

# ETHIOPIAN DIASPORA TRUST FUND

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## **GUIDELINES FOR APPLICANTS**

UNDER THE CALL FOR PROJECTS  
ETHIOPIAN DIASPORA - PARTNERSHIP TO IMPROVE SOCIAL AND ECONOMIC  
WELLBEING OF ETHIOPIANS IN NEED

EDTF SECRETARIAT  
JULY 2019, ADDIS ABABA

REFERENCE NUMBER: EDTF CALL01/2019

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# 1. BACKGROUND



Responding to the call for action by Prime Minister Dr Abiy Ahmed to the Ethiopian diaspora and in support of his message of love, forgiveness, reconciliation, unity and peace, the Ethiopian Diaspora started to contribute at least 1 US dollar a day to fund vital economic and social development projects in Ethiopia. The Ethiopian Diaspora Trust Fund (EDTF) is established as a mechanism for collecting and channeling the financial contributions of the Ethiopian diaspora community to improve the lives of poor and disadvantaged people in Ethiopia through creative and entrepreneurial projects.

In its strategic orientation and day to day operation, the EDTF is committed to fulfilling the broader vision of achieving a durable solution to Ethiopia's socio-political and economic challenges that meet the legitimate aspirations of all Ethiopians, irrespective of ethnicity, language, religion, and gender. EDTF promotes:

- A life of dignity, freedom, equality, and justice;
- Equitable and inclusive social development and economic opportunity;
- Social cohesion, cooperation and respect for diversity.

EDTF is guided by the principles of inclusiveness, accountability, transparency. EDTF aims to achieve maximum impact through the projects it sponsors and is committed to total transparency of its operation.

The EDTF secretariat based in Addis Ababa is mandated to ensure the optimal utilization of the resources raised through individual diaspora contributions and other development partners initiatives. Accordingly, the EDTF secretariat has launched its first call for project proposals with the aim of financing need-based, high impact and replicable projects. The call for projects is open to all eligible applicants listed in Section 6 of this document.

# 2. OBJECTIVES OF THE PROGRAMME



The primary objective of the EDTF is to improve the lives of poor and disadvantaged people of Ethiopia through people-focused, innovative and result-oriented social and economic development projects. The Fund aims to finance projects that meet critical needs selected based on their potential to make the highest positive impact on the lives of disadvantaged groups and communities.

# 3. PRIORITY ISSUES



In this first phase of operation, EDTF's funding will focus on the following priority issues:

- Improving access to and quality of health services
- Improving access to and quality of education
- Improving access to clean water and sanitation facilities

- Habilitation and rehabilitation of persons with disability
- Improving agricultural productivity and expanding agri-business
- Supporting and nurturing innovation and expansion of technologies that will improve productivity, create jobs and facilitate youths' engagement in entrepreneurial activities
- Small scale entrepreneurship and other income and employment generating projects that create opportunities for women and youth.
- Projects that cater to the reestablishment of Internally Displaced People (IDP)

## 4. FINANCIAL VALUE

The total amount of funds availed by the EDTF under this call for projects is ET Birr equivalent of 4,000,000 USD. The minimum amount that will be granted per project is ET birr equivalent of 200,000 USD and the maximum value per project is Et birr equivalent of 350,000 USD. The total available funds will be distributed among projects selected by a thorough, transparent and comprehensive review process. This process evaluates submitted proposals on the basis of critical need, project design, practicality of implementation, financial soundness and other factors. EDTF reserves the right to reject any applications that do not meet its funding criteria.

The maximum number of projects that will be financed per applicant is **one** per call for proposal. However, applicants can submit more than one project proposals.

