Ethiopian Economics Association (EEA)

Terms of Reference (TOR)

for

Offering a Training

on

Policy Analysis, Development, and Implementation

April 2021

Addis Ababa, Ethiopia

1. Background and Rationale

The Ethiopian Economics Association (EEA) is a non-profit making, non-political and non-religious professional Association profoundly working on performances of Ethiopian economy. EEA is founded in 1991 under Ethiopia's Civil Society Law to offer training opportunities, produce scientific evidence, and contributes to the economic policy formulation capability, and broadly to the economic advancement of the country. For the last two decades, EEA has been actively engaged in economic research, offering training, organizing international, national and regional conferences and round table discussions (forums) on the Ethiopian economy. The Association publishes high quality research findings and disseminates the results of various research and conference activities through Ethiopian Journal of Economics, annual and quarterly reports on the Ethiopian economy, proceedings of conferences, and working papers, among others.

One of the core program activities of EEA is to organize short term trainings for its members, the private sector, Civil Society Organizations as well as for policy makers. The training programs aim to produce a professional pool of expertise that has state-of-the-art knowledge and skills to make a difference in economic research, policy formulation and development practice in Ethiopia.

Policies are the directives of laws and regulations developed by public sector organizations to address specific problems. Designing and implementing polices require understanding the processes and principles, national priorities, scientific evidences, and active engagement of stakeholders. Accordingly, EEA plans to organize training workshops on **'Policy Analysis, Development, and Implementation'** by involving competent professionals.

2. Objectives of the Training

The main objective of this training is to equip policy makers, CSOs, the private sector, and other stakeholders with the knowledge related to policy development, analysis and implementations. At the end of the training, the trainees will be able to:

- Define the meaning of policy and policy analysis;

- Conceptualize the process, principles, practices and challenges of policy analysis and implementation;

- Understand the foundation of policy analysis;

- Conduct policy analysis using standard techniques;

- Employ the conceptual framework of policy analysis;

- Distinguish between Philosophical frameworks and policy analysis frameworks;

- Design and identify alternative policy options that suit the national context; and

- Implement the analytical process required for policy analysis.

3. Training Methods

The resource person is expected to utilize latest and relevant literature pertaining to the training topic and support the concepts with illustration /demonstrations on the practices of policy analysis. The trainer is also expected to prepare a standard training material/module based on theoretical and empirical literature. The trainer will verify quality of the training sessions through evaluation of the training sessions by the participants using the checklist prepared by EEA.

4. Scope of the Training

The scope of the training ranges from introducing the trainee with basic concepts to advanced methods of policy analysis, formulation, and implementation issues. Specifically, this five-days training is expected to cover the following topics and subtopics:

1. **The basics of policy and policy analysis**
    1.1. What is policy?
    1.2. Meaning of policy analysis
    1.3. Definition of policy formulation
    1.4. Policy versus planning and strategy
    1.5. Objectives of policy formulation
    1.6. Skills for policy analysis and implementation
    1.7. Public interest and public policy
    1.8. Challenges in policy formualiton and implementation
2. **Policy analysis**
    2.1. Problem analysis
        - Objectives and goals
        - Deficiencies
        - Indicators
    2.2. Measures
    2.3. Scenarios and alternatives
    2.4. Policy analysis frameworks
        - Philosophical frameworks
        - Policy analysis frameworks
    2.5. Analytical process
        - The analytical approach to policy making
        - Steps in analytical process
    2.6. Implementation framework for policy analysis
    2.7. The policy process
        - Maps of the policy process

- Map of alternative models of policy-making process
- The policy life cycle

3. **Policy formulation and Implementation**

    3.1.   Steps in policy making

    3.2.   Setting objectives and priorities

    3.3.   Policy option analysis and selection

    3.4.   Policy implementation, monitoring and control

    3.5.   Policy evaluation and review

- Policy evaluation criteria
- Factors of policy evaluation

    3.6.   Models of policy analysis and planning

    3.7.   Policy implementation

- The process of implementation
- Measures
- Barriers to policy implementation and acceptability

