AGENCY COORDINATING BODY
FOR AFGHAN RELIEF & DEVELOPMENT

ACBAR

Sphere Project
Training Evaluation Report
Takhar Province

ACSSI, 3ᵗʰ Year Project 2ⁿᵈ Phase

peace winds
JAPAN

JVC
Japan International Volunteer Center

AAR Japan
Association for Aid and Relief, Japan

Sayed Rahim Sadat

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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 Takhar province from 24th to 25th October, 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 21 participants attended the training program from 14 INGOs, NNGOs and a Government in Takhar province.

Date	Province	# Participants	Male	Female	NGOs	Govt.
24-25 Oct, 2018	Takhar	21	12	9	14	1

Table 01: Total Number of Participants in Takhar Province

Table# 01 show that the participation of women compared to men is not quite equal and could be because DRR and emergency programmes are often dominated by men. Out of 15 NGOs, 3 NGOs were members of ACBAR (MISSION EAST, TDH, ACTED).

INGO and NNGOs' Participants								
NO	NGOs Name	# Participants			NO	NGOs Name	# Participants		
		total	M	F			total	M	F
1	CARD-F	1	1		9	CLO	1		1
2	GTDO	2		2	10	ACTED	2	1	1
3	MISSION	2	2		11	HSDO	1		1
4	HHWO	3		3	12	HODA	1	1	
5	TDH	2	2		13	CSOs	1		1
6	SFL	1	1		14	WAW	1		1
7	NERDO	1	1		15	Government	1	1	
8	AWWDO	1	1						
Total # of Participants : 21								

Table 02: Number of participants based on NGOs

There are also newly established local NGOs which are implementing projects on women empowerment, Election awareness, Capacity Building trainings, Advocacy and Humanitarian projects in Takhar 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:

Sections	Subject	Description
The Sphere project Training Outline		
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, Ahmad Himad Aryan		

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 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 a post-test was taken from participants in order to assess the skills, knowledge and improvement of the training participants 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 November 18, 2018, the Capacity Development department planned to accomplish an evaluation to assess the effectiveness and outcome of Takhar province training. From the 21 participants who were fully attended the two days of training on Sphere Project, 14 of them showed their interest to take part in this evaluation (67% of participants), 6 were women and 8 were men.

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		
18 Nov 2018	21	8	6	14	0			

No	NGOs	# Evaluated Participants			NO	NGOs	# Evaluated Participants		
		total	M	F			total	M	F
1	NeRDO	1	1		6	CSOs	1		1
2	HHWO	2		2	7	CARD-F	1	1	
3	CLO	1		1	8	WAW	1		1

4	ACTED	2	1	1		9	SFL	1	1
5	MISSION EAST	2	2			10	TDH	2	2

Total # Evaluated Participants: 14

Table 04: The number of participants evaluated as per NGOs

The evaluator contacted all 21 participants via phone calls to participate in this evaluation but 14 trainees were available to take this evaluation face to face.

Participants Reactions:

The training was evaluated through the questionnaire provided by Capacity Development team and the evaluation forms were completed by 14 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 Takhar province. The facilitators were well prepared and emphasized the importance of Sphere project in emergency situation the participants showed their interest to enhance their knowledge and capacity on Sphere Standards. The participants were committed 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 Sphere Standards in Humanitarian response but they have realized the importance of this Sphere Standards, now they were committed to use from Sphere handbook but also in its application in their organization in their respective roles.

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

Participants were asked to rate the 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 79 % of training objective were met by clear explanation group works and live examples and 88 % indicated that the training was relevant to their current working area. **(See Annex 01: Takhar TE Evaluation Database, Ranking sheet).** These are the summarized ratings from the participants:

S/No	Items	Scoring (%)
	N=14	
1	Overall, how would you rate the training facilities, contents and management?	**89**
2	Was the training content explored, relevant to your current responsibilities	**88**
3	How much of the information you learned in the training, was useful	**82**
4	To what extent the objective of the training were clearly presented	**79**
5	To what extent the training met your expectations	**77**
6	The illustrations, PPTs and group works were well organized & satisfactorily performed	**82**
7	Knowledge of the subject	**89**
8	Answered/solved the questions in a proper way	**84**
9	Respected the knowledge, Opinions and experience of the participants	**79**
10	Provide a clear descriptions and examples	**88**
11	Used an effective mix training methods and exercise	**80**
12	Generated a desire for learning and involved participants in each topic	**84**
13	Providing time for follow up and group discussion	**89**

