

# **TERMS OF REFERENCE**

## **Training on MARKit Version 2**

**Golf Hotel, Abidjan, Côte d'Ivoire**

**August 27-30, 2019**

### **Introduction**

CRS HRD<sup>1</sup> is organizing a regional training on MARKit version 2, scheduled to take place on August 27<sup>th</sup>-30<sup>th</sup> in Abidjan, Republic of Côte d'Ivoire. This training is one of the activities included in the roll-out plan of the revised MARKit. The training is targeted primarily to CRS staff, but we will welcome a few external participants. Pending funding, a TOT training open to all humanitarian organizations is expected during fiscal year 2020. This TOR provides useful information on the background of the MARKit revision, training objectives, profile of participants, logistics, visa application process, and an overview of the training agenda.

### **Background**

The MARKit project was initiated in 2008 by CRS and CARE, in collaboration with the LRP Learning Alliance and with funding from USAID TOPS to develop a harmonized approach to market monitoring. CRS took the leadership to finalize the draft and publish the manual in 2015. After piloting the tool in several countries, CRS identified gaps and barriers to the use of MARKit and therefore recognized the need to revise the manual.

A two-year MARKit mentorship program was launched in 2016. The main objectives of this program were to provide remote and in-country assistance to country programs using MARKit and to document lessons learned through the process with the perspective of a revision of the MARKit manual. At the end of the program, the CRS MARKit team gathered additional evidence to inform the revision of the manual. Other important steps in the revision process included a MARKit revision workshop held in Lomé, Togo in September 2018; development of the revised manual; and review by internal and external market professionals. The publication of the revised manual is expected by the end of FY19. The proposed training is included in the roll-out plan of the revised MARKit tool.

### **Training Objectives**

This MARKit training is pursuing the following objectives:

- Promote good practices in humanitarian assistance; promote and enable high quality market monitoring during large and/or recurrent food distributions, local and regional purchase, and/or cash and voucher assistance programs.
- Continue building the capacity of CRS country programs and partners in market analysis, particularly market monitoring.

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<sup>1</sup> Humanitarian Response Department

- Start disseminating the revised MARKit; share with participants the lessons learned from the MARKit mentorship program and the main changes to the manual; enable them to learn content and apply the revised MARKit manual and the associated tools.

## **Profile of Participants**

This training will prioritize CRS and partners' staff. However, CRS will welcome few participants from other humanitarian organizations.

Staff eligible to attend the training include Emergency coordinators, Business Development Specialists, Database Managers and ICT4D Specialists, MEAL Coordinators, Cash and Voucher Assistance Project Managers and Officers, Market Project Managers and Officers, Supply Chain/Procurement Managers and Officers.

This training is not for Project Managers only. It is important to have staff such as Supply Chain Managers, Database Managers and ICT4D Specialists, MEAL Coordinators, etc. (who are likely to be involved in market monitoring activities).

The training will be conducted in English. No translation is expected. All participants should be able to participate in a training in English.

Priority should be given to the following staff:

- Staff from country programs that have large food distribution programs and/or continued cash and voucher assistance programs.
- Staff in current or upcoming projects that will use MARKit.

CRS country programs are encouraged to send partner staff meeting the profile outlined above.

## **Expectations from Country Programs**

Past experiences have revealed that most participants in MARKit training have never had the opportunity to use the knowledge they gained during the training. Therefore, we expect that country programs who send their staff to the training will create opportunities for them to apply MARKit in their projects.

Practically, we expect country programs to include when relevant and appropriate, market monitoring in their programs, starting from the program design phase. They should consequently include market monitoring in the program budgets.

Supervisors and managers should be supportive of participants' initiatives related to market monitoring.

## **Dates and venue of the training**

The training will take place from Tuesday through Friday, Aug 27th-30th, in Abidjan, Cote d'Ivoire.

Pending confirmation, the venue of the training is Heden Golf Hotel, Abidjan. The hotel address is:

Heden Golf Hotel  
Cocody Riviera Golf  
08 B.P. 18 Abidjan  
Tel.: +225 22 43 10 44 / 66 66 33 15  
Abidjan, Côte d'Ivoire.

For planning purposes, please be aware that the accommodation rate negotiated by CRS for WARO 2019 regional meeting was F CFA59,323 or approx. USD100 per individual per night.

## **Logistics**

Participants should plan to arrive in Abidjan no later than Monday, Aug 26<sup>th</sup> and depart from Abidjan on Friday, Aug 30<sup>th</sup> in the evening or Saturday, Aug 31<sup>st</sup>. Departures from Abidjan later than Saturday, Aug 31<sup>st</sup> should be justified (flight availability for example), otherwise concerned participants will be responsible for the costs associated.