5. Expected Outputs and Results

For attainment of the general and specific objectives of the training, the following outputs are expected:

- Standard training module prepared based on the scope of the training indicated above; and
- Other training materials used to prepare and offer the training;

6. Deliverables

The resource person is expected to undertake the following deliverables:

- Organize relevant resources suitable to the training;
- Utilize the latest and relevant materials to offer the training;
- Organize practical exercises and demonstrative examples for all contents to be covered;
- Prepare the training module by including the exercises, illustrations, analytical outputs, and their interpretations; and
- Offer the training in a participatory way within five days.

7. Style and Length of the Training Module

The number of pages for the module should be between 100 to 150 with 12 font size, single spacing, 0 points before paragraph, and 10 points after paragraph. It must generally satisfy the expected minimum standards as evaluated by the EEA.

8. Eligibility and Selection Criteria

The trainer shall have direct and relevant background in policy analysis, development and implementation. Applicants should fulfil the following eligibility criteria:

- PhD degree in Policy analysis and related disciplines;

- A minimum of five publications related to the topic;

- Demonstrated experience in using statistical software packages including Stata and SPSS; and

- Demonstrated experience in offering similar trainings.

The following criteria with the respective weights shall be employed to select resource persons for offering the training:

- Field of study (40%);

- Research publications (30%);

- Training and teaching experience (30%); and

- Women empowerment (5%).

9. Ethics and Risk

EEA policies on academic integrity shall be strictly respected by the trainer, and shall be enforced as key ethical standard. The trainer is responsible to the quality and relevance of the training document, as per the terms and conditions indicated in this TOR.

10. Time Schedule of the Training

The following tentative timeline is prepared for the training.

Training Day	Subject	Remark
Day 1	Introduction	
Day 2	Policy analysis	
Day 3	Policy analysis (continued)	
Day 4	Policy formualiton and implementation	
Day 5	Policy formualiton and implementation (continued)	

Ethiopian Economics Association (EEA)

Terms of Reference (TOR)

For offering a Training

on

Environmental Impact and Sustainability Analysis (EISA)

April 2021

Addis Ababa, Ethiopia

1. Background and Rationale

The Ethiopian Economics Association (EEA) is a non-profit making, non-political and nonreligious professional Association profoundly working on performances of Ethiopian economy. EEA is founded in 1991 under Ethiopia's Civil Society Law to offer training opportunities, produce reliable scientific research outputs, and contributes to the economic policy formulation capability, and broadly to the economic advancement of the country. For the last three decades, EEA has been actively engaged in economic research, offering training, organizing international, national and regional conferences and round table discussions (forums) on the Ethiopian economy. The Association publishes high quality research findings and disseminates the results of various research and conference activities through Ethiopian Journal of Economics, annual and quarterly reports on the Ethiopian economy, proceedings of conferences, and working papers, among others.

To enhance the professional capacity and meet the interest of its members and other stakeholders, EEA has been engaged in offering various professional trainings. Consequently, EEA has planned to provide professional training on Environmental Impact and Sustainability Analysis (EISA) by engaging interested and competent professionals.

EISA help to identify potential risks of a project to environment and human well-being and identify measures to eliminate or mitigate these risks. It is a tool that can help decision-makers and policy-makers decide what actions they should take and should not take in an attempt to make society more sustainable. The EISA is carried out in a wide variety of sectors, including agriculture, manufacturing, tourism, mining and forestry and applied in different circumstances for different purposes by different types of decision-makers, including:

- government regulators as an approval process for proposals (particularly project proposals);

- proponents (or consultants, planners, engineers) to inform development of a proposal, which could be a policy, plan or project; and

- government regulators, non-government organizations or any other interested party to assess the environmental impact and sustainability of current practices (e.g., a whole industry sector).

