



Sphere India

National Coalition of Humanitarian Agencies in India

ANNUAL REPORT
2014 - 2015

Working Together to Reduce Human Suffering and
Building Resilient India

SPHERE INDIA SOCIAL NETWORKING LINKS



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www.spherindia.org.in

SPHERE INDIA

Sphere India is a National Coalition of Humanitarian Agencies in India. Initiated in 2003, as a country pilot of The Sphere Project in India, Sphere India gradually evolved through a process of consultations to provide institutional space and processes of collaboration to promote Quality and Accountability in Humanitarian Action in India.

VISION

To build a safer and disaster resilient India by promoting quality and accountability in humanitarian action through a principle based inclusive process of collaboration of all humanitarian actors including Government Agencies, UN Agencies, Red Cross, International, National and Local NGOs, CBOs and Communities.

MISSION

To enhance the Quality and Accountability of Humanitarian Action in India and protecting the rights and dignity of the people affected by natural calamities or conflict situations in India.

CORE COMMITMENTS

Sphere India is an expression of our collective commitment towards Quality and Accountability to those we seek to assist. We expect to be held accountable to this commitment and undertake to:

- Develop platforms for Inter Agency Collaboration based on agreed principles at all levels (National, States, Districts and Communities) in India.
- Take all possible steps (Preparedness, Response and Advocacy) to prevent Human suffering arising out of natural calamity or conflict situations in India.
- Assess overall humanitarian need emerging due to natural calamity or conflict situation in India and meet the needs through Unified Response and Collaborative efforts of all stakeholders (Government and Non-Government).
- Develop systems, processes and institutionalization programs to enhance Quality and Accountability of Humanitarian Actions in India.

SPHERE INDIA PROGRAMME VERTICALS

	Inter Agency Coordination	Training and Capacity Building	Knowledge Management	Collaborative Advocacy
PLATFORM	Inter Agency Coordination for Emergency Preparedness and Response.	Strategic Collaboration and Coordination of Humanitarian training and capacity building efforts in India	To collate, process, research, analyze develop and disseminate Humanitarian information, knowledge and learning resources.	Inter Agency collaboration for Humanitarian Advocacy.
INSPIRATION	Indian innovation inspired from local initiatives & global humanitarian reforms.	Global inter Agency ECB (Emergency Capacity Building) Program	Global Inter Agency ALNAP initiative	Indian innovation
STEERING COMMITTEE	Chair: CARE india Co-Chair: ADRA Member: Christian Aid, CASA, TDH Foundation, Caritas India, SEEDS, ACE, UNDP, UNICEF, I World Vision India	Chair: CFI Co-Chair: EFFICOR Member: CARE India, Cordaid, WHH, EHA, ACF, UNDP HI, World Vision India	Chair: Cordaid Co-Chair: Save the Children Member: CARE India, Christian Aid, UNDP, EFFICOR, HI, CRS, CASA Tear Fund, World Vision India	Chair: Action Aid Co-Chair: NCDHR Member: CARE India, Christian Aid, CASA, EHA, SEEDS, EFFICOR, ACF, HI, WHH, DCA, SC, World Vision India
KEY ACTIVITIES	LAGs at all levels, GO-NGO interface, SITREPS, Map resources, Common Processes for EW, Activation, Assessments, Joint Strategies, Joint Response, Common Monitoring Common Learning	Training Needs Analysis, Trainers Inventory, Curriculum Development, Training Manuals & Modules, Training of Trainers, Trainings as required, Networking of training institutions.	Research, Documentation, Good Practice Review, Website, Publications, Information Library, Developing Standards Knowledge Products and Guidelines, Collation of IKLM Resources, Networking of institutions	Protection and Rights Based Advocacy, Policy Research and Analysis, Policy Development & Advocacy, Media Advocacy, People Centered Campaigns, Networking with Advocacy Agencies
FOCAL POINT	Shivani Rana shivani@sphereindia.org.in +91-8599109716	Dr. Henna Hejazi henna@sphereindia.org.in +91-8130171953	Saikhom Kennedy kennedy@sphereindia.org.in +91-8285221559	Pooja Rana pooja@sphereindia.org.in +91-9818843066
ADVISORY SECTOR SUB-COMMITTEE				
WASH Chair: Oxfam Co-Chair: ADRA Member: CARE India, Christian Aid, WHH, CARITAS India, EHA, TDH Foundations, SEEDS, HI, World Vision India. Focal Person: Shivani	FOOD AND NUTRITION Chair: ACF Co-Chair: WHH Member: CA, EHA, TDH Foundation, EFFICOR, ACF, IGSSS, CRS, World Vision India, UNICEF, DCA, SC, Nutrition Coalition, CDDMASS, GAIN Focal Person: Shivani		SHELTER Chair: SEEDS India Co-Chair: CARE India Member: Christian Aid, CASA, Habitat For Humanity, IGSSS, TDH Foundation, HI, CRS, World Vision India Focal Person: Kennedy	
HEALTH Chair: WHO Co-Chair: EHA Member: CARE India, Christian Aid, Caritas India, Handicap, International, Plan India, PHFI, Doctors for You, Oxfam India, Save the Children World Vision India Focal Person: Henna	EDUCATION Chair: CFI Co-Chair: Plan India Member: CARE India, SEEDS, World Vision India Focal Person: Pooja		PROTECTION Chair: SC Co-Chair: Handicap International Member: CARE India, Christian Aid, TDH Foundation, CRS, NCDHR, OXFAM, IFRC, CFI, World Vision India, UNFPA, ICRC Focal Person: Heena	