## 5. GUIDING PRINCIPLES OF EDTF

The following guiding principles are followed in reviewing and evaluating submissions to EDTF call for proposals:

1. EDTF is impartial to any political, religious, ethnic or other related considerations in its decision-making process and operations. This principle is manifested in EDTF's structure of accountability, transparency and institutional independence.
2. EDTF is an inclusive platform that works with civil society organizations, public sector institutions and the private sector on equal bases. All EDTF partners are treated equally in project review, evaluation and financing.
3. EDTF promotes non-traditional or unique perspectives and innovative problem-solving approaches that offer realistic, tangible and lasting solutions to critical problems of the beneficiary groups.
4. EDTF believes in empowering people. To that end, EDTF projects aim to remove barriers and equip communities with the tools, resources and skills to plan, implement and sustain prioritized development projects.
5. EDTF project awards are merit-based and depend on the quality of project proposal submitted. However, in the project selection process, EDTF shall ensure equitable geographical distribution of EDTF financed projects throughout all regions of Ethiopia.
6. EDTF will exercise due diligence to avoid potential or actual conflict of interest at an individual or institutional level in all aspects of its decision-making process.
7. In the selection, evaluation, funding or implementation of EDTF projects, all the concerned EDTF organs, including Implementing Organizations, shall take all prudent measures to

ensure they periodically review their internal operational standards to avoid being used as a vehicle for corruption, money laundering or terroristic activities.

## 6. ELIGIBILITY CRITERIA

The following set of eligibility criteria will be applied in the review of project proposals:

### 6.1. ELIGIBILITY OF THE APPLICANT

Applicants must comply with the following requirements:

- Applicants should be entities legally incorporated in Ethiopia.
- Local nongovernmental organizations (LNGOs), civil society organizations (CSOs), federal, regional and local government entities can apply for an EDTF grant.
- Consortiums of non-governmental NGOs and associations that are direct implementers of projects on the ground can apply for an EDTF grant.
- Private sector organizations incorporated under the Ethiopian law and investing in programs that will bring positive social impact are eligible for an EDTF grant.
- The applicant institution should have a bank account in Ethiopia opened in its name.
- The applicant institution should have a well-established office furnished with necessary equipment and facilities.

Note: International NGOs with registered main or branch offices in Ethiopia can participate in the call for project proposals through partnerships and consortium arrangements (please see section7). In such cases, International NGOs can participate as co-applicants.

### 6.2. ELIGIBILITY OF THE PROJECT

Proposed projects should be addressing one or more of the priority areas set by EDTF listed in section 3 of this guideline. Projects proposed within the scope of the EDTF priority areas may include but are not limited to:

- Developing infrastructure for delivery of services
- Development and application of technologies tools, mechanisms, systems, methodologies that will enhance service provision
- Capacity building and skills development interventions
- Scaling up of existing and innovative initiatives focused on identified priority areas
- Production, collection and dissemination of knowledge

### 6.3. CO-FINANCING

- EDTF may co-finance large scale projects depending on the evidence presented by the applicant regarding the need for the project and justification for co-financing.
- When and if the project has secured financing from other donors the applicant should clearly indicate the name of the financing organization, the committed amount of donation and the specific areas of the project the donation is secured for. The same procedure should be followed for pending financing request submitted to other donors.
- EDTF does not finance projects that are under implementation at the time of application.

## 7. CONSORTIUM AND PARTNERSHIP ARRANGEMENTS

EDTF encourages applicants to partner with other eligible entities for an EDTF grant application. The eligibility criteria stated in 2.1 also applies for partnering entities. For projects with a partnership arrangement, EDTF grant applications must be submitted by only one applicant (main applicant). While only the main applicant can be the recipient of EDTF funding (and thus fiduciary responsible for such funds), it can transfer a portion of its responsibilities and project activities and/or objectives along with the corresponding funds to partner entities.

The main applicant and partner(s) should have clearly defined roles and responsibilities for the delivery of any part of the project's activities and/or objectives. The main applicant must include the names of Partner(s) in the grant application and explain the objectives of the partnership arrangement clearly. If the partner (s) will receive any portion of the grant's funds this should be clearly stated in the application and an "Implementation Agreement" outlining the responsibilities, financing and implementation arrangements and signed by the main applicant and all partnering entities should be submitted with the application.

