

ASSOCIATION OF POWER UTILITIES OF AFRICA (APUA)
AFRICAN NETWORK OF CENTRES OF EXCELLENCE IN ELECTRICITY (RACEE)



CONCEPT NOTE

TRAINING OF TRAINERS WORKSHOP ON THE THEME
TRAINING ENGINEERING: POST-TRAINING EVALUATION".

Venue : Abuja (Nigeria)
24th -27th October 2022



GRUPE DE LA BANQUE AFRICAINE
DE DÉVELOPPEMENT
AFRICAN DEVELOPMENT BANK GROUP



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ACRONYMES ET ABREVIATIONS

- ❖ AFD : Agence Française de Développement
- ❖ ANCEE : African Network of Centers of Excellence in Electricity
- ❖ ASEA : Association des Sociétés d'Electricité d'Afrique
- ❖ BAD : Banque Africaine de Développement
- ❖ CdE : Centre d'Excellence
- ❖ CdF : Centre de Formation
- ❖ UdC : Unité de Coordination
- ❖ CSTE : Centre des Sciences et Techniques de l'Electricité (ONEE-Maroc)
- ❖ EAL : ESKOM Academy of Learning (ESKOM-Afrique du Sud)
- ❖ IFEG : Institut de Formation en Electricité et Gaz (Algérie)
- ❖ KGRTC : Kafue Gorge Regional Training Centre (ZESCO-Zambie)
- ❖ RACEE : Réseau Africain des Centres d'Excellence en Electricité
- ❖ SdE : Société d'Electricité
- ❖ SONELGAZ : Société Nationale de l'Electricité et du Gaz (Algérie)
- ❖ UdC : Unité de Coordination du RACEE
- ❖ UPDEA : Union des Producteurs, Transporteurs et Distributeurs d'Energie Electrique d'Afrique
- ❖ STEG : Société Tunisienne d'électricité et du Gaz

INTRODUCTION

The African Network of Centres of Excellence in Electricity (ANCEE) is a continental initiative spearheaded by the Association of African Electricity Companies (APUA) and supported by the African Development Fund (ADF/AfDB), the Agence Française de Développement (AFD) and the African Electricity Utilities Full details of the project are summarised in Table 1 below.

➤ Summary of the Project Identity

Table 1: Summary of key information on the ANCEE project.

Project number :	ADF/ADB Grant: ADB Agreement: 2100155029817 AFD Grant: AFD Convention: CZZ 1982 01 H
Project title :	African Network of Centres of Excellence in Electricity (ANCEE)
Name of the organisation :	Association of Power Utilities of Africa (APUA)
Project manager :	MITICHE Reda El Hadi, ANCEE Coordinator
Date of of the projet :	June 2015
Official launch date of the ANCEE	February 2016
Closing date of the project :	December 2022

The overall objective of the ANCEE is to improve the performance of the electricity sector and to intensify regional exchanges through the strengthening of technical and managerial capacities in the various fields, as well as the governance of the sector.

Its implementation is evaluated through the presentation of the activity report, the action plan and the budget to the steering committee, the operational governance body of the project which holds two ordinary (statutory) sessions per year.

From an organisational point of view, the network now has ten (10) Centres of Excellence at the end of the 2019 financial year, namely: CSTE/Morocco, EAL/South Africa, Institut de Formation en Electricité et Gaz-IFEG/Algeria, KGRTC/Zambia, Centre de Métiers de l'Electricité-CME/Cote d'Ivoire, National Power Institute of Nigeria-NAPTIN/Nigeria, Geothermal Training Centre-KenGen/Kenya, Aswan Training Centre and Mokatam Training Centre-EEHC/Egypt, VRA Academy/Ghana, Centre de Formation et de Perfectionnement de Khlédia-CFPK/STEG which will cooperate in the training of personnel from APUA member utilities.

The ANCEE is run by an autonomous Coordination Unit (CU), but acting under the responsibility of the APUA General Secretariat. The CU team is composed of

- A Coordinator ;
- A Business Development and Marketing Manager; and
- A Project Assistant in charge of procurement.

In addition, the CU uses the services of the Chief Accountant and the Administrative and Financial Officer of the APUA General Secretariat for the accounting management of the project and may call upon the services of training engineering experts as required.

1. CONTEXT

The ANCEE is made up of ten (10) Training Centres specifically selected to become icons of the "Excellence" label. This label is a guarantee of training that conforms to the high pedagogical and professional quality standards set by APUA. This experience will be extended to trainers from non-labelled training centres in order to contribute to the qualification of African trainers in the power sector.

This opening is foreseen in the project's business plan.

The main objective of the ANCEE is to promote the networking of Centres of Excellence. This networking should allow to :

- To encourage exchanges of experience between trainers;
- Encourage trainers to strengthen their language skills;
- Encourage in-situ training;
- Exploiting the multiplier effect of Information and Electronic Communication Technologies (ICT);
- Assessing the training needs of utilities; and
- In the short term, develop and create new training modules.

The other objective of the ANCEE is to be able to evaluate the training conducted and measure its impact on the performance of the beneficiary company.