SPHERE INDIA MEMBERS



ASSOCIATES NETWORKS



INTER AGENCY GROUP



INTER - AGENCY CO-ORDINATION (IAC)

Inter Agency Coordination program is continuity of Sphere India Unified Response Strategy initiated in last phase. The program coordinates collective efforts for preparedness, response and recovery.



Objectives

1. Develop/strengthen State level capacities for coordination (IAGs)
2. Facilitate a common process for coordination of members, partners and other stakeholders for preparedness, response and recovery.

Key highlights of 2014-15

1. Coordination for Odisha Phhalin recovery process reaching out to 68 different Government and Non Government agencies and inter consortium coordination of consortiums supported by ECHO.
2. Preparedness process for revision of Assessment and advocacy tools, development of coordination SOPs, MOUs with IAGs and capacity building on assessment in targeted states.
3. Activation of URS and Joint rapid assessment of 7 major disasters during the year.
4. Activation of sector coordination especially in J&K Floods and facilitation with state health department and members for MISP and dignity kits
5. Initiation of new IAGs in Madhya Pradesh and Jharkhand

Learning

1. JRNA should essentially be completed within 72-96 hours. The process and tools need further simplification to enable it.
2. A lot of time goes into compilation and analysis of field data and interpreting it for report writing. It needed to be supported with technology interface, hardware and software for realtime data collection and analysis.
3. Time can further be saved by developing a roster of trained people for assessment and report writing at state level. Secondary analysis can also be developed for most vulnerable states as part of the preparedness.

IAC Committee: CARE India (Chair), ADRA (Co-Chair), Christain Aid, CASA, TDH Foundation, Caritas India, SEEDS, ACF, UNDP, Unicef, HI, World Vision India and Plan India.

IAC IN PICTURES



TRAINING & CAPACITY BUILDING

Program initiated in 2008 to coordinate and facilitate training and capacity building interventions of member organisations primarily focussing in the gap areas.

Capacity Building



Objectives

1. Periodically analyse training and capacity needs through Inter agency process.
2. Collate and standardise training modules.
3. Coordinate/ Facilitate TOTs and build a pool of master trainers.
4. Coordinate need based trainings to build capacities of stakeholders at varied levels..