Cognizant of these, EEA is planning to organize a three-day training on EISA. This TOR is prepared with the aim to guide the trainer regarding the objectives, contents, mode of delivering the training, and expected deliverables of the training.

2. Objectives of the Training

The main aim of the training is to strengthen the capacity of researchers, academicians and practitioners on how to conduct EISA and interpret the results.

More specifically, this training will enable the trainees to:

- Understand the key elements of environmental impact and sustainability assessment processes;

- Become familiar with key aspects of EIA project screening in order to gain skills in assessing the planned project/initiative features to decide if an environmental impact assessment is needed

- Acquire the knowledge and skills to understand basic EISA steps; and

- Understand sustainability assessment principles, processes and issues;

3. Training Methodology

The trainer to be selected is expected to develop a standard training module on EISA. The module should be supported with relevant case studies and examples. The necessary analytical procedures and illustration are expected to be provided at the end of each section of the module or annexed to the module as needed. This means, the training module should be supported by analytical formulas, practical examples and appropriate case studies. Therefore, the resource person should be aware of the fact that the training sessions will be evaluated by the participants using checklist prepared by EEA.

The resource person is expected to propose the training delivery method including, but not limited to lecture, group discussions, and small group activity as needed.

4. Scope of the Training

The training is expected to cover two main topics: Environmental Impact Assessment (EIA) and Sustainability Assessment (SA). The training will cover the following topics:

1. **Environmental impact assessment (EIA)**

    1.1.   Introduction and overview of EIA

        1.1.1. What is an EIA?

        1.1.2. Why Conduct an EIA

        1.1.3. What is the outcome of EIA?

        1.1.4. What is essential of EIA?

        1.1.5. Assessments related to EIA

> 2.5.   Dealing with integration, offsets and trade-offs in sustainability assessment
>
> > 2.5.1. Trade-offs in sustainability assessment and decision making
> >
> > 2.5.2. Principles for guiding trade-off decisions
> >
> > 2.5.3. Environmental offsets as a means of delivering positive environmental outcomes
>
> 2.6.   Issues in sustainability assessment

5. Expected Outputs

For attainment of the general and specific objectives of the training, the following outputs are expected:

- Standard training module prepared based on the scope of the training indicated above;

- Selected case studies to be worked on in the small group activity during the training sessions; and

- List of useful publications, websites and other information sources on EIA and SA.

6. Beneficiaries of the Training

This training is intending to present the theory and practice of EISA based on best practice examples from around the world. Therefore, direct beneficiaries of the training will be planners, government agency personnel, proponents and consultants, and students in fields of impact assessment (mainly with environmental and socioeconomic background).

7. Eligibility and Selection Criteria

The trainer shall have direct and relevant background in environmental impact assessment and sustainability analysis. Applicants should fulfil the following eligibility criteria:

- PhD degree in environmental and resource economics and related disciplines;

- A minimum of five publications related to the topic;

- Demonstrated experience on application of economic valuation and sustainability analysis;

- Demonstrated experience in using Stata, SPSS and other statistical software packages; and

- Demonstrated experience in offering similar trainings.

The following criteria with the respective weights shall be employed to select resource persons for offering the training:

- Field of study (40%);

- Research publications (30%);

- Training and teaching experience (30%); and

- Women empowerment (5%).

8. Ethics and Risk

EEA policies on academic integrity shall be strictly respected by the trainer, and shall be enforced as key ethical standard. The trainer is responsible to the quality and relevance of the training document, as per the terms and conditions indicated in this TOR.

9. Training Duration and Schedule

The training is expected to be given for five days and tentatively scheduled as follows.

Table 1: Training schedule

Training Days	Topic	Remark
Day 1	Environmental impact assessment	Full day
Day 2	Environmental impact assessment	Full day
Day 3	Sustainability assessment	Half day
Day 4	Sustainability assessment	Full day
Day 5	Sustainability assessment	Full day