As the first phase of the project is nearing completion and on the eve of a likely second phase, it is crucial to introduce and generalise a post-training evaluation approach to the centres of excellence with the consent of the beneficiary utilities who would be the main facilitators.

This concern was also the subject of a resolution at the last ANCEE SteerCo held in Dakar on 15 July 2022, which clearly stipulated that ANCEE must put in place a post-training evaluation approach that will be progressively generalised within the centres of excellence forming the network.

It is on the basis of funding from the African Development Bank (AfDB) that these terms of reference are developed for the recruitment of a Centre of Excellence in charge of the design and facilitation of the post training evaluation theme.

2. JUSTIFICATION

It is with this in mind that the ANCEE Coordination Unit has drawn up these terms of reference on the topical theme of "Training Engineering: Post-Training Evaluation".

The activity planned by ANCEE is scheduled to take place in Abuja during the period 10-13 October 2022. It will aim to:

- (1) Introduce the post-training evaluation approach by an expert facilitator appointed from among the network members according to the AfDB's current expert appointment procedure.
- (2) To allow those responsible for the pedagogy of the CoEs to give their opinion on the approach, to make comments, to integrate possible improvements proposed and to arrive at an accepted consensual approach to be generalised to all the Centres of Excellence.
- (3) Agree on a schedule for the implementation of the approach with the beneficiary companies for the training already conducted.

(2) on the other hand, in the margins of the workshop, to hold working meetings with the heads of NAPTIN and TCN, to discuss the prospects for the emergence of a new field of excellence and the conditions for strengthening cooperation on joint training of excellence with other members of the network.

These exchange meetings should further contribute to

- The strengthening of the network through contacts and exchanges between trainers of the centres of excellence and the strengthening of the idea of belonging to the network;
- The upgrading and harmonisation of training methods and the development of new concepts and new training modules as well as the post-evaluation of training

- Sharing experience and expertise on the methodology for assessing training needs among utilities.
- Identify the comparative advantages of the centres of excellence and contribute to putting them at the service of the network.

3. GENERAL OBJECTIVE

The purpose of this ToR is to recruit a Centre of Excellence member of the ANCEE network to provide the following services:

- Facilitation of the workshop on post-training evaluation
- Presentation of the recommended post-training evaluation approach by introducing the different concepts related to this approach
- Initiate discussions and reflection among participants on the feasibility of the approach and on possible improvements that could be made.
- Validation of the approach and consultation with the representatives of the centres of excellence on the measures to be taken for its implementation in an effective manner for the training actions carried out through the ANCEE.
- Initiation of the main actors of the CoEs to the process of post-training evaluation and the methodology to be followed to carry out the process;
- Uniformity of the approach within the network's centres of excellence in relation to the theme of the workshop;
- Agree on a timeline for the establishment and progressive implementation of the approach in consultation with the beneficiary utilities.

3.1 Specific objectives

More specifically, the experts of the selected CoE will have to :

1. Contribute to a better understanding of the theme of the workshop;
2. Provide participants from the centres of excellence with the necessary techniques and tools to enable them to appropriate the concept and approach to the process;
3. To define the necessary steps for conducting the post-training evaluation;
4. Identify the main actors involved in the process: from the learner to the line manager and senior management;
5. Identify the main tools for the success of the process;
6. Emphasise the importance of stakeholder buy-in through a communication effort that is essential for understanding the objectives of the process

3.2- Expected outcomes of the training workshop.

The main expected results are set out below, namely

- 1.The concept of post-training evaluation is defined and presented;
- 2.The different stages of the evaluation process identified and assimilated by the CoE participants in the workshop;
- 3.The different actors in the process identified;
- 4.The importance of communication on the objectives of the method explained;
- 5.The process through a practical case study carried out;
- 6.Achievement of the objectives is ensured;
- 7.The understanding of the approach and the mastery of the tools confirmed by the participants;
- 8.Final evaluation of the workshop completed and approved;
- 9.The recommendations of the workshop adopted;
- 10.The establishment of a schedule for the implementation of the approach adopted

4. Target audience, date and venue of the workshop

The target audience is the training (pedagogical) managers and human resource managers of the ANCEE Centres of Excellence or the directors of the Centres of Excellence (two persons per CoE) as per the table below:

- Twenty (21) participants as well as**
- **Two (2) trainers to facilitate the workshop**
 - **Two (2) members of the CU**
 - **Three (3) members of APUA**

The participants (21) are distributed by Centre of Excellence and Society as follows:

N°	ANCEE CENTRE OF EXCELLENCE	NUMBER OF PARTICIPANTS
1	CME (Côte d'Ivoire)	2
2	Sonelgaz Services (ex.IFEG/Algérie)	2
3	CSTE (Maroc)	2
4	CFPK (Tunisie)	2
5	VRA (Ghana)	2
6	NAPTIN (Nigéria)	4
7	EEHC (Egypte)	2
8	GTC (Kenya)	2
9	- KGRTC (Zambie)	2
10	Guests representing (1) SoEs (REG)	1
	TOTAL	21

NB: ANCEE Centre of Excellence that will be selected to lead this training workshop at the end of the procurement process will designate a single representative to attend the workshop.