Key highlights of 2014-15

1. Development of 3 day , 1 day and 1 session training module based on standard MISP training manual.
2. Coordinated for 32 training programs at different levels in the year 2014-15.
3. Developed 18 master trainers and training 496 people at various levels.
4. Development of Training and capacity building strategy and tools for training and capacity need analysis.
5. Facilitated integration of MISP SOPs in district health plan and disaster management plans of 12 districts in Odisha.



Learning and way forward

1. Capacity building needs to integrate with Knowledge management.
2. Training policy for Sphere India needed to be developed specifying standards for each training process to ensure quality trainings.
3. Systematic training and capacity need analysis for the sector need to be prioritised.
4. Need to develop standard training modules on other critical areas like Nutrition in emergencies , school and hospital disaster management plans, disability and DRR and how to do participatory DDMPs.

TCBP Committee: CFI (Chair), EFICOR (Co-Chair), CARE India,EHA, WHH , World Vision India, UNDP, HI, ACF

TCBP IN PICTURES



ADVOCACY

Inter Agency Coordination program initiated in 2010 to bring focus on collaborative humanitarian advocacy



Objectives

1. Mobilise and sensitise different stakeholders on humanitarian principles and standards
2. Humanitarian advocacy during disasters for rights and entitlements of affected people focusing on excluded /marginalised and most vulnerable groups.
3. Policy advocacy for development of inclusive and appropriate policy.
4. Advocacy on silent humanitarian situations and disasters like drought, malnutrition and other extreme development situations in which people are living below minimum standards of dignity.

Key highlights of 2014-15

1. Development of rights in crisis tools and standard process for analysing needs as per minimum standards in relief camp settings and people's access to Government Social Protection schemes,
2. Development of Expression of Solidarity statement for stakeholder targeted advocacy, IEC materials on rights and entitlements of affected people for 7 major disasters in the year.
3. Rights in crisis and accountability exercise facilitated for Odisha super cyclone and Kashmir floods
4. Advocacy with NDMA and other ministries on release of the policy guidelines already finalised.
5. Release of policy advocacy paper on Nutrition in Emergencies and nutritional risk analysis jointly carried out with NDMA.
6. Advocacy in disaster affected states and targeted states for sexual and reproductive health and MISP.
7. Organised or co organised 10 national and international events for mobilisation and sensitisation of diverse humanitarian actors .



Learning:

1. Advocacy tools and methodology need to evolve further for efficient and quality rights in need analysis.
2. Follow up on policy guidelines already finalised and policy analysis to identify gaps and areas needed to be supported by policy interventions.

Advocacy Committee: Action Aid (Chair), NCDHR (Co-Chair), Christain Aid, CASA, DCA, CARE India,EHA, SEEDS, WHH , World Vision India

ADVOCACY IN PICTURES



KNOWLEDGE MANAGEMENT

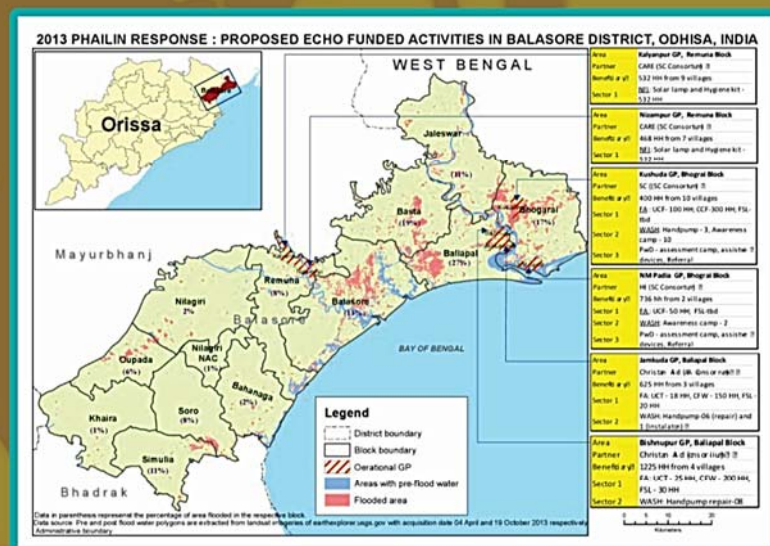
The program started in 2009 to initiate the process of collation of organisational learning, good practice and knowledge among members and wider community and disseminate it using different media.



