



AGENCY COORDINATING BODY  
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

# *Sphere Project Training Evaluation Report Herat Province*

***ACSSI, 3th Year Project 2nd Phase***



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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 (3<sup>th</sup> year-2<sup>nd</sup> phase) carried out for ACBAR member NGOs, local NGOs and CSOs and some government representatives.

This evaluation report presents the outcome and feedbacks on Sphere Project training held in Herat province from 10<sup>th</sup> – 11<sup>th</sup> Oct, 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 23 participants attended the training program from 14 INGOs, NNGOs in Herat province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
10 <sup>th</sup> – 11 <sup>th</sup> Oct 2018	Herat	23	9	14	23	0

Table 01: Total Number of Participants in Herat Province

Table# 01 show that the participation of female was not good in comparison to other provinces.

INGO and NNGOs, Government Participants								
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants	
		total	M	F			total	M F
1	AHDAA	1	0	1	9	WAW	1	1
2	NRC	3	2	1	10	VWO	1	1
3	ACBAR	2	0	2	11	AWEC	3	3
4	WVI	2	2		12	AWFVO	1	1
5	CRS	2	2		13	ISWO	2	2
6	ARC	2		2	14	AREA	1	1
7	HEWAD/ AYSO	1	1					
8	COMAC- USAID	1	1					
Total # of Participants : 23								

Table 02: Number of participants

## 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)
Trainers: Hamid Aryan		

Table 03: The 2 days training 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 project handbooks are distributed to participants at end of training session.

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:

From 6<sup>th</sup>-7<sup>th</sup> Nov 2018, the capacity development department planned to accomplish an evaluation to assess the impact, effectiveness and outcome of Herat province training. From the 23 participants who were fully attended the 2 days of the training, 12 of them showed their interest to take part in this evaluation. From 12 trainees, 3 were female and 9 were male which represents the 52% of all participants who attended the training.

The training is evaluated face to face that they provide their feedbacks, to see the improvement and declared the impact of the training on their daily career and some were not available and they were in the field then we evaluated through email. (See Annex 02, Training Evaluation Database)

Date	# Participants	Male	Female	NGOs	Govt.	Remarks			
06-07 Nov 2018	12	9	3	12	0				
No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	CRS	1	1	0	6	AWEC	1	0	1
2	NRC	2	1	1	7	COMAC	1	1	0
3	JRS	1	1	0	8	HOPE	1	1	0
4	CHA	1	1	0	9	HEWAD	1	1	0
5	Handicap	1	1	0	10	AREA	1	1	0
				11	ARC	1	1		
Total # of Participants: 12									

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 23 participants via email and phone calls to participate in this evaluation and we could to evaluate them in their province.

## Participants Reactions:

The feedback is provided by sending the evaluation forms through email and completed by participants and there was no compulsion for participants to complete these forms.

As we see in the attached evaluation databases, the training participants are happier for conducting this training and they expect more training in this area. The aforementioned issues are explored in the following feedbacks:

### Feedback 01:

Based on the completed evaluation, 75% of the trainees have said that the training facilities, contents, and management were very good, although the time was not sufficient for the training, it was well managed.

### Feedback 02:

81% of the participants indicate that the objectives of the training were clearly presented and all parts of the training's contents were well explained including good examples.

### Feedback 03:

According to the participants, 85% of them said that the training was effectively scheduled, they were happy with the time and duration of the training and the handouts were prepared based on their needs.

### Feedback 04:

90% shows that the illustrations and PPTs were prepared with the full details and were understandable, the group activities were performed effectively and all the participants were satisfied and expressed their happiness with these parts.

### Feedback 05:

Besides few problems, also the participants expressed their satisfaction in feedback session about trainers' skills, knowledge to the subject, training methods, contents, materials, and management. Based on the participants, the training was quite effective, met their expectations, and was relevant to their field and it will definitely have its positive impact on their jobs. To know the overall outputs of the training please refer to the below table. **The overall rating of the training and trainers. (See Annex 01: Herat TE Evaluation Database, Ranking sheet)**

S/No	Items	Scoring (%)
1	Was the training content explored, relevant to your current responsibilities	85
2	How much of the information you learned in the training, was useful	88
3	To what extent the training met your expectations	83
4	The training contents and materials were relevant	77
5	Your skills/knowledge of the subject before the training	67
6	Your skills/knowledge of subject after the training	81
<b>Trainers Evaluation Scoring</b>		
1	Knowing of the subject	92
2	Answered/solved the questions in a proper way	90
3	Respected the knowledge, Opinions and experience of the participants	85
4	Provide a clear descriptions and examples	83
5	Used an effective mix training methods and exercise	94
6	Generated a desire for learning and involved participants in each topic	90
7	Providing time for follow up and group discussion	69
8	Had a professional demeanor	85
<b>Overall Average</b>		<b>83</b>

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

**Feedback 07:**

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 group works and introductions of sphere 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: Herat 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)	92
02	Mainstreaming of Sphere ( Sphere in Project Cycle, Advocacy and Coordination)	75
03	Technical Chapters of Sphere ( WASH..... ect)	77
04	Group works, practical exercises	85
05	Sharing of Information and Experience by Participants in Groups or Individual)	79
06	Learning Game (Energizer)	88
<b>Overall Average</b>		<b>83</b>

Table 06: Overall rating of training contents and methodology

**Feedback 08:**

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.

