



EAST AFRICAN COMMUNITY

Terms of References

**SELECTION OF CANDIDATES TO TRAINING OF TRAINERS (TOTs) PROGRAMS
AT LIGHT UNIVERSITY OF BUJUMBURA & UNIVERSITY OF RWANDA –
COLLEGE OF BUSINESS AND ECONOMICS**

EAC SECRETARIAT

Arusha, Tanzania

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1 BACKGROUND

Following the signature and ratification of the Common Market Protocol, the East African Community (EAC) Secretariat in collaboration with the World Bank and other development partners, established the Financial Sector Development and Regionalization Project I (FSDRP I). This was with a view to providing a foundation for financial sector integration among EAC Partner States and supporting the broadening and deepening of the financial sector through the establishment of a single market in financial services. The period for first grant US\$ 16 million came to an end on 30th September 2016 and the EAC was granted an Additional Financing (AF) of US\$10.5 million to support the project activities until September 2019.

Under the FSDRP Component (1) of “Financial Inclusion and Strengthening Market Participants”, one of the planned activities for Burundi and Rwanda was to strengthen regulators and market participants via the capacity building development at the Light University (LU) of Bujumbura and University of Rwanda-College of Business and Economics (UR-CBE) in order to bring the two institutions to the same level as other financial sector training and academic institutions in the region.

A study undertaken by the EAC/FSDRP assessed the capacity building needs of Light University of Bujumbura and College of Business and Economics in Rwanda. The specific objectives of the study were:-

- (i) To identify the capacity gaps that should be addressed in order to bring the two institutions to the same level as other financial sector training and academic institutions in the region; and
- (ii) To design an action plan for building capacity within LU and UR-CBE to be able to sustain a financial sector educational program targeting the different stakeholders in banking, pension, capital markets, insurance, microfinance and SACCOs sub-sectors in the two Partner States.

The study identified and recommended the necessary national level interventions to address the identified capacity gaps and enhance the human resource as well as institutional capacity of the two institutions. The strategy to achieve this was for the two institutions to provide courses targeting the financial sector needs of Burundi and Rwanda, by identifying and addressing the capacity gaps for the financial sector needs in both Burundi and Rwanda.

The revised implementation roadmap that was agreed on during the meetings of National Advisory Committees (NACs)¹ includes, among others; the identification of potential partnering training institutions as well as the development of the course contents for the financial education programs at LU and UR-CBE. The last NACs meeting of March 2018 finalized the development of harmonized course contents for Bachelors, Masters and Professional Programs with the aim of using these as the framework for the development of the academic and professional Programs at UL and UR-CBE. The implementation of the professional programs is the first priority under the revised roadmap. In this regard, the following milestones are expected to be undertaken in collaboration with the potential partnering institutions in implementing the professional financial education programs at Light University of Bujumbura and College of Business and Economics in Rwanda:-

- (i) Signing of MoUs to formalize the partnership;
- (ii) Conduct of Training of Trainers (ToTs) programs;
- (iii) Establish exchange of program lecturers (once the students are enrolled in the professional programs), and
- (iv) Administer professional examination and deliver certificates.

The EAC Secretariat and Partner States expect that partnering with the renowned training institutions will enhance the capacity of LU of Bujumbura (Burundi) and CBE in Rwanda to offer professional certificates in the above 5 financial sub sectors. Therefore, there shall be a gradual hand over of the programs to LU/CBE within two (2) years from commencement of the programs.

2 OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to select, enroll and train potential Trainers of Trainees (ToTs) to deliver the professional certification programs in the various financial sub-sectors to be offered by joint Partnership between selected renowned Institution(s) on one hand, and the LU of Bujumbura (Burundi) and CBE in Rwanda on the other. The ToTs programs will be delivered to LU and CBE Lecturers/Professors and a number of people from the industry to enhance their skills and equip them with necessary knowledge to deliver the professional courses.

¹ The NACs are represented by representatives of LU, UR-CBE, Government, Private sector and supported by EAC Secretariat

3 RATIONALE

The EAC Secretariat in collaboration with the World Bank under the FSDRP aims to build capacity for both LU and UR-CBE to enable the two institutions to deliver professional training to support capacity for the various financial sector stakeholders in Burundi and Rwanda. In this regard, the EAC has engaged renowned Partnering Institutions to collaborate with LU and CBE to offer harmonized professional training programs in line with EAC standards and requirements across the five subsectors (Banking, Insurance, Capital Markets, Pensions and Microfinance).

4 SCOPE OF THE WORK

The framework of enrolment of Trainees to partake in the professional training of trainers programs being offered through collaboration between the Partnering Institutions on one hand and LU and UR- CBE on the other hand would cover the following:

- i. Selection of candidates to enroll in the Training of Trainers (TOTs) programs in each of the five financial sub-sectors among LU and CBE Lecturers/Professors and experts from industry ; and
- ii. Enrollment of selected candidates in the professional TOTs programs.

With regard to (i) and (ii) above, **the number of potential trainees in each Partnering State and in each financial sub-sector** is estimated to be at least six (6) trainees for each financial sub-sector. The number may be revised based on the country needs and available resources.

5 CRITERIA FOR SELECTING CANDIDATES TO TRAINING OF TRAINERS (TOTs)

The following criteria will be used to select candidates eligible for attending the **Training of Trainers** program:

6.1.1 Employment Requirement

Lecturers and employees of LU/CBE in the relevant fields related to financial sector; Trainers from financial markets practitioners from the 2 countries.

6.1.2 Qualifications

Minimum of a Masters Degree in the relevant financial subsector with at least 5 years working experience or first degree with relevant professional qualification. Experience in teaching will be a plus for the financial markets practitioners.

6.1.3 DELIVERABLES/OUTPUTS

- (i) Number of Trainers enrolled in the ToTs programs for each of the five financial sub-sectors (by end August 2018);
- (ii) Number of Trainers successfully trained in the ToTs programs and able to partake teaching of trainees/students in each of the five financial sub-sectors (by end December 2018)