Objectives

Key highlights of 2014-15

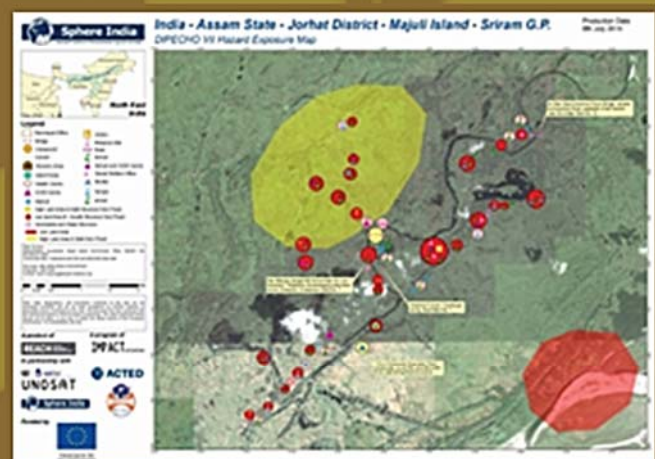
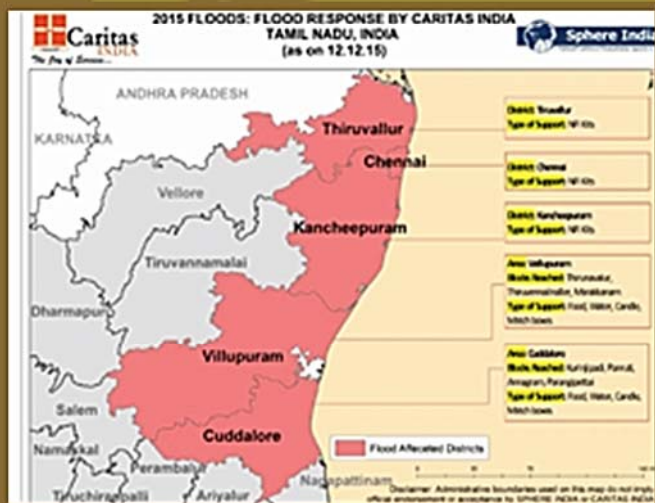
1. As pilots the members were supported with development of district disaster management plans in 5 districts in J&K, State of Sikkim and Majauli subdivision.
2. Response and advocacy efforts of members were supported with GIS mapping and google earth mapping for 8 major disasters for which URS was activated.
3. Common learning exercise and learning documentation completed for major disasters during the year.



Learning and way forward

Knowledge Management Committee: Cordaid (Chair), Save the Children (Co-Chair), Christain Aid, CASA, CARE India, EHA, WHH, World Vision India, UNDP, Tear Fund, EFICOR

