



Provision of Consultancy Services to Conduct **trapca
Tracer Study and Impact Assessment of Training
Programmes.**

August 2022

Terms of Reference

Overview

The Trade Policy Training Centre in Africa (**trapca**) was established in December 2006 as a Centre of the Eastern and Southern Africa Management Institute (ESAMI), which is an intergovernmental institute that is ISO certified. Particularly, **trapca** was established as a specialised Centre with the mandate of providing training and technical expertise on trade issues to professionals in African countries. Situated in Arusha, **trapca** is owned by ESAMI and in partnership with Lund University in Sweden.

trapca has focused its efforts on building long-lasting and sustainable solutions to economic challenges and aspirations of indigent sub-Saharan African countries. The strategic response to the identified African capacity needs on trade is anchored on **trapca**'s vision to be a centre of excellence in Trade Policy and Trade Law in Africa. This is driven by the mission to build capacities of African countries for effective integration at policy development, negotiations, implementation, and enforcement processes of international trade. The main capacity challenges identified from the needs analysis include the limited negotiation skills, policy design coupled with very limited capacity to implement and enforce obligations under the trade agreements entered into by African countries.

1. Introduction

As a specialised trade policy and trade law training Centre, **trapca** aims to bring new perspectives to world trade, inspire the creation of networks and develop competencies to strengthen the capacity of countries to engage in multilateral, regional and bilateral trading systems in sub-Saharan countries. The key programme objective is to attain improved trade policy capacity. This will enable the countries to develop trade policy strategies to negotiate for the countries' more beneficial trade policy agreements, thus contributing to increased international and regional trade.

trapca courses are modelled in a way that enables African countries to reap the benefits of globalisation and international trade by building competencies in trade related issues. **trapca** offers the following capacity building programmes in the area of trade policy, trade law and trade facilitation -:

- a) International trade and Development which is an entry level foundation course commonly known as TRP 400.
- b) Advanced courses that also known as TRP 500 courses that can lead to a Masters' degree programme in International Trade Policy and Trade Law.
- c) International, regional, and national tailor-made programmes; which are designed to address clients' specific needs in trade policy, trade law and trade facilitation. This is exemplified by tailored executive courses offered to select African

Countries to build their capacity on AfCFTA Phase II issues negotiations and Phase I issues implementation.

One of **trapca**'s strategic thrusts in training and capacity building is to ensure that its programmes benefit from periodic research carried out in the form of Performance Needs Assessment (PNA), participant feedback, and end of programme evaluation. **trapca** is keen to ensure that its capacity strengthening activities are competitive globally and responsive to the market demands of the target region. This Graduate survey is expected to provide rich experience about the impact of the training initiatives offered by **trapca** under the OACPS/EU funding from July 2019 to November 2021. This is designed to provide an assessment on the extent to which the overall objective of **trapca** as per project objectives log frame.

ESAMI is now seeking the services of competent individuals, firms, or teams to conduct an extensive tracer study and impact assessment of **trapca** capacity building programmes covering the period July 2019 to November 2021.

2. Overall Objective

The overall objective of the study is to trace **trapca** students/graduates who undertook training under the OACPS/EU support and assess effectiveness, relevance, and impact of **trapca** programmes in achieving the objectives and outcomes for the project.

3. Specific Objectives

- a) Trace all target **trapca** graduates/students supported by OACPS/EU and get insight into graduates'/students' experiences before and after **trapca** training.
- b) Determine the relevance of the competencies acquired by the graduates/students to their organisation and countries.
- c) Assess the overall impact of **trapca** training programmes in line with the overall objective of **trapca**.
- d) To establish how the skills and knowledge acquired at **trapca** have influenced the work, organization, and career of the graduates/students in furthering the trade agenda and implementation of trade agreements and protocols.
- e) Document success stories that identify the value addition of the **trapca** capacity building programmes.

4. Scope of Work

The scope of work for the consultancy assignment is as follows:

- a) Assess the impact of the training programmes on the alumni in terms of skills enhancement, skills utilisation, career development and institutional capacity enhancement
- b) Assess the impact of the training programmes in terms of relevance, effectiveness, efficiency, and sustainability

- c) Provide an overview of opinions of alumni/students on their training considering their employment experiences
- d) Obtain the views and opinions of employers on the impact, quality, and relevance of trapca training programmes
- e) Identify the present job status of alumni and the extent to which their jobs are appropriate to their new level of education.
- f) Determine the extent to which alumni use knowledge, attitudes and skills acquired during their study in their present jobs.
- g) Assess the extent to which qualifications acquired during the academic studies are used for trade policy, trade negotiations, analysis, and trade facilitation.
- h) Find possible ways of enhancing **trapca** programmes and the training system so that it is responsive to the changing needs of the industry/country through:
 - determine what skills are present or required for existing workers to enhance the acquisition of trade-based skill set, and
 - identify institutional capacity challenges and gaps involved in trade related activities.
- i) Collect information on placements and employment patterns of **trapca** alumni.
- j) Obtain the opinions of employers of **trapca** graduates concerning the capabilities that were expected on completion of the training programme.
- k) Update database of **trapca** alumni and employers, which would facilitate future contacts as well as follow up studies.
- l) Document success stories of some of the alumni.
- m) Make concrete conclusions and lessons learnt based on the analysis on the impact of **trapca** training/interventions.
- n) Interface with select faculty members to assess effectiveness of **trapca** training from their perspective.