Airport pick-up and drop off will be ensured by the hotel shuttle. Please pay attention to the sign "Golf Hotel" when exiting the airport.

In the unlikely event that you don't find the hotel shuttle at the airport, please call the hotel at ++225 22 43 10 44 / 66 66 33 15 or take a cab; the cost should not exceed F CFA 10,000 or approx. USD 20.

SharePoint will be created for the workshop. Relevant documents, particularly documents related to security, list of restaurants, key contacts, etc., will be posted there. Also, participants will be requested to fill a form on SharePoint where they will provide their travel information.

## **Visa Application**

Countries whose citizens are exempted from visa entry formalities in Cote d'Ivoire are:

ECOWAS<sup>2</sup> countries: Benin, Burkina Faso, Cap-Vert, The Gambia, Ghana, Guinea Conakry, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Togo.

Other countries not subject to the visa requirement: Central Africa Republic, Republic of Congo, Morocco, Mauritania, Seychelles Islands, Singapore, Chad, Tunisia, Philippines.

Countries that have signed agreements with the Republic of Cote d'Ivoire abolishing entry visa for official passports: South Africa, Austria, Brasilia, Gabon, Israel, Iran, Uganda.

E-visas are available here <https://snedai.com/e-visa/>. The application fee is 73 USD. A credit card is required. If you need a visa and you don't have access to a credit card, please arrange with your colleagues in your country program or email Kassoum Ouattara: [Kassoum.ouattara@crs.org](mailto:Kassoum.ouattara@crs.org) and/or Dina Brick: [geraldine.brick@crs.org](mailto:geraldine.brick@crs.org).

Please note that you will be asked to download the following documents: (1) a scanned copy of your passport, (2) your flight reservation, (3) your letter of invitation or hotel reservation. We will provide a letter of invitation to participants.

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<sup>2</sup> Economic Community of West African States

You can also get a visa at the Ivorian Embassy in your country of residence. There is no guarantee that you can get the visa upon entry at the airport. Therefore, visas must be arranged before arrival, through the e-visa process or at the embassy.

### **Costs covered by CRS HRD**

CRS HRD will cover the following expenses for CRS participants:

- Airport pick-up/drop
- Accommodation in Abidjan
- Lunch during the training, on Aug 27<sup>th</sup> - 30<sup>th</sup>
- Coffee breaks
- Training material
- Printing MARKit manual (if the publishable version of the manual is available)

CRS will cover lunch, coffee breaks and airport pick-up/drop for participants from other organizations. Those participants should plan to pay for their accommodation.

### **Costs covered by Country Programs**

CRS country programs are expected to cover the following costs:

- Air ticket
- Per diem (lunch will be provided during the training days)
- Visa application fee
- Other travel expenses not listed here.

### **Key Dates**

TOR sent to DRD/PQs and DRD/MQs by Friday, June 28<sup>th</sup>.

DRD/PQs share the list of their proposed participants by Friday, July 12<sup>th</sup>.

Final list of participants communicated to DRD/PQs by Friday, July 19<sup>th</sup>.

Participants secure their visas (if required) and submit their travel information on the workshop SharePoint by Friday, August 9<sup>th</sup>.

## Training Agenda

The proposed training agenda is indicative and subject to change. The final agenda will be sent to participants before the workshop.

Time	Day 1	Day 2	Day 3	Day 4
8:30 – 9:00	Opening remarks Introductions Participants' expectations	Day 1 evaluation Day 1 recap Day 2 agenda	Day 2 evaluation Day 2 recap Day 3 agenda	Day 3 evaluation Day 3 recap Day 4 agenda
9:00 – 11:00	Training objectives Review of training agenda Key market and transfer modalities' concepts	Phase A: Prepare	Overview of MARKit sample database Instructions for the group work on price data analysis	Phase D: Report and Adapt
11:00 – 11:20	Coffee-break	Coffee-break	Coffee-break	Coffee-break
11:20 – 13:00	Background & Introduction to MARKit	Phase A: Prepare cont'd	Group work on price data analysis	How to define a market monitoring plan Closing remarks
13:00 – 14:00	Lunch	Lunch	Lunch	Lunch - End of workshop
14:00 – 15:30	Initial Phase: Pre-MARKit project design phase	Phase B: Collect & enter data	Group work on price data analysis cont'd	
15:30 – 15:50	Coffee-break	Coffee-break	Coffee-break	
15:50 – 16:50	Initial Phase: Pre-MARKit project design phase cont'd	Phase C: Analyze	Group reports in plenary Group work recap	
16:50 – 17:00	Daily evaluation	Daily evaluation	Daily evaluation	
17:00	End of Day 1	End of Day 2	End of Day 3	