	Overall Average	84

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 84 %.(See Annex 01: Takhar TE Evaluation Database, Training Contents Rating)**

S/No	Training Contents of Sphere project N=14	Scoring (%)
01	Introduction to Sphere (Humanitarian Charter and Minimum Standards in Humanitarian Responses)	88
02	Mainstreaming of Sphere (Sphere in Project Cycle, Advocacy and Coordination)	79
03	Technical Chapters of Sphere (WASH…… ect)	77
04	Group works, practical exercises	80
05	Sharing of Information and Experience by Participants in Groups or Individual)	79
06	Learning Game (Energizer)	88
	Overall Average	82

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=14	
Strengths	Weakness
- Trainers had self-confident on the training subjects and explained well and they used informative methodology the training - Training materials were comprehensive and useful - The duration and length of training was organized well - The trainers behavior, communication and morality was excellent and they also given good logical and technical examples about training topics - Explanations of both trainers were satisfactory and they had good experience - The training was well managed	- The training duration was too short - Training hall was not comfortable - it would be better to pay transportation for the trainees of local NGOs

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 15% the knowledge and awareness of Sphere project before conducting the training and at the end of training their skills and knowledge was improved to 80%. The comparing results of pre-test and post-test shows 65 % improving of the skills and knowledge.
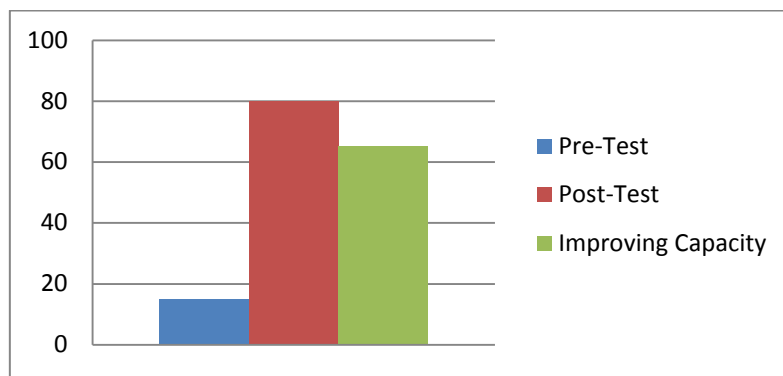
As the table 08, shows Pre-Test and Post Test consist of same five questions which are answered by 21 participants and each questions have 10 points which totally are marked 50 points. The result of pre-test to each question shows that the level of knowledge among participants on Sphere project training which very is low than 50% and even they did not have much information about Sphere and Wash 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=21			
Questions	Pre-Test Scoring %	Post-Test Scoring %	Improved Changes %
What is your understanding of Sphere?	25	85	60
What does Quality and Accountability means in Sphere?	16	78	62
What is Humanitarian Advocacy in Sphere project?	10	75	65
What are the core humanitarian standards of Sphere?	15	80	65
What are our commitments as humanitarian agencies?	10	83	73
Overall Average	**15**	**80**	*65*

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:

- *"Actually the Sphere training was informative and it increased technical knowledge of NGOs staff, especially those working in WASH sector. , After receiving Sphere training from ACBAR Organization we adjusted our project base on Sphere Standards in Takhar province. So as I work in Wash sector Sphere training had positive impact on my career and it helped me to do my performance better in the field work."*
  (Habibullah,Wash Assistant, Mission East, Takhar Province)

Conclusion:

The sphere project has been one of the most important and successful initiatives for INGOs and local NGOs in Takhar 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:

- The capacity of local NGOs in Sphere Standards were low
- Late coming of participants on first day of training is identified as a challenge for training team

Recommendations and Suggestions:

- Sphere standards should be rolled out more widely on provincial levels once the new handbook has been translated
- ACCSI should maybe review the need to support the Sphere handbook in the final year

ANNEX:

Takhar Sphere.xlsx   06 Takhar October   Sphere TE
2018 Sphere Training   database.xlsx

- **Cover photo:** *The participants in group activity to identify the role and responsibility of Community, Local Institution and Central and International Institution during a disaster.*