KNOWLEDGE MANAGEMENT



SPHERE INDIA TEAM



Mr. Vikrant Mahajan
CEO



Mr. Manoj Dash
Senior Programme
Manager



Dr. Henna Hezari
Focal Point, Training
and Capacity
Building



Ms. Neha Khara
Focal Point,
Collaborative
Advocacy



Ms. Pooja Rana
Programme
Co-ordinator,
GIS-KM



Ms. Shivani Rana
Programme
Co-ordinator, IAC



Mr. Saikhom Kennedy
Programme
Associate, KM

FINANCIAL DISCLOSURES


SPHERE INDIA Balance Sheet as on 31st March 2015

Liabilities	Amount (Rs.)	Assets	Amount (Rs.)
Current Liabilities & Provisions		Current Assets, Loans & Advances	
Audit fee payable	91,200.00	ICICI Bank A/c No.007101054619	4,51,345.96
Membership fee payable	2,10,554.28	Advances	9,145.00
Service Tax Payable	1,63,988.00	Pre-paid expenses	3,600.00
Unutilized balance of projects:		Deposits	
Child Fund India	1,20,000.00	Security Deposit	70,500.00
Child Fund International	1,20,000.00	TDS Receivable	1,52,427.00
PGVS	29.00		
World Society for POAI	29,539.00		
	2,69,568.00	Income & Expenditure A/c	
		Excess of Expenses over income transferred from Income & Expenditure A/c	48,292.32
			7,35,310.28
	7,35,310.28		7,35,310.28

Significant Accounting Policies & Notes to Accounts - Schedule-3
Schedule 3 form an integral part of the Balance Sheet


Vikrant Mahajan
Chief Executive Officer


Nirmal John Singh
Chairman


Kennedy Dhanabalan
Treasurer

for RAY & RAY
Chartered Accountants

SAMIR MANOCHA
Partner
Membership No. 091479

Place : New Delhi
Date: 24.09.2015


SPHERE INDIA Receipts & Payments Account for the year ending 31.03.2015

Receipts	Amount (Rs.)	Amount (Rs.)	Payments	Amount (Rs.)
Opening Balances:			Subscriptions Fee	203,314.69
Cash in Hand	4,461.00		Sphere International Coordination Meetings	175,663.00
ICICI Bank A/c No.007101054619	144,993.25		Sphere India AGM and Ex Com Meetings	34,075.00
Security Deposit	10,500.00		Training programs	8,887.00
Advance	25,420.00	185,374.25	Rent	369,705.00
Membership fee		1,375,500.00	Travel	24,375.00
Interest & Other Income		9,197.00	Administration Cost	249,042.55
Tax Recovery		1,000.00	Expense paid in advance	3,600.00
Training registration fee		36,000.00	Audit fee	89,888.00
Amount for service tax		136,324.00		
Project Receipts (Schedule -1)		2,199,429.00	Project Payments (Schedule-2)	2,253,283.05
			Closing Balances:	
			Cash in Hand	
			ICICI Bank A/c No.007101054619	451,345.96
			Security Deposit	70,500.00
			Advances	9,145.00
				530,990.96
		3,942,824.25		3,942,824.25

Significant Accounting Policies & Notes to Accounts - Schedule-3
Schedules 1 to 3 form an integral part of the Receipt & Payment Account


Vikrant Mahajan
Chief Executive Officer


Nirmal John Singh
Chairman


Kennedy Dhanabalan
Treasurer

for RAY & RAY
Chartered Accountants

SAMIR MANOCHA
Partner
Membership No. 091479

Place: New Delhi
Date: 24.09.2015

FINANCIAL DISCLOSURES

SPHERE INDIA Income & Expenditure Account for the year ending 31.03.2015

Expenditure	Amount (Rs.)	Income	Amount (Rs.)
Subscriptions Fee	413,868.97		
Sphere International Coordination Meetings	175,663.00		
Sphere India AGM and Ex Com Meetings	34,075.00	Membership Fee	1,380,000.00
Training programs	8,887.00	Interest on SB Accounts	9,197.00
Rent	369,705.00	Training registration fee	36,000.00
Travel	23,725.00	Tax Recovery	1,000.00
Administration Cost	255,916.55		
Audit Fee (including Service Tax)	83,200.00		
Excess of Income over Expenditure c/d	61,156.48		
	1,426,197.00		1,426,197.00
Excess of Expenditure over income c/d	-	Excess of Income over Expenditure b/d	61,156.48
Balance B/f from last year	109,448.80	Balance trf to B/s	48,292.32
	109,448.80		109,448.80

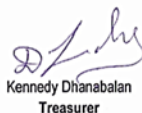
Significant Accounting Policies & Notes to Accounts - Schedule-3
Schedules 3 form an integral part of the Income & Expenditure Account



