

**Study on Improving Existing Policies to Support  
Cross Border Trade in Agricultural Inputs and  
Commodities and National Trainings on  
Agricultural Innovation System Policy Practice  
Index in the SADC Region**

**Inception Report**

**Prepared**

**by**

**The Regional Network of Agricultural Policy  
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**Submitted to**

**The Centre for Coordination of Agricultural  
Research and Development for Southern Africa  
(CCARDESA)**

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## LIST OF ACRONYMS

AFAAS	African Forum for Agricultural Advisory Services
AIS-PPI	Agricultural Innovation System's Policy Practice Index
ASARECA	Association for Strengthening Agricultural Research in East and Central Africa
AUC	African Union Commission
CAADP X-P4	Comprehensive Africa Agriculture Development Programme ex-Pillar 4
CCARDESA	Centre for Coordination of Agricultural Research and Development for Southern Africa
CORAF	West and Central African Council for Agricultural Research and Development
DRC	Democratic Republic of Congo
FARA	Forum for Agricultural Research in Africa
IFAD	International Fund for Agricultural Development
ITC	International Trade Centre
NAKIS	National Agricultural Knowledge and Innovative Systems
ODK	Open Data Kit
RECs	Regional Economic Communities
ReNAPRI	Regional Network of Agricultural Policy Research Institutes
SADC	Southern African Development Community
TOR	Terms of Reference

# 1 OVERVIEW

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a Sub-Regional Organization (SRO) in the Southern African Development Community (SADC) region. CCARDESA is implementing a regional component of the Comprehensive Africa Agriculture Development Programme ex-Pillar 4 (CAADP X-P4) Programme in Southern Africa along with other CAADP XP4 African Institutions. These African institutions include the Forum for Agricultural Research in Africa (FARA), African Forum for Agricultural Advisory Services (AFAAS), the West and Central African Council for Agricultural Research and Development (CORAF) and the Association for Strengthening Agricultural Research in East and Central Africa (ASARECA). The programme is funded by the International Fund for Agricultural Development (IFAD) to support National Agricultural Knowledge and Innovative Systems (NAKIS) in African countries and ultimately the rural poor.

Under the CAADP XP4 project's activity 3.1, strengthening capacities of regional and national organizations in climate-relevant policy analysis, formulation and advocacy, CCARDESA intends to: conduct training and organize assistance in policy analysis, formulation, advocacy and resource mobilization. In addition under activity 3.4 aimed at strengthening the enabling environment for regional trade, markets and transboundary commodity movement for regional trade, markets and transboundary commodity movement, with focus on climate-related commodities, CCARDESA would like to conduct evidence-supported advocacy to improve the implementation of existing policies to support cross border trade in agricultural inputs and commodities e.g. regional seed policies harmonisation.

The Regional Network of Agricultural Policy Research Institutes (ReNAPRI), an entirely African-owned and Africa-led network of agricultural policy centres comprising institutes in Southern, Central, Eastern and Western Africa has been engaged by CCARDESA to undertake the activities. ReNAPRI is known for generating high quality evidence and providing policy guidance in support of agricultural development, food and nutrition security agenda, and resilience livelihoods. ReNAPRI works with a number of national governments and stakeholders as well as Regional Economic Communities (RECs), African Union Commission (AUC) private sectors, civil society organizations, farmers' organizations, other research organizations, development partners and other philanthropists, so as to generate key recommendations and guidance on policy matters in the continent.

## 1.1 OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to strengthen capacities of regional and national organizations in climate-relevant policy analysis, formulation and advocacy to improve the implementation of existing policies to support cross border trade in agricultural inputs and commodities.

Specific objectives are as follows:

Objective 1: Conduct national and Africa to Africa training on the Agricultural Innovation System's Policy Practice Index (AIS-PPI); and

Objective 2: Conduct a comprehensive study that will explore modalities for improving the implementation of existing policies to support cross-border trade in agricultural inputs and commodities.

