



# BUILDING A BETTER RESPONSE

3-DAY IN-PERSON WORKSHOP

NEPAL | 4-6 October 2022 | 9:00 AM - 5:00 PM NPT

APPLICATION DEADLINE: **5 September 2022**

The Building a Better Response (BBR) project is offering a series of 3-day English language workshops to strengthen the capacity of NGO personnel engaging in the international humanitarian coordination system during complex emergencies.

The aim of these workshops is to provide participants with an in-depth understanding of the international coordination system for large-scale emergencies and help participants identify where they can take action and engage directly within the system through a coordinated response. These workshops will enhance the knowledge gained from the Building a Better Response E-Learning Course ([www.buildingabetterresponse.org](http://www.buildingabetterresponse.org)), which participants are required to complete before attending the workshops.

Through case studies, interactive activities, and group discussions, participants will gain an understanding on topics such as humanitarian principles and standards, country-level leadership, and humanitarian programming cycle and financing will be addressed as they relate to coordination.

## WHAT YOU WILL LEARN

By the end of the 3-day workshop, participants will be able to:

- Describe the foundations of humanitarian coordination and the current landscape of humanitarian response
- Analyze the unique challenges in coordination that NGOs face in responding to emergencies
- Identify how NGOs can enhance their involvement with the international humanitarian coordination system
- How to increase the effectiveness of NGO engagement in coordination



## ABOUT BBR

The Building a Better Response project aims to provide training to strengthen the capacity of humanitarian actors to engage with the international humanitarian coordination system, including during complex humanitarian emergencies, and by doing so, improve coordination and response to the needs of affected populations.

Funded by USAID's Bureau of Humanitarian Assistance (BHA), the project is being implemented through a consortium that brings together a combination of operational and technical expertise, spearheaded by International Medical Corps in collaboration with Concern Worldwide and the Harvard Humanitarian Initiative.

## TARGET AUDIENCE

The target audience for this workshop is staff working in the South Asia region specifically in Afghanistan, Nepal, and Pakistan from local, national, or international NGOs, who are engaged in humanitarian response, have elements of humanitarian coordination included in their job responsibilities, and who are committed to promoting coordination within their organizations.

Ideal candidates include:

- Staff who are regularly deployed on emergency response teams
- HQ or field staff who are assigned to actively engage within clusters
- NGO representatives on humanitarian leadership fora
- Personnel who are regularly required to interact with humanitarian funding mechanisms and the Humanitarian Programme Cycle
- NGO staff responsible for capacity building/training within their organization specific to the content of this workshop

## PARTICIPANT COMMITMENT + EXPECTATIONS

This is an interactive workshop with plenary discussions and small group activities. In attending this workshop, participants are making a commitment to take part in the entire duration of the 3-day workshop. To foster an environment of learning, participants should be prepared to actively engage and will be encouraged to share their insights, ask questions, and participate in all of the activities.

## PREREQUISITES

Participants who are selected to attend the workshop will be required to complete the following tasks prior to participation in the workshop:

- Complete the entire [Building a Better Response e-learning course](#) and submit the certificates proving completion to the workshop organizers (certificates for units 1-5 and unit 6)
- Review the workshop study guide
- Prepare for a case study exercise on day 2 of the workshop by reading a short country example
- Watch a 15 minute video in advance of the Humanitarian Spotlight session on day 2 of the workshop

Pre-workshop tasks will take approximately 5-10 hours to complete. It is assumed that workshop applicants have received permission from their supervisors to attend the workshop and complete the pre-work, and that all participants will arrive at the workshops with these tasks completed.

If you have already completed the BBR e-learning course, please submit the certificates along with your workshop application form. If you have not taken the e-learning yet, you will be required to do so prior to attending the workshop.

The online BBR course is available in English, Arabic, and French. To access it, please register here: [www.BuildingABetterResponse.org](http://www.BuildingABetterResponse.org).



**70,000+**

#E-LEARNING ACCOUNTS

# E-LEARNING  
NGOS 2017-2019\*

**1,685**

IN-PERSON CURRICULUM  
AVAILABLE IN

**ARABIC  
FRENCH  
ENGLISH**



## ELIGIBILITY

Before submitting an application, please check that you meet all of the following eligibility requirements. Applications that do not meet these requirements will not be considered.

- Must work for an NGO
- Coordination must be an essential part of your job responsibility
- Must have a demonstrated commitment to coordination and a desire to spread learning to colleagues
- Must be able to speak, read, and write English with proficiency
- Must be able to meet the COVID-19 requirements, including providing proof of COVID-19 vaccination

## COSTS

With the generous support of USAID's Bureau of Humanitarian Assistance (BHA), this workshop will be provided free of charge to all selected participants. In addition, the following costs will be covered by the project for those who are selected:

- Transportation to and from the workshop location
- Lodging for three (3) nights
- Breakfast, lunch, and dinner during the 3 workshop days, as well as morning and afternoon coffee/tea breaks

## COVID-19 REQUIREMENTS

Based on the updated guidance from the Centers for Disease Control and Prevention (CDC) and donor and organizational policies, we will require all BBR participants to be fully vaccinated for COVID-19 in order to attend the in-person BBR workshop in Nepal on 4-6 October 2022. You are considered fully vaccinated 2 weeks after completing your primary COVID-19 vaccination. Participants will need to provide proof of vaccination. In addition, all participants will be subject to a rapid COVID-19 test on the first day of the workshop.

If you are unable to comply with this policy and provide proof of vaccination, you will not be able to attend the BBR workshop.

Should COVID-19 guidance and regulations cause the in-person workshop to be cancelled, the workshop will take place remotely.

## TIMING

3-Day Workshop  
4-6 October 2022

9:00 AM - 5:00 PM Nepal Standard Time (NPT)

## HOW TO APPLY

Interested applicants who meet the eligibility criteria should complete the application form and return it to [bbr@concern.net](mailto:bbr@concern.net) by 5 September 2022.

Applicants will receive confirmation if they are accepted shortly after the deadline. BBR workshops often receive more applications than there are spaces available. Selection of participants is based on the quality of the application, applicants' meeting the eligibility criteria, as well as to ensure a diverse representation of participants.