Vikrant Mahajan
Chief Executive Officer



Nirmal John Singh
Chairman



Kennedy Dhanabalan
Treasurer



for RAY & RAY
Chartered Accountants
SAMIR MANOCHA
Partner
Membership No. 091479

Place: New Delhi
Date: 24.09.2015

SCHEDULE-1

SPHERE INDIA

Project wise Receipts & Utilization Statement

Donor	Project Name	Op. Balance	Receipts (Rs)	Total	Utilization (Rs)*	Closing Balance (Rs)
Caritas India	Inter Agency Coordination - India and Uttarkhand Floods	138,545.05	-	138,545.05	138,545.05	-
Save the Children	Disaster Response to Cyclone Phailin and subsequent flood in Odisha, India	36,950.00	1,102,946.00	1,139,896.00	1,139,896.00	-
PGVS	National Workshop	-	55,929.00	55,929.00	55,900.00	29.00
World Society for POAI	SDMP Sikkim	-	188,186.00	188,186.00	158,647.00	29,539.00
Child Fund India	Training Program	-	120,000.00	120,000.00	-	120,000.00
Child Fund International	Training Program	-	120,000.00	120,000.00	-	120,000.00
EFICOR	Overhead Support	-	760,295.00	760,295.00	760,295.00	-
	Total	175,495.05	2,199,429.00	2,522,851.05	2,253,283.05	269,568.00

* For details refer Schedule 2

Note: Actual grant received during the year is Rs 2335753/- after deducting TDS Rs. 147927/- as details given below.

Save the Children - Rs.123927/-

Child fund India - Rs.120000/-

Child fund India - Rs.120000/-

Actual utilization is Rs.2253283/-.

Service tax to the extent of Rs. 136324/- is adjusted from "SAVE THE CHILDREN"




FINANCIAL DISCLOSURES

SCHEDULE-2

SPHERE INDIA

PROJECT PAYMENTS

A. Inter Agency Coordination - India and Uttarkhand floods funded by CARITAS

Sl.No.	Particulars	Amount (Rs.)
2.8	Lesson Learnt Workshop	10,266.00
4.1	Travel of Program Team	30,162.00
5.1	Office Administration	98,117.05
Total (A+B+C)		138,545.05

B. Disaster response to Cyclone Phailin and subsequent flood in Odisha, India funded by Save the Children

Sl.No.	Particulars	Amount (Rs.)
1	Program Cost	325,000.00
1	District level Coordinator	250,000.00
2	State Coordinator	54,000.00
3	GIS Resource :Person	204,000.00
4	District level meeting	79,775.00
5	Travel of Program Team	129,270.00
6	Communication cost	50,350.00
7	Admin & Overheads	47,501.00
Total		1,139,896.00

C. National Workshop (PGVS)

Sl.No.	Particulars	Amount (Rs.)
1	Materials	4,182.00
2	Travel Expenses	51718.00
Total		55,900.00

D. World Society for the POAI

Sl.No.	Particulars	Amount (Rs.)
	SDMP Sikkim	158,647.00

E. EFICOR

1	Overhead Expenses (Rent)	760,295.00
Grand Total		2,253,283.05

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ACKNOWLEDGEMENT

I am extremely pleased with the deep involvement and cooperation of Sphere India governing body, the members of the executive team, our Inter-agency groups at state level and all the government agencies who have been supporting us to achieve the desired outcomes.

I would also like to place on record my gratitude and appreciation to Sphere India chairperson and member organizations to continuously providing their inputs, comments, suggestions and feedbacks. This journey would not have been possible without your ideas and knowledge & experience sharing.

A special vote of thanks to Sphere India team for continuing to work with the same zeal and enthusiasm.

We pledge to continue to come up to the expectations of our friends and well-wishers and will continue to work in the same spirit.



Sphere India

National Coalition of Humanitarian Agencies in India

SPHERE INDIA SECRETARIAT
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