## **1.2 SCOPE OF WORK**

The interventions will be undertaken in the Southern Africa region with a focus on the following 7 project countries: Botswana, Eswatini, Namibia, Mozambique, Tanzania, Zambia and Zimbabwe. However, to leverage on this assignment, ReNAPRI will also include its other network members namely in the region namely, South Africa, DRC, and Malawi. For its other non-SADC network members namely, Kenya, Uganda and Ghana, only ReNAPRI researchers will be invited.

## **2 METHODOLOGY**

To achieve both objectives specific activities will be undertaken. These include:

### **Preparatory Activities:**

The following are the preparatory activities:

- A.1: inception report writing;
- A.2: participating in the inception meeting; and,
- A.3: constituting country policy teams.

### **Objective 1: AIS PPI Training**

The activities concerning the conducting AIS-PPI Training will include:

- 1.1: compiling AIS-PPI training tools from FARA;
- 1.2: preparing AIS-PPI training curricula;
- 1.3: undertaking AIS-PPI training; and
- 1.4: writing report on AIS-PPI training.

### **Objective 2: Cross-country study of Policies to Support Cross Border Trade in Agricultural Inputs and Commodities**

The activities concerning the Cross-country study of Policies to Support Cross Border Trade in Agricultural Inputs and Commodities will include:

- 2.1: drafting a regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade;
- 2.2: conducting a regional policy dialogue meeting on agricultural inputs and commodities;

2.3: finalizing a study report on constraints in the implementation of policies aimed at increasing cross-border trade; and

2.4: drafting a policy brief on constraints to increasing regional trade.

These activities will enable the achievement of deliverables stipulated in the terms of reference and will be explained in detail later. The methodologies to be used for each of the activities in the assignment are highlighted in Table 1.

**Table 1: Methodologies for conducting AIS-PPI Training and Study on Policies to Support Cross Border Trade in Agricultural Inputs and Commodities**

