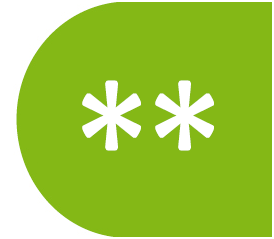
### Summary

An exercise to practice using the Sphere approach and tools throughout all phases of the project cycle (PC): assessment; analysis; design and implementation; monitoring and evaluation; and capitalisation, learning and change.



### Aim

This module aims to demonstrate how the Sphere Project approach and tools can be used by practitioners throughout the project cycle.

### Learning objectives

*By the end of this session, participants will be able to:*

* Recall the project cycle phases
* Demonstrate how the Sphere approach and the Handbook can be used throughout the project cycle
* Promote the use of Sphere throughout the project cycle for enhancing the quality and accountability of humanitarian projects.

### Key messages

* The project cycle is a dynamic way to visualise a project. It is composed of various phases: assessment; analysis; design and implementation; monitoring and evaluation; and capitalisation, learning and change.
* Sphere is built on a rights-based approach and provides tools for four technical chapters: minimum standards ➙ key actions ➙ key indicators ➙ guidance notes, which can all be used throughout the project cycle.
* The Sphere ‘How-to guides’, ‘Sphere 4 Assessments’ and ‘Sphere 4 Monitoring and Evaluation’, are valuable tools for project cycle management.

#### Preparation & resources

|  |  |  |
| --- | --- | --- |
| For the facilitator | For each participant | For each group of 3-5 participants |
| * Sphere Handbook * Read carefully in advance both guides: ‘Sphere 4 Assessments’ (see annexes to the Training Package) and ‘Sphere 4 Monitoring and Evaluation’(available as of March 2015) * Handout ‘A check-up with the Sphere Handbook!’ | * Sphere Handbook * Guides ‘Sphere 4 Assessments’ and ‘Sphere 4 Monitoring and Evaluation’ * Handout ‘More resources for the project cycle’ as a take-away | * Flip chart stand, paper and marker pens (various colours); post-it notes, small size, tabs style * Handout ‘A check-up with the Sphere Handbook!’ |

### You may also want to look at:

* **Module B1** – Sphere and the project cycle: an overview
* **Module B3** – Sphere, DRRM and resilience
* **Module B4** – Sphere for emergency and development
* **Module C6** – Sphere and other Quality and Accountability (Q&A) initiatives

### To know more:

* **Browse** the IASC HPC resources: [www.humanitarianinfo.org/iasc/pageloader.aspx?page=content-template-default&bd=87](http://www.humanitarianinfo.org/iasc/pageloader.aspx?page=content-template-default&bd=87), See 5. Humanitarian Programme Cycle Reference Module Version 1.0
* **Read** the ‘Sphere 4’ Guides: ‘The Sphere 4 Assessments Guide’ (see Annexes to the Training Package), and the ‘Sphere 4 Monitoring and Evaluation Guide’(available as of March 2015): [www.sphereproject.org/resources](http://www.sphereproject.org/resources/download-publications/?search=1&keywords=assessment&language=0&category=0&subcat-22=0&subcat-29=0&subcat-31=0&subcat-35=0&subcat-49=0&subcat-56=0&subcat-60=0&subcat-80=0)
* **Read** the booklet ‘Quality and Accountability for Project Cycle Management’ by Astrid de Valon and Sylvie Robert, published by Community World Service Asia: [www.cwspa.org/sidebar-items/quality-and-accountability-for-project-cycle-management](http://www.cwspa.org/sidebar-items/quality-and-accountability-for-project-cycle-management)

#### Session plan

|  |  |  |
| --- | --- | --- |
| Activity | Description | Timing |
| Introduction | The Sphere Project approach and tools can be used by practitioners throughout the project cycle. | 5' |
| Input  ‘The project cycle’ | Use the printed or pre-drawn Handout ‘The project cycle’ as a suggested model for this session. Briefly explain the components of each phase. Insist on the dynamic aspect of the cycle, as opposed to a linear vision. | 5' |
| Group work with scenarios  ‘A check-up with the Sphere Handbook’ | Divide participants into 4 groups of 3-5 people. Make sure groups are balanced and project managers are equitably distributed in the groups.  Distribute one copy of ‘Sphere 4 Assessments’ and ‘Sphere 4 Monitoring and Evaluation’ guides to each participant.  Distribute the Handout ‘Scenarios and Answer format’ and share the exercise’s instructions:   * Read each scenario and do a ‘check-up’ using the Sphere Handbook and the Sphere ‘How-to guides’ *‘A check-up is an examination to see if something is in order.’ Your stethoscope is the Sphere Handbook!* * Choose your way to answer, and explain your conclusions and suggestions for improvement. Quote references from the Handbook to justify your feedback.   Explain to participants that they should spend no more than 5’ per scenario. They will have 2’ to provide feedback on each scenario. | 45' |
| Feedback in plenary  ‘A check-up with the Sphere Handbook’ | Ask Group 1 to read Scenario 1 and explain which references they have used from the Handbook, and which cure they suggest. Have a participant assist you by taking down notes on a flipchart while you facilitate. Ask the other groups to elaborate on real life examples if time allows.  Then move to Group 2 with Scenario 2, etc. and use the same logic for the feedback. Each group will thus provide feedback on 2 scenarios.  If not already stated by the groups, reiterate the need to refer to the Sphere rights-based approach as well as to the transversal aspects.  Distribute the Handout ‘Suggested answer sheet’ as a take-away. | 25' |
| Information sharing  ‘More Sphere tools and other resources for the project cycle’ | Quote the Sphere ‘How-to guides’, available on the Sphere Website: ‘Sphere 4 Assessments’ and ‘Sphere 4 Monitoring and Evaluation’. Mention that these are very useful documents for the project cycle.  Distribute the Handout ‘IASC HPC’. Explain the model and state that clear links can be made between the HPC and related contributions from Sphere to the project cycle.  Use and distribute as a resource the Handout ‘More resources for the project cycle’. | 5' |
| Wrap-up | Reiterate the key messages of the module.  Reaffirm how the use of Sphere throughout the project cycle can enhance the quality and accountability of humanitarian projects. | 5' |

### Tips for facilitators

* This session is particularly geared towards field practitioners with prior knowledge of both the project cycle and Sphere.
* We use five classic project cycle phases and the term ‘project’ for this module, each of which could be tailored to the models or terms of particular agencies.
* Note: while we advise you to follow the structure of those provided, you may adapt the scenarios to your specific local operating context and/or agencies’ needs.
* Please refer to the document ‘The Core Humanitarian Standard and the Sphere Core Standards Analysis and Comparison’ (see Annexes to the Sphere Training Package) to know more about the Core Humanitarian Standard which replaces Sphere Core Standards ‘Chapter.