## 8. CONTENTS OF THE APPLICATION

The application consists of:

- An executive summary not exceeding three pages
- A standard EDTF grant application form completed and signed by the applicant
- The result framework of the project completed using the template provided by EDTF
- Key milestones of the project presented in the standard template provided by EDTF
- Completed and signed budget plan presented in the standard EDTF budget proposal form
- Supporting documents listed in section 8.4 of the guideline for applicants

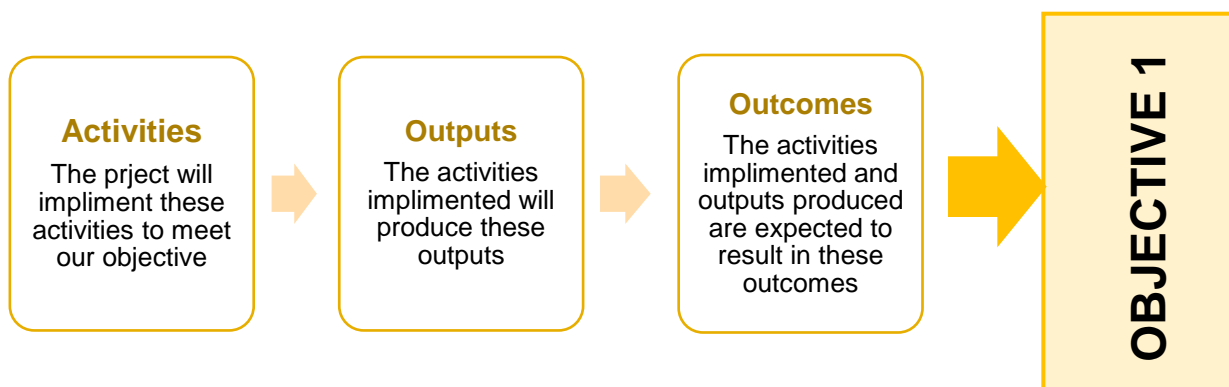
All forms and information documents relevant to this call for project proposals can be downloaded from the EDTF website <https://www.ethiopiatrufund.org/call-for-project-proposals/>

### 8.1. THE RESULTS FRAMEWORK

The results framework is the most important document of the application that needs to be completed carefully. The results framework helps EDTF to understand how the activities, outputs, and outcome planned in the project are interrelated and contribute to the achievement of the defined objective(s). A project can have one or more objectives defined for different project components, geographic locations or other classification logic used by the applicant.

Applicants are advised to start the process by defining the strategic objective of the project which refers to the result or changed scenario the project intervention will bring. This is the statement of success the applicant aims to achieve by implementing the project. Define specific objective as necessary.

The following diagram helps to explain the relationship between activities, outputs, outcomes and objectives that constitute different levels of results.



The next step is formulating the success indicators(s) that will help to assess the achievement of the defined objectives. Means of verification and baseline data should be provided.

Group of activities, outputs and outcomes should be defined for each objective as per the template provided. The excel templates can be expended to add more activities outputs outcomes or objectives by adding rows or by copying the formatting. There may not always be a one to one relationship between activities, outputs and outcomes. A group of activities may contribute to one or more outputs. One output may contribute to achieving one or more outcomes. The number of activities, outputs and outcomes may vary for each objective.

## 8.2. KEY MILESTONES

Key milestones are important achievements or stages of development in the project implementation process. EDTF uses key milestones to track the project progress as per the agreed implementation schedule. Thus, they constitute the bases of progress reporting. Key milestones can be activities, outputs or outcomes. While completing the results framework indicate if any of the activities, outputs or outcomes are key milestones. Transfer these key milestones to the 'Key milestones' template and categorize them per objective and schedule of implementation. The template can be expanded to add more milestones over a maximum of 24 months of implementation.

All applications must be submitted in English. Supporting documents that are not in English should be translated to English by an official and licensed translations service provider. Supporting documents submitted in other languages may not be considered in the review.

## 8.3. THE BUDGET PLAN

- The budget plan should to include all costs related to the project, regardless of the part financed by EDTF, by matching fund contribution or through third party financing.
- The description of items must be sufficiently detailed. The number of units, unit value and total value must be specified for each cost item. A 'global amount' is not accepted for any of the cost categories except 'contingency'. Whenever possible contingency amounts should also be tied to the risks they intend to manage.

- All cost items must be summarized into the respective cost categories. Cost item that cannot be accommodated into the cost categories 1-7 should be placed in the cost category 8 (other costs). The 'other costs' category should be detailed and described.
- The budget plan should include operations and maintenance budget if relevant.
- The budget plan should not include taxes that can be reclaimed by the applicant.
- Communication, publication, dissemination and visibility activities should be well planned and budgeted.
- The cost of monitoring and supervision should be included in the relevant cost categories.
- The applicant is solely responsible for the correctness of the budget plan.