Activity	Methods	No. of Days	Outputs	Responsible Persons
<b>Preparatory activities</b>				
A.1 Inception report writing	Technical approach to the assignment including methodology, field assessment tools, action plan and timelines.	1	Draft Inception report	Dr Emmanuel Mwakiwa
A.2 Participating in the inception meeting	Presentation and discussion of detailed approach, methodology and detailed action plan with timeline indicative stakeholders' list to be consulted) and field assessment tools; Incorporating comments into the Draft Inception Report		Inception meeting; Final Inception Report	<b>CCARDESA:</b> Dr Baitisi Podisi and team; <b>ReNAPRI:</b> Emmanuel Mwakiwa, Jackson Langat; Lulama Traub-Ndibongo, Dr Nalishobo Meebelo, Alphonse Akouyu
A.3 Constituting Country Policy Teams	Constituting Country policy teams which each team having wide representation. Contacting Country Policy Teams		Functional Country Policy Teams in place	Emmanuel Mwakiwa; CCARDESA; Country Focal Persons
<b>Objective 1: Conducting AIS-PPI Training</b>				
1.1 Compiling AIS-PPI training tools from FARA	Sourcing of AIS-PPI Training materials / curriculum from FARA; Discussing AIS-PPI training with FARA and CCARDESA	1.5	FARA AIS-PPI Training materials	Emmanuel Mwakiwa
1.2 Preparing AIS-PPI Training Curricula	AIS-PPI Training materials/curriculum developed and adapted from FARA materials; taking stock of current National and Regional Policies which influence Agricultural Inputs and Commodities cross border trade; Preparing Concept Note for the Training	5.5	AIS-PPI Training Curricula	Emmanuel Mwakiwa; Dr Jackson Langat; ReNAPRI Researchers and Identified Researchers in Botswana, Eswatini
1.3 Undertaking AIS-PPI training	Delivering AIS-PPI training to target CAADP XP4 countries in Southern Africa. To be delivered through virtual workshop.	6	At least 105 trainees from SADC region trained	Emmanuel Mwakiwa; Jackson Langat; Dr Nalishobo Meebelo, Alphonse Akouyu
1.4 Writing AIS-PPI Training report	Analysing AIS-PPI training evaluations from participants (Descriptive statistics). Writing AIS-PPI Training report.	2	AIS-PPI Training report	Emmanuel Mwakiwa; Jackson Langat
<b>Objective 2: Cross-country study of Policies to Support Cross Border Trade in Agricultural Inputs and Commodities</b>				
2.1 Drafting regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade	Desktop review; Trade flow analysis (trend analysis 10 year) - Agricultural inputs and commodities (classes like unprocessed and processed, etc) (imports and exports): SADC to Africa; SADC to World (Data: ITC TradeMap); Country policy teams to provide data/literature cross border trade and constraints; policy stock take and also assess policy influencing cross-border trade in agricultural inputs and commodities (top five inputs & commodities); Submission of Draft regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade	22	Draft regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade	Emmanuel Mwakiwa; Jackson Langat; Dr Shephard Siziba; Lulama Traub-Ndibongo; ReNAPRI Researchers and Identified Researchers in Botswana, Eswatini
2.2 Holding the regional policy dialogue meeting on agricultural inputs and commodities	Webinar to be held during the ReNAPRI Conference with senior officials from relevant ministries and from the 7 CAADP XP4 countries to examine the challenges and opportunities to enhance cross border trade in agricultural inputs and commodities; Preparing Concept Note for the Webinar; Approach and invite key note Presenter; Panellists from organizations dealing with the SADC region; Moderating the Webinar; Writing the regional dialogue meeting.	5	Regional policy dialogue meeting and report on agricultural inputs and commodities	Emmanuel Mwakiwa; Jackson Langat; Dr Shephard Siziba, , Dr Nalishobo Meebelo; Alphonse Akouyu
2.3 Finalizing study report on constraints in the implementation of policies aimed at increasing cross-border trade	Validation workshop to be organized by CCARDESA for the presentation of the draft study report on constraints in the implementation of policies aimed at increasing cross-border trade; Incorporation of comments from the validation workshop	2	Final study report on constraints in the implementation of policies aimed at increasing cross-border trade	Emmanuel Mwakiwa; Jackson Langat; Dr Shephard Siziba
2.4 Drafting a policy brief on constraints to increasing regional trade	To be compiled from materials from all activities under objective 2	6	Policy brief on constraints to increasing regional trade	Emmanuel Mwakiwa; Jackson Langat; Shephard Siziba Lulama Traub-Ndibongo



## **2.A PREPARATORY ACTIVITIES**

### **2.A.1 Inception report writing**

The Inception Report, containing the technical approach to the assignment including methodology, proposed tools to be used, action plan and timelines based on the given terms of reference, will be drafted by ReNAPRI. Draft Inception Report will be produced. A presentation to be made during the inception meeting involving CCARDESA and ReNAPRI will also be prepared.

### **2.A.2 Inception Meeting**

The CCARDESA team will host an initial virtual inception meeting with the ReNAPRI team. During this meeting the ReNAPRI team will present and discuss the draft Inception Report, containing the proposed methodology based on the given terms of reference. During the meeting, an agreement will be reached on the scope, methodology and various data collection methods to be applied, so as to achieve the assignment's objectives. In addition, the contact details of the key country CAADP XP4 focal persons in Southern Africa will be shared with the ReNAPRI team by CCARDESA. CCARDESA will also clarify how far the SADC CAADP XP4 countries have progressed in formulating the Country Policy Teams. Access to readily available and relevant documents which would assist in achieving the assignments would also be sought from CCARDESA, for example project progress reports; national and regional policies affecting agricultural cross border trade; amongst other. Comments raised during the meeting will be incorporated into the draft inception report to produce the final inception report.