- **4.2 Date and venue of the workshop**

- The workshop will be held over four (4) days from **24 to 27 october 2022** in Abuja (Nigeria) taking into account the health regulations in force in the host country.

- **5. ROLE OF STAKEHOLDERS :**

- **5.1 Role of the designated workshop facilitator**

- The CoE appointed by UDC to facilitate the workshop will elaborate and present the main concepts and the different stages of the process with emphasis on the different stakeholders in the process, the process to be followed as well as the different deadlines to be respected for the proper evaluation of the training. It should also establish :
 - A pedagogical sheet of the theme and the plan of the training over three (3) days
 - Give a pedagogical kit to the participants and representatives of the ANCEE (badges, easel,

pen, notepad, bag with CoE and ANCEE logo, programme and content of the **training, USB key)**

- **- Develop training materials (exercises, handouts, practical tools)**
- Participatory approach and method during workshop facilitation
- Conclusions and main recommendations of the workshop
- Design and printing of the workshop participation certificates for post-training evaluation (signed jointly by the ANCEE coordinator and the CoE)
- Drafting and transmission at the end of the workshop of a methodological note detailing the post-training evaluation approach as presented and amended during the workshop

5.2. Role of the Coordination Unit (the CU)

- The CU should send invitations to participants in this workshop
- Organise the follow-up of registrations, coordinate the organisation and preparation of the workshop with NAPTIN
- Cover all costs related to the organisation of the workshop (room rental, simultaneous translation, international transport of participants, accommodation, catering and local transport)
- Evaluating the workshop, ensuring that it runs smoothly and that the workshop is successful and achieves its intended outcomes.

5.3. Role of the host company

NAPTIN, as co-organiser of the event, will assist the ANCEE CU in the logistical organisation of the workshop, obtaining visas, welcoming the participants, booking the hotel on behalf of the ANCEE, renting the room and related logistics, and ensuring the smooth running of the workshop until the departure of all participants. In particular, the host company will

- Issuing invitation letters to participants to facilitate visa procedures
- Assist the CU and facilitate the negotiation of preferential rates with the selected hotel
- Welcoming participants on arrival and transferring them to the airport on return.
- Travelling with the ANCEE delegation during the mission.
- Take part, through its representatives, in the launching and closing of the workshop.

6- WORKSHOP BUDGET

The budget for the facilitation and logistics of the workshop is included in the ANCEE annual forward programme for the year 2022.

7- PROVISIONAL TIMETABLE FOR START-UP.

Retro-planning of actions and deadlines are indicated below. Beforehand, obtain written agreement from NAPTIN to host the workshop.

Description of the deliverable	Delivery time	Responsible
Transmission of the terms of reference to the bank for a no objection opinion + short list of proposed CoEs	19 August 2022	UdC
Referral to NAPTIN for agreement to host the workshop	19 August 2022	UDC
Validation of the terms of reference by the Bank and the short list	23 september 2022	BAD

Agreement of NAPTIN to host the workshop	31 August 2022	NAPTIN
Transmission of the terms of reference to the Centres of Excellence selected in the short list	23 september 2022	UdC
Referral to the for the designation of two participants to the workshop (+registration form)	15 aout 2022	UdC
Receipt of registration forms from designated participants	26 August 2022	The Centres of Excellence
Invitation letters to participants to obtain visas upon arrival	10 september 2022	NAPTIN
Purchase and transmission of tickets to participants	10 september 2022	UdC
Holding the workshop	24 au 27 octobre 2022	UDC/CdE/NAPTIN
An analysis and synthesis report on the Workshop	5 november 2022	UDC/CdE

8. ORGANISING COMMITTEE

8.1 For the ANCEE C.U

- Duval Jean-Claude TETE, Sales & Marketing Manager
- Ms Edith GBADIE, Assistant in support of the ANCEE C.U

8.2 FOR NAPTIN

- OKEKE Chukwudum, representative of NAPTIN
- E-mail : cokeke@naptin.gov.ng
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8.3 INFORMATIONS

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9- THE PROGRAMME OF ACTIVITIES (INDICATIVE)

Sunday 23/10/2022 : Arrival and welcome of participants (International flights)					
Dates	8H-10H30	30mn	11h-12H30	1h	14h-17h Coffee break included
Monday 24/10/2022	Installation of participants Opening ceremony Speeches	P A U S E - C A F E	Start of work Presentation and expectations of the participants.	D E J U N E R	Plenary: Course lecture
Tuesday 25/10/2022	Plenary: Course lecture		Tutorials in thematic sub-groups		Tutorials in thematic sub-groups (synthesis and validation of work)
Wednesday 26/10/2022	Plenary: Course lecture		Restitution and main recommendations of the workshop		Plenary session Conclusion (Synthesis and validation of the work) Closure of the work Speeches Updating of the methodological note and presentation of the chosen approach
Thursday 27/10/2022	Guided tour		Guided tour		Guided tour
Friday 28/10/2022: Departure of participants (International flights)					

Nb: This programme will be refined to take into account the objectives and deliverables of this workshop