*Ministry for EU Affairs*

*Technical Assistance for IPA II*

*(2014-2020)*

Training Agenda

**Training on Terms of Reference preparation**

Ankara, 17 and 18, January, 2018

Trainer: Katarina Jurlina

Training agenda

**The Terms of Reference preparation**

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| **Training Agenda (17 and 18 January 2018)** | | |
| **Day 1 (17 January 2018)** | | |
| **Sessions** | **Topic** | **Methodology** |
| 09:30-09:45 | * Welcome * Introduction to the training * Training programme overview * Entry tests | Presentation |
| 09:45-11:00 | **Basic characteristics of service contracts**   * PRAG, Procurement principles * Service contracts by type of work | Presentation  Discussion |
| 11:00-11:30 | Coffee Break |  |
| 11:30-12:30 | **Connection between programming of actions and implementation of service contracts**   * Roles and responsibilities of OS bodies in programming of actions, tendering and implementation of service contracts * Content of tender documentation * Evaluation grids | Presentation  Exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:30 | **Preparation of the TOR Section 1**   * Purpose and content of the TOR * General information section of the TOR | Presentation  Exercise |
| 14:30-14:45 | Coffee Break |  |
| 14:45-16:15 | **Preparation of the TOR Section 2**   * The TOR section on objectives and expected results * Links to the Logical Framework | Presentation  Exercise |
| 16:15-16:30 | **Q&A** | Disucssion |
| **Day 2 (18 January 2018)** | | |
| **Sessions** | **Topic** | **Methodology** |
| 09:30-09:45 | * Welcome * Review of day 1 | Discussion |
| 09:45-11:00 | **Preparation of the TOR Section 4**   * Formulating the project's scope of intervention in TORs * Level of detail in the description of activities * Indication of elements for project management | Presentation  Discussion  Exercise |
| 11:00-11:30 | Coffee Break |  |
| 11:30-12:30 | **Preparation of the TOR Section 6**   * Elements to be included in the Section 6 of the TOR * Specification of experts profiles | Presentation  Exercise |
| 12:30-13:30 | Lunch |  |
| 13:30-14:45 | **Preparation of the TOR Section 3 and 5**   * Formulating and assessing assumptions and risks * Information needed on logistics and scheduling | Presentation  Exercise |
| 14:45-15:00 | Coffee Break |  |
| 15:00-16:00 | **Preparation of the TOR Section 7**   * Setting up the reporting parameters * Establishing monitoring and evaluation framework * Reminders on indicators * Do’s and dont’s when writing the TOR from experience | Presentation  Discussion |
| 16:00 -16:30 | * Exit tests * Evaluation of the training by participants * Closure of the training | Discussion |