### **2.A.3 Constituting Country Policy Teams**

Formation of country policy teams is the first stage in the implementation process of the AIS-PPI tool. Depending on progress made in each SADC CAADP XP4 country, country policy teams will be established and contacted, including the country focal person, with the assistance from CCARDESA. Wherever applicable, ReNAPRI will be represented in each country team. The team should be made up of representatives of all actors in the agricultural innovation system. Where possible, the policy team should include, but not limited to, a representation from: National agricultural research institution; University; Statistical Services; Ministries responsible for food and agriculture, science, technology and innovation, finance and economic planning, ; trade, transport, policy, planning, monitoring and evaluation; Farmers' organizations; Cooperatives (public and private); Representatives from the national Biennial Review team; and other relevant bodies.

## **2.1 ACTIVITIES PERTAINING TO OBJECTIVE 1: CONDUCTING AIS-PPI TRAINING**

### **2.1.1 Compiling AIS-PPI Training Tools from FARA**

This activity will comprise sourcing of AIS-PPI training materials/curriculum from FARA. Some of the materials to be sourced will include: Concept Note from the previous training workshops; AIS-PPI Tool; Open Data Kit (ODK) from training of trainers workshops 1 and 2 conducted by FARA. In addition there will be some discussions regarding the AIS-PPI training tools and data with FARA and CCARDESA. For instance, some of the discussion would be on the possibility of the network having access to the FARA AIS-PPI online data platform. Since CCARDESA and ReNAPRI will assist with collating of the country-level

policy evidence, agreements will be made on to what extent the two parties will have control over that data - i.e. ability to access and update as needed. Other issues to be discussed will also include need for sharing outstanding materials not yet shared e.g. AIS-PPI ODK Desktop Data entering platform.

### **2.1.2 Preparing AIS-PPI Training Curricula**

AIS-PPI Training materials/curriculum will be developed by mainly adapting the curricula from that of FARA using the materials discussed in the previous sub-section. An AIS-PPI training curricula will be prepared in consultation with FARA and CCARDESA. Before the training commences, the concept note with details on the curricula will be prepared by ReNAPRI and approved by CCARDESA. In preparation of practical sessions and hands-on assessment of policy using AIS-PPI tool, participants will be required to take stock and document current national and regional policies which influence cross border trade in agricultural inputs and commodities several weeks in advance before training commences. A policy stock taking tool will be used to document each of these policies, while other course materials will also be shared with the participants before the date of the training. The policy stock take is a link between objective 1 and 2 of the assignment.

### **2.1.3 Undertaking AIS-PPI training**

Due to the COVID-19 pandemic, the training will be carried out by virtual means (online) where participants will join remotely from their respective locations. The five-day training will be moderated by a facilitator with support of presenters from ReNAPRI. The training will involve both facilitation and hands-on practical sessions where participants will be guided by the facilitator to use the AIS-PPI Tool to assess the formulation and implementation of a selected policy in their respective jurisdiction. The participants will focus on policies that affect cross border trade in agricultural inputs and commodities as a link to objective 2 of the assignment. The training will be conducted in English. It is envisaged that 105 individuals drawn from the country policy teams from SADC CAADP XP4 countries will attend the training sessions, i.e., 15 per country. To leverage on this training, ReNAPRI will also include SADC network members from non-project countries i.e., South Africa, DRC, and Malawi. For its other non-SADC network members namely, Kenya, Uganda and Ghana, only ReNAPRI researchers will be invited. Each day's sessions will not last more than 4 hours. Major activities for each training day are shown in Table 2:

#### **Major Activities to be covered during AIS-PPI Training**

<b>Day Number</b>	<b>Major activities to be covered</b>
1	Introduction to the training, Objectives of training, background to CAADP XP4 project; brief presentation on taking stock of the National and Regional Policies which have got an influence on Agricultural Inputs and Commodities cross border trade; Presentation of the PPI Tool
2	Practical session: participants filling the form regarding taking stock of the National and Regional Policies which have got an influence on Agricultural Inputs and Commodities cross border trade; and AIS-PPI Tool; Facilitators on Stand-by for questions and clarifications by participants
3	Recap of Day 1; Practical demonstrations – Presentations by selected participants of filled AIS-PPI tools; Discussions regarding AIS-PPI tools
4	Recap of Day 3; Integrating the PPI assessment reports; Introduction of Open Data Kit; Use and Demonstration of ODK in AIS-PPI data entry
5	Recap of Day 4; Discussion regarding entry of AIS-PPI data using the ODK platform; Accompanying evidence and data to support AIS-PPI policy assessments; Way forward