Strengths	Weakness
<ul style="list-style-type: none"> <li>• Good trainers with good knowledge</li> <li>• Good materials prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Luck of time and duration limited</li> </ul>

**Feedback 9:**

Here the participants were asked to identify their suggestions for improving the training programs, the suggestions and improving tips are summarized as below:

- Conducting some more trainings about Program and management quality and Report writing
- Include their province for the next phase of training
- participants suggested more time on group activities as well as field visit
- The participants suggested more training on different subject that could help them with their careers in the future which we can see the suggestion in database of attached.

**Participants Learning:**

At the beginning of 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 15% of participants had the knowledge and awareness of Sphere Project before conducting the training and at the end of training their skills and knowledge was improved to 55%. The comparing results of pre-test and post-test shows 40% improving of the skills and knowledge.

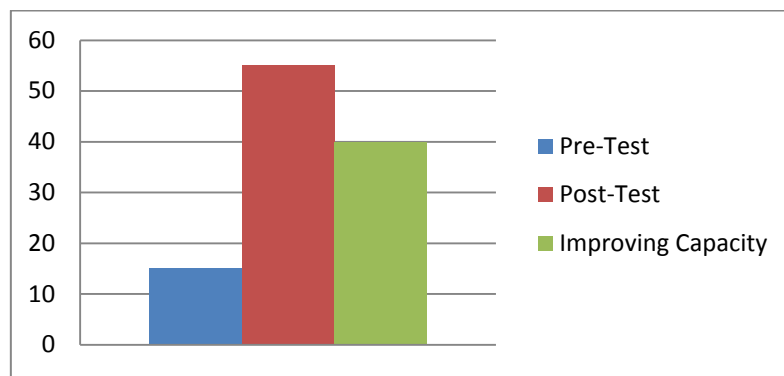


Figure 07: Participants Learning as per Pre-Test & Post-Test

As the table 08, shows Pre-Test and Post Test consist of same eight questions which are answered by 23 participants and each questions have 10 points which totally eight questions are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on Sphere project training is lower than 15%. The post test result shows the significant improvement on their learning and knowledge which is 40%. (See below table)

N=23			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What is your understanding of Sphere?	20	65	45
What does Quality and Accountability means in Sphere?	12	51	39
What is Humanitarian Advocacy in Sphere project?	13	53	40
What are the core humanitarian standards of Sphere?	16	54	38
What are our commitments as humanitarian agencies?	15	51	36
<b>Overall Average</b>	<b>15</b>	<b>55</b>	<b>40</b>

Table 08: Pre-Test and Post Test results

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

### Job Impact:

The purpose for carrying out the evaluation was to understand how the learning impacted the trainees' work environment. The key questions explored in evaluation were: did you apply the training in working place and how do you share the knowledge and skills which obtained from the training with your colleagues?

As we see the database, more than 50% of the training population that attended in evaluation and completed the questionnaires forms. Through this evaluation, we identified that the participant's level of knowledge were improved and they explored 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. Some of successful impact stories of the participants are briefed as below:

### Successful Impact Stories:

- "The training contents , materials was perfect and the object of training was clearly but the time was short and the location of the training was not good "( Anita Nikzai , NRC, shelter& Wash assistant)
- "Training was excellent there were no weak points for the training or training area. Exactly it's applying for, the significant finding or impact was implementing project in sensitive and emergency cases also it's



*affected in project behaviors and consider human rights how we should consider their honor and respects”( Abdul Basir Samim , CRS ,Meal Officer)*

- *“The training was good at all, but if the trainer focused more on the details it could be even better. The trainers were well prepared and had a good knowledge of what they taught. As well as, it was very useful while I was making the logical framework for my proposals. I knew the outcomes, outputs and indicators better and did it great.” (Moh Arif Mayar , JRS, Project Director)*

## Issues and Challenges:

As the training is evaluated remotely through phone calls, emails, and face to face a few challenges are noticed during the evaluation process which is as follows:

- Some of the participants were out of the province and we couldn't to evaluate them face to face then finally we evaluated them through email.
- Some of the participants' phones were off and we could not find them for this evaluation

## Conclusions:

This training aim was to improve the capacity of civil society institutions and organizations in policy maker and senior manager's level staff who are routinely busy with humanitarian services. The contents have been designed to address by the training some significant needs and issues which are more considered as a gap and important things in the mentioned organizations.

However, according to our pre-evaluation and pre-test at the beginning of this training, we have found that, most of participants showed their interest to this training and fully participated in this training. Besides, this was new topic, as this evaluation shows there is more knowledge improvement of training participants about Sphere project and the better point is that they linked this topic to their working area and routine activities.

## Recommendations:

In order to further improve these training initiatives and more effectiveness, participants suggested conducting more training mainly on; Program Quality, PCM, Projecting Management, and other related to humanitarian Project.

## ANNEX:



Copy of Herat  
database.xlsx



Copy of Sphere HRT  
Training Record.xlsx

- **\*Cover Photo:** *The participants are reviewing the Sphere Handbook in a group work.*