#### **8.4. SUPPORTING DOCUMENTS**

The following supporting documents need to be attached and submitted with the application in the following order;

1. Checklist of application package completed by the applicant
2. Profile form of management staff is completed using the standard EDTF template;
3. Profile form of technical staff completed using the standard EDTF template;
4. Profile form of key administration and finance staff completed using the standard EDTF template;
5. Complete CVs of management, technical and key administration and finance team
6. Registration/license of the applicant and co-applicants (if there are co-applicants) valid for the current fiscal year;
7. Memorandum of Incorporation/association or bylaw approved by the highest governing body of the applicant organization;
8. Organizational structure of the applicant;
9. Taxpayer Identification Certificate of the applicant and co-applicants (if there are co-applicants);
10. VAT registration<sup>1</sup> certificate of the applicant and co-applicants (only for VAT registered entities);
11. Financial management and procurement guideline approved by the relevant governing body of the applicant organization;
12. Balance sheet of the applicant organization for the last year for which accounts have been closed;
13. Income statement of the applicant organization for the last year for which accounts have been closed;
14. Audit report of the organization for the last financial year and/or the year before. Applicants can submit internal audit report or external audit report or both.
15. Declaration of honor completed and signed by the applicant.

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<sup>1</sup> Only if the organisation is VAT registered



Supporting documents should be attached and submitted with the application. Documents arriving separately, later or before the rest of the application may not be considered in the review process.

## 9. HOW TO APPLY



Applications can be submitted via e-mail, by registered mail, private courier service or by hand delivery. If the applicant is submitting more than one application each application must be submitted separately following the procedures specified below.

### 9.1. SUBMITTING YOUR APPLICATION BY E-MAIL

- Completed contents of the application listed in section 8 should be completed and sent to [projapplic@ethiopiastrustfund.org](mailto:projapplic@ethiopiastrustfund.org)
- The standard EDTF application form and necessary templates can be downloaded from the EDTF website <https://www.ethiopiastrustfund.org/call-for-project-proposals/>
- All contents of the application should be converted to and presented in PDF format.
- All documents of the application, including supporting documents should arrive in one e-mail attachment as a zip file or as individual documents.
- The e-mail containing your application should be titled '**Name of your organization\_ Short Title of your project**'
- If you are submitting more than one application each application should be submitted in separate e-mails
- Up on successful submission of your application you will receive an e-mail from the EDTF project team confirming successful delivery of your application.

### 9.2. SUBMITTING YOUR APPLICATION BY REGISTERED MAIL, PRIVATE COURIER SERVICE OR BY HAND DELIVERY

- Completed contents of the application listed in section 8 should be completed and sent to the addresses provided below. The standard EDTF application form and necessary templates can be downloaded from the EDTF website <https://www.ethiopiastrustfund.org/call-for-project-proposals/>
- Applications must be submitted in a sealed envelope.
- Applications should be presented in the standard EDTF application form which can be downloaded from the EDTF website <https://www.ethiopiastrustfund.org/call-for-project-proposals/>
- One original application (containing all documents listed in section 8) and two additional copies with identical content of the original, each bounded separately should be submitted. The envelope containing the original application document should be marked 'Original'. Envelopes containing copies of the application should be marked Copy 1 and copy 2.
- Do not include originals of supporting documents in your application. You may be requested to present the original document during the review process if necessary. EDTF does not take

responsibilities for missing or damaged original supporting documents such as registration certificates that are sent with the application.