**Table 2: Major Activities to be covered during AIS-PPI Training**

<b>Day Number</b>	<b>Major activities to be covered</b>
1	Introduction to the training, Objectives of training, background to CAADP XP4 project; brief presentation on taking stock of the National and Regional Policies which have got an influence on Agricultural Inputs and Commodities cross border trade; Presentation of the PPI Tool
2	Practical session: participants filling the form regarding taking stock of the National and Regional Policies which have got an influence on Agricultural Inputs and Commodities cross border trade; and AIS-PPI Tool; Facilitators on Stand-by for questions and clarifications by participants
3	Recap of Day 1; Practical demonstrations – Presentations by selected participants of filled AIS-PPI tools; Discussions regarding AIS-PPI tools
4	Recap of Day 3; Integrating the PPI assessment reports; Introduction of Open Data Kit; Use and Demonstration of ODK in AIS-PPI data entry
5	Recap of Day 4; Discussion regarding entry of AIS-PPI data using the ODK platform; Accompanying evidence and data to support AIS-PPI policy assessments; Way forward

At the end of training, the country policy teams through their Country Focal Person or ReNAPRI member will be requested to finalize stock take of all their National and Regional Policies which have got an influence on cross border trade in Agricultural Inputs and Commodities; and assess all these policies using the AIS-PPI tool. They will be given one week to perform the assessments of the policies using the AIS-PPI tool. They will also be requested to provide evidence for the analysis through submitting published and unpublished documents, and supporting data whenever available. These documents and data will be used as inputs to Objective 2 of the assignment. Besides the policies related to cross border trade, the country teams would be notified of continuing with the other steps of the AIS-PPI implementation process, that is: country team assessment; independent review of assessment of AIS-PPI by main stakeholders; and, stakeholder validation workshop - of the AIS-PPI.

### **2.1.4 Writing AIS-PPI Training report**

An AIS-PPI training evaluation form will be prepared. Immediately after the training, participants will be requested to evaluate the training. The evaluation reports will be analysed and will be used to write the training evaluation report to be submitted to CCARDESA.

## **2.2 ACTIVITIES PERTAINING TO OBJECTIVE 2: CROSS-COUNTRY STUDY OF POLICIES TO SUPPORT CROSS BORDER TRADE IN AGRICULTURAL INPUTS AND COMMODITIES**

### **2.2.1 Drafting Study Report on Constraints in the Implementation of Policies Aimed at Increasing Cross-Border Trade**

Desktop review is one of the sub-activities to be undertaken under this activity. The ReNAPRI team will undertake a literature review. The documents collected from the CCARDESA and country policy teams, published and grey literature, will be used for this exercise. During the desk review, the team will review documents which will help identify constraints to the implementation of policies aimed at increasing cross-border trade. This will include review of national and regional agricultural policies that affect cross border trade in inputs and commodities.

To ensure relevance of literature to be reviewed an “Inclusion criteria for literature will be developed” with example of the criteria being:

- Is the theme that the literature covers relevant to SADC policies that influence agricultural inputs and commodities cross border trade? Relevant theme to be considered will be streamlined during the exercise but are foreseen to include: SADC, agricultural inputs and commodities policy (policies), cross border trade, Botswana, Eswatini, Namibia, Mozambique, Tanzania, Zambia and Zimbabwe.
- Do they focus on southern Africa, or if they are outside the southern Africa Region, are they relevant to the situation in southern Africa.
- They should be either peer reviewed or grey literature
- They should be either based on qualitative or quantitative data.
- They discuss government policies that influence agricultural inputs and commodities cross border trade.
- They should be recent, published between 2010 and 2021.