5. Key methodological questions to be measured by the tracer survey

The programme objective is stated as:

Improved trade policy capacity in African countries to develop trade policy strategies to negotiate for the countries' more beneficial trade policy agreements, thus contributing to increased international and regional trade.

- a) Has the programme objective been reached or is likely to be reached?
- b) Is the skill base from the alumni reflected as per the training they acquired in negotiation skills, trade remedies, trade policy analytical skills, trade database simulations, trade law, trade diplomacy, regional trade agreements, market access, as well as trade policy, strategy, and economics?
- c) Is (a) corroborated by the employers? In what respects?
- d) What kind of capacity is being built? Is it individual, organisational, or institutional capacity or combinations of these?
- e) If there are variations in the capacity building outcome as per (c), what explains this outcome?

- f) Which indicators are best suited to measure individual capacity, including where the former students are employed and what kind of work they are involved in? Why are these indicators better suited?
- g) How will the survey ensure a high response rate? What data collection methodology needs to be employed to make the survey more scientific?
- h) How will the study capture the impact of the alumni in the private sector and NGOs?
- i) How will the indicators in the survey assure defined targets and measurability?
- j) What indicators need to be incorporated in the survey instruments to show that the training is worthwhile for the target stakeholders – LDCs, Low Income SSA?
- k) What indicators should be incorporated to show that the training is demand driven?

6. Specific Activities

The consultant will

- a) Develop a work plan for undertaking the assignment in consultation with the client
- b) Conduct a literature review of appropriate documentation on the project to familiarize with the project.
- c) Develop, present, and agree with **trapca** a concrete scientific methodology for implementing the study that clearly spells the data collection instruments and the indicators they measure, the data collection approach that includes an assessment of the strengths and weaknesses, guidelines for data collection and the robustness of the data collected, and the analytical approach that clearly measures impact.
- d) Collect reliable data in the field from alumni and their employers
- e) Analyse data, compile, and present draft report
- f) Present the findings of the study to **trapca** and produce the final report to incorporate comments and suggestions from **trapca** staff and stakeholders

7. **trapca** Roles and Responsibilities

- a) Review and approve the work plan, methodology and instruments for the tracer study
- b) Provide relevant review documents (i.e., Strategic Plan, access to students database and other relevant documentation to be reviewed)
- c) Meet the relevant costs related to this consultancy as agreed and stipulated in the contract
- d) Review and approve the synthesis draft and final report and other outputs as stipulated in the deliverables section.

8. Deliverables

- a) Detailed work plan with milestones.

- b) Inception report 5 days after the inception meeting
Documentation of the key lessons for **trapca**
- d) Clear methodology: tracer study instruments and indicator measurement, analytical approach, and robustness check approach
- e) Draft report and presentation to **trapca**
- f) Final report, incorporating suggestions and recommendations (at the end of the consultancy assignment one week after draft report presentation).
- g) Submit all data files in printed and electronic format and completed questionnaires

9. Plan of Work / Duration

It is anticipated that this consultancy will be undertaken as from early July 2022 with an effective input of 60 man-days. However, the lead consultant will prepare a detailed work plan that will form part of the contract.

10. Review Procedure / Monitoring

A panel comprising **trapca** staff and trade experts shall review all outputs of the study. The success of this project will be judged by the delivery of the required outputs and the fulfilment of the study objectives.

11. Confidentiality

All information supplied by the client and that derived from the study, which is not of public nature, shall be considered confidential. **trapca** is the owner of this study and total or partial use of it, mention of the results in publications, articles, interviews etc will require authorisation.

12. Staff Deployment and Qualifications of Key Personnel

The consultant is expected to deploy key staff in the field of Social Sciences/studies or education or market research with demonstrated survey data collection and survey research analysis with a clear publication record.

The team leader should possess a minimum of masters' degree in related fields with minimum working experience of five (5) years as a professional survey data researcher, management consultant with proven experience in education research, market research, tracer studies and demonstrated survey research publication record. The team leader should have knowledge of trade issues. The team should have at least a Development Economist, preferably with a PhD and a Marketing expert capable of conducting an impact assessment analysis. Other team members and assistants should possess at least 1st degree with minimum three (3) years as professional management consultants.

Other desirable qualifications will include knowledge of trade issues and experience of working in African OACPS countries and fluency in English and French will be an added advantage. CVs of lead consultant and experts should be appended to the technical proposal.

13. Evaluation of Proposals

Technical proposals will be evaluated against the following criteria:

- a) Clear articulation of capacity, skill, and innovative approaches to carry out the assignment
- b) Demonstrated experience and competency in conducting tracer studies of a regional magnitude especially in Africa.
- c) Demonstrated experience in survey data collection, analysis, and publications
- d) Demonstrated analytical and report writing skills and experience;
- e) The organizational/individual competency to deliver the services including ability to organize and manage teams
- f) Clear work plan and articulation of expected methodologies and outputs
- g) Prior experience in consulting for EU or donor funded projects

14. Reporting

It is the responsibility of consultant to ensure timely and quality reporting for each phase and deliverables in the assignment. All reports will be submitted to the Head of Centre (**trapca**) in collaboration with the Principal Finance and Administration Officer on dates as may be agreed during the inception meeting and stipulated in the contract. The reports will be reviewed by management and also by an external peer review team.

The proposal submission address:

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Proposals with CVs must be submitted no later than 1600hrs on Friday, 23rd Sep 2022.