- An electronic version (e.g.CD-Rom or memory stick/flash drive) of the application must be included in the envelope containing the original application. All documents in the electronic version should be converted and presented in PDF format. The electronic file must contain **exactly the same** application as the paper version enclosed
- The envelopes containing original and copies of the application should bear the **name of the applicant organization\_ short title of the proposed project**
- The delivery addresses for submitting application are:

#### **ADDRESS FOR REGISTERED MAIL DELIVERY**

Ethiopian Diaspora Trust Fund  
C/O United nations Development Programme (UNDP)  
UNDP Regional Service Center  
Insert P.O.Box 5580  
Addis Ababa, Ethiopia

#### **ADDRESS FOR HAND DELIVERY OR PRIVATE COURIER SERVICE**

Ethiopian Diaspora Trust Fund  
UNDP Regional Service Center  
Dem. Rep Congo Street  
Near Olympia Round About Next to Deluxe Furniture  
3rd Floor Office Number Floor  
Contact Person: Tsigereda Tafesse  
Tel: +251 (0)996 86 46 46

## **10. APPLICATION DEADLINE**

Applications must be received by EDTF on or before 16 September 2019 17:00 hrs (East African Time) Applications submitted after this deadline may not be reviewed. Late applications can be resubmitted for upcoming call for project proposals that will be issued by EDTF.

Applicants are strongly advised not to wait until the last day of the application deadline to submit their application. EDTF cannot be held responsible for any delay in submission of applications caused by failure in internet connection, power cut, traffic congestion or other difficulties.

## **11. CHANGING, UPDATING OR WITHDRAWING AN APPLICATION**

- Applicants can change or modify the content of their application prior to the stipulated deadline. In case of modifications the modified application should be submitted following the same procedure explained in section 9. The e-mail or envelope containing the modified application should be bear **Modified Application \_ Name of the applicant organization\_ short title of the project**

- The modified application package should be accompanied with a brief explanatory letter stating the modification or change.
- The modified application should be received by the EDTF secretariat on or before the stipulated deadline of **16 September 2019 17:00 hrs East African Time.**
- Up on submission of the modified application the previous application will be withdrawn and replaced by the modified version.
- To withdraw an application the applicant should send an email or letter requesting the withdrawal of the submitted application stating the name of the project and the applicant. The applicant will then receive a notification confirming the withdrawal of the application as per the request.

## 12. REQUESTING CLARIFICATIONS ON THE CALL FOR PROJECT PROPOSALS

- Applicants requesting clarifications can send their questions on the call for project proposals by e-mail or letter. Questions should only be submitted in written form (e-mail or letter). E-mail request should be addressed to [projapplic@ethiopiastrustfund.org](mailto:projapplic@ethiopiastrustfund.org) Requests by letter should be sent to:

### **BY ORDINARY OR REGISTERED MAIL**

Ethiopian Diaspora Trust Fund  
 C/O United nations Development Programme (UNDP)  
 UNDP Regional Service Center  
 Insert P.O. Box 5580  
 Addis Ababa, Ethiopia

### **BY HAND DELIVERY, MAIL OR PRIVATE COURIER SERVICE**

Ethiopian Diaspora Trust Fund  
 UNDP Regional Service Center  
 Dem. Rep Congo Street  
 Near Olympia Round About Next to Deluxe Furniture  
 3rd Floor  
 Contact Person: Tsigereda Tafesse  
 Tel: +251 (0)996 86 46 46

- To allow sufficient response time requests sent by e-mail and by letter should be received by EDTF **9 September 2019, 17:00 East African Time.** Please note that the secretariat may require up to 7 working days to process the request and to get back to you with responses. The secretariat does not guarantee timely response for questions arriving later than the above stated dates.
- Questions received and responses provided will be posted on the EDTF website. You are advised to check [the FAQ page](#) to see if your questions were already asked and responses was posted by EDTF.

## **13. LIST OF ANNEXES**



### **13.1. DOCUMENTS TO BE COMPLETED AND SUBMITTED IN THE APPLICATION PACKAGE**

- Annex 1: Standard grant application form
- Annex 2: Template for completing results framework
- Annex 3: Template for completing Key milestones
- Annex 4: Template for completing project budget
- Annex 5: Template for completing profile of management staff
- Annex 6: Template for completing profile of technical staff
- Annex 7: Template for completing profile of administration and finance staff
- Annex 8: Deceleration of honor
- Annex 9: Checklist of application package

### **13.2. DOCUMENTS FOR INFORMATION**

- Annex 10: Standard implementation Contract
- Annex 11: Progress report template
- Annex 12: Financial report template
- Annex 13: Indicative timetable