The ReNAPRI team will carefully document the search process and identify documents that appear to plausibly meet the inclusion criteria. Then, a more thorough screening of the documents (applying our inclusion criteria rigorously) will be used to narrow them down to those that should be included in this evidence review. The internet will be the main source of our literature. The team will ensure that the literature review process is systematic to ensure efficiency.

The searched documents will be organized in a systematic way for efficient storage, retrieval, and referencing using Dropbox or Google Drive. Overall, the literature that is collected will be classified into several themes such as: SADC policies influencing agricultural inputs and commodities in cross border trade; constraints in cross border trade; opportunities in cross border trade; cross border trade laws and regulations; etc.

Since country policy teams will provide data/literature on cross border trade and constraints; policy stock take; and assessment of policies influencing cross-border trade in agricultural inputs and commodities using the AIS-PPI tool; these inputs will also be used in the analyses of constraints in the implementation of policies aimed at increasing cross-border trade. For instance, the completed AIS-PPI tool data will be assessed and analysed from the FARA ODK online platform through collating the country data and performing comparative analyses on how different scores for each AIS-PPI indicator compare amongst the different CAADP XP4 countries in SADC. Regarding the policies with an effect on cross border trade of agricultural inputs and commodities, descriptive statistics such as frequency distribution will be undertaken on variables including: number of policies which influence agricultural input and commodities cross border trade in each project country; year of policy formulation and implementation; constraints faced in cross border trade by each project country; levels of illegal cross border trade, etc.

Quantitative data on agricultural inputs and commodities will also be collected and analysed to provide evidence on whether SADC national and regional policies have been effective in promoting or constraining cross border trade. This would be done through the use of tradeflow data analysis using ITC TradeMap data, and trade analysis over a period of 10 years (2011 to 2020). Trade flow analysis will be based on imports and exports of agricultural

inputs and commodities data analysing flows SADC to Africa; SADC to World. It would be awkward to discuss all the agricultural inputs and commodities, and therefore, a decision will be made to include top 5 agricultural inputs and commodities. In addition, and in order to emphasize the importance of value addition, commodity classes like unprocessed against processed will be used in the analyses.

At the end of undertaking this activity, the draft regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade will be written and submitted to CCARDESA.

### **2.2.2 Holding the regional policy dialogue meeting on agricultural inputs and commodities**

A webinar will organized and held during the week 24 to 30 October 2021. Senior officials from relevant ministries and organizations with participants drawn from the SADC CAADP XP4 countries will participate in the webinar. Some of the objectives of the webinar are as follows: i) To examine the challenges and opportunities to enhance cross border trade in agricultural inputs and commodities in the SADC region and Africa continent; ii) To discuss the relevant global, regional and national initiatives/policies for promoting cross border trade in SADC and Africa; iii) To examine different options that the region and continent may take to enhance cross-border trade in agricultural inputs and commodities. The webinar will provide an opportunity for participating CAADP XP4 countries in southern Africa to initiate discussions on a regional process in support of responses to initiatives to increasing cross border trade for agricultural inputs and commodities. The details of the webinar will be highlighted in the Concept Note that will be prepared for the Webinar which would be presented to CCARDESA and ReNAPRI for approval. The activity will conclude with the writing of a regional dialogue report to be submitted to CCARDESA.

### **2.2.3 Finalizing Study Report on Constraints in the Implementation of Policies aimed at Increasing Cross-Border Trade**

At the end of undertaking this activity 2.2.1, a draft regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade that would have been submitted to CCARDESA will be used as an input to this activity. Comments will be received from CCARDESA and other stakeholders on the draft and incorporated into the document. In addition, a workshop will be held to validate this draft report. The draft report will be sent to all the potential participants prior to the workshop. This validation workshop will be organized by CCARDESA and will be attended by senior officials from the SADC region. Comments raised during this workshop will be incorporated into the report. The final report will be submitted to CCARDESA.

