6	The illustrations, PPTs and group works were well organized & satisfactorily performed	**92**
7	Knowledge of the subject	**85**
8	Answered/solved the questions in a proper way	**77**
9	Respected the knowledge, Opinions and experience of the participants	**94**
10	Provide a clear descriptions and examples	**85**
11	Used an effective mix training methods and exercise	**75**
12	Generated a desire for learning and involved participants in each topic	**83**
13	Providing time for follow up and group discussion	**75**
	Overall Average	**82**

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 81 %.(See Annex 01: Daikundi TE Evaluation Database, Training Contents Rating)**

S/No	Training Contents of Sphere project N=12	Scoring (%)
01	Introduction to Sphere (Humanitarian Charter and Minimum Standards in Humanitarian Responses)	96
02	Mainstreaming of Sphere (Sphere in Project Cycle, Advocacy and Coordination)	83
03	Technical Chapters of Sphere (WASH…… ect)	85
04	Group works, practical exercises	81
05	Sharing of Information and Experience by Participants in Groups or Individual)	77
06	Learning Game (Energizer)	63
	Overall Average	**81**

Table 06: Overall rating of training contents and methodology

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=12	
Strengths	Weakness
- Effective and useful group activities - Clear explanation of training contents from trainers - Training module was designed as per need of participants - The duration and time of training was sufficient - Possession of trainers on subject - Good communication and ethical behavior of trainers - Well management of the training	- Some participants said The training duration was short - All the participants mentioned that the training venue was not comfortable and the space was small for group works 30% of the participants were coming very late

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

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 14% the knowledge and awareness of Sphere project before conducting the training and at the end of training their skills and knowledge was improved to 68%. The comparing results of pre-test and post-test shows 54 % improving of the skills and knowledge.
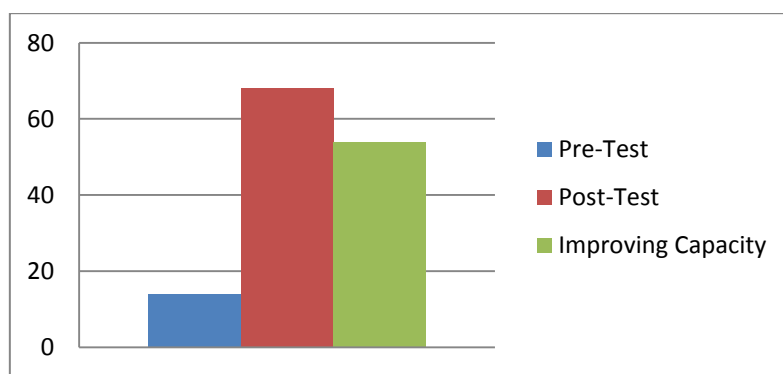
As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 30 participants and each questions have 10 points which totally are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on Sphere project training 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=18			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What is your understanding of Sphere?	12	69	57
What does Quality and Accountability means in Sphere?	20	64	44
What is Humanitarian Advocacy in Sphere project?	17	65	48
What are the core humanitarian standards of Sphere?	6	66	60
What are our commitments as humanitarian agencies?	15	75	60
Overall Average	**14**	**68**	*54*

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:

- *"Sphere training was really usable and interesting and helped us to learn more about WASH sectors which is very important and it is one of crucial things in the villages not applying it which causes to increase the death rate high."(Ms. Zainab Mouraviji, Manager, CODPPA, Diakundi)*
- *"Sphere project training was really useful and essential learn and apply to our work, the trainers explored the WASH sector and specially the Water section was relevant to my field work and this training realized me to know the exact indicators of Water supply during the disaster for the affected people and family." (Mohammad Nasim, Field Engineer, DACAAR, Daikundi)*

Conclusions:

The sphere project has been one the most important and successful initiatives for INGOs and local NGOs in Daikundi province. 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:

- Due to official visit of Afghanistan's President, all hotels were booked for accommodation in advance and there were not any space for training hall, therefore; NMAWO local NGO provided training hall for ACBAR
- The capacity of local NGOs in Daikundi were very low in M&E training
- Late coming of participants on first day of training is identified as a big issue and challenge for training team

Recommendations and Suggestions:

- Participants suggested to increase the duration of the training
- A proper training hall should to be provided
- Conduct more trainings mainly on fundraising, Project Management, Data Management, Proposal Writing, Office Administration

ANNEX:

		Training Seq #:	7
		Training Subject:	The Sphere Project
		Training Date and Duration:	07-08 Nov 2018
		Location:	Daikundi
		Evaluator:	Hamid Aryan
		Evaluation Date:	18-19 Dec 2018

NO	Questions	Answer-1 Laila Hossaini, Member of Women Social Association, EPD	Answer-2 Zainab Mouraviji, Manager, CODPPA	Answer-3 Sayed Talib Moswai, Admin Manager, CODDPA	Answer-4 Mohammad Sadaqat, Org Deputy, NMAWO	Answer-5 Dr. Fatima Naimi, Director, N...
1	What were the strong and Weak points of the training?	Possession on subjects and considering the time	the training was clear and understandable and and group activities were effective and the training duration was short	the training was well managed and the training space was small and not comfortable	the training was conducted successfully	it was effective and useful tra... the duration was very short s... sphere project training
2	What were the strong and weak points of the trainers?	Possession on subjects and considering the time	the trainers were explaining with examples and managing the group works effectively	the trainers were involving the trainees in each sessions the trainees were coming late	the trainers had Possession on subjects sometimes they were intervening on their lectures which created difficulty	being patient and having gre... behavior with participants
3	Did you apply the training in your working place, Please describe a significant impact of the training in your working place briefly?	this training had positive impact on our performance and we managed our activity based on what we learned from the training.	Sphere training was really usable and interesting and helped us to learn more about WASH sectors which is very important and it is one of crucials things in the villages not applying it which causes to increase the death rate high	Sphere was very important and realized the responsibily and importance of Disablity and Sphere standards that should be Supported in emergencies and take into consideration.	M&E and sphere project was very interesting useful and effective trainings and we learned new things and helped us to increase our understanding and capacity	this training recognized us th... importance of M&E and Sphe... standards in each project and... that should be considered at...
4	How do you share the knowledge and skills which obtained from the training with your colleagues?	Sure we will share it other when we have receive the appropraite resources such training materials and budget	As Sphere was very important and would like to share Sphere standardts to other colleagues and even I would like to share with my classmates in the university to convey it to others	We shared the training materials to other relevant stakeholders	Such trainings are really needed in Daikundi province promoting the capacity and skills of CSOs and willing to share with them whenever we found funds for it	throught a discussion meetin... shared with colleagues
5	What are your comments and suggestions for improving the training sessions in the future?	Allocate more time to the training and include more group activities	suggest to conduct such trainings regularly because it is very important	As Daikundi is a remoted area and needed such trainings	consider on duration of training consider transportation cost for local NGOs assist to provide micro projects with finance facilities to conduct such traiing to other CSOs and relevant stakeholders	consider on duration of train... be increased
6	Would you like to attend our future training sessions, and what additional training would like to have? Please brief your interest?	Conduct more trainings on proposal writing and project designing to increase our capacity	yes iam interested to attend such trainings to increase my knowledge and capacity	Yes iam interested to participate in Advocacy and Planning trainings	yes willing to participate in any effective and useful trainings of acbar conducted. At the ending we are gratful from ACBAR's effort	I have a request if such traini... Kabul and the trainees were i... the KBL to participate it wou... for learning

07 Daikundi November 2018 Sphe

Sphere TE database.xlsx

- **Cover photo:** *The participants and trainers group photo.*

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