### **2.2.4 Drafting a Policy Brief on Constraints to Increasing Regional Trade**

A policy brief dealing with constraints and opportunities to increasing regional trade will be written using all the materials under objective 2, study on policies to support cross border trade in agricultural inputs and commodities. The policy brief will highlight issues pertaining to cross border trade in agricultural inputs and commodities; suggest policy options; and make recommendations. The policy brief will be submitted to CCARDESA after finalization.

## **3 DELIVERABLES AND OUTCOMES**

### **3.1 DELIVERABLES**

The following are the major deliverables for the Conducting AIS-PPI Training and study on Policies to Support Cross Border Trade in Agricultural Inputs and Commodities as provided in the Terms of Reference of the assignment:

- i. Inception report that clearly spells out the proposed technical approach for both activities, the assessment tool, time scale, resources and validation plan for the delivery of the final study report as well as outline of the report.
- ii. AIS-PPI Training materials / curriculum developed (adapted from FARA).
- iii. At least 105 trainees from the SADC region trade based on the regional study
- iv. Draft regional status study report on identification of constraints in the implementation of existing policies aimed at increasing cross-border trade, e.g. seed, etc.
- v. Regional policy dialogue report on cross border trade in agricultural inputs.
- vi. Final regional status study report on identification of constraints in the implementation of existing policies aimed at increasing cross border trade.
- vii. Policy brief on constraints to increasing regional trade on the regional study.

### **3.2 OUTCOMES**

According to the Terms of Reference, the following are the outcomes expected to come from the assignment:

- i. Implementation of existing national and regional policies to support cross border trade in agricultural trade inputs and commodities improved.
- ii. Stakeholders are technically conversant with undertaking policy analysis, formulation, advocacy and resource mobilization including training on the Agricultural Innovation Systems policy Practice Index.

## **4 WORKPLAN**

The proposed workplan for the Conducting AIS-PPI Training and study on Policies to Support Cross Border Trade in Agricultural Inputs and Commodities is shown in Table 3.

**Table 3: Workplan for the Conducting AIS-PPI Training and study on Policies to Support Cross Border Trade in Agricultural Inputs and Commodities**

ACTIVITIES	Week															
	15-21/08	22-28/08	29/08-4/09	05-11/09	12-18/09	19-25/09	26/09-2/10	03-09/10	'10-16/10	'17-23/10	24-30/10	31/10-6/11	07-13/11	14-20/11	21-27/11	
<b>A Preparatory Activities</b>																
Inception Meeting	█															
Constituting Country Policy Teams	█															
<b>1 Activities Pertaining the Objective: Conducting AIS-PPI Training</b>																
Compiling AIS-PPI Training Tools from FARA		█														
Preparing AIS-PPI Training Curricula		█														
Approval of AIS-PPI Training Curricula		█														
Sending training materials to participants			█													
Country Policy Teams undertake stocktake of policies which have effect on agricultural inputs & commodities cross border trade				█												
Undertaking AIS-PPI training					█											
Writing AIS-PPI Training report						█										
Deadline for returning completed AIS-PPI tool and data by Country Policy Teams							█									
<b>2 Activities Pertaining Objective: Study on Policies to Support Agricultural Inputs and Commodities Cross Border Trade</b>																
<b>2.1 Drafting regional status study report on constraints in the implementation of policies aimed at increasing cross-border trade</b>																
Desktop review of literature							█	█	█							
Analysis of data from Country Policy Teams							█	█	█							
Tradeflow data analysis							█	█	█							
Report writing							█	█	█	█						
<b>2.2 Regional policy dialogue meeting on agricultural inputs and commodities</b>																
Preparing Concept Note for the Webinar	█															
Requesting approval of the webinar		█														
Inviting Key note speaker and panellists			█	█	█											
Holding of the webinar											█					
Writing the regional dialogue report												█				
<b>2.3 Finalizing study report on constraints in the implementation of policies aimed at increasing cross-border trade</b>																
Invitation of participants to the validation workshop											█					
Validation workshop													█			
Report writing - incorporation of comments														█		
<b>2.4 Drafting a policy brief on constraints to increasing regional trade</b>																
Writing policy brief using other Objective 2 Outputs														█	█	