

# **ETHIOPIAN DIASPORA TRUST FUND**

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## **TERMS OF REFERENCE FOR PROJECT REVIEW TEAM**

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

EDTF SECRETARIAT  
AUGUST 2019, ADDIS ABABA

**E D T F**

## 1. Background

Responding to the national call of '1 dollar a day for a better Ethiopia' by Prime Minister Dr. Abiy Ahmed the Ethiopian Diaspora Trust Fund was established to mobilize the donations of the Ethiopian diaspora and channel it for high impact and priority social and economic development projects. More than 24,000 Ethiopians in diaspora from 77 countries donated a total of 4,600,000 USD in less than one year. A Secretariat Office is established in Addis Ababa to initiate, receive, vet and submit priority project proposals that will alleviate critical problems of Ethiopians for the EDTF Board approval.

In July 2019 the EDTF Secretariat has launched the 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 that meet the basic eligibility criteria endorsed by the EDTF board of directors. The financial value of the first EDTF call for project proposals is 4,000,000 USD. The turnout of potential implementing partners at the launching event in Addis Ababa shows the high level of interest among diverse development actors to partner with EDTF. It is also an indicator of the enormous need to invest in need-based projects to alleviate critical problems of Ethiopians living in desperate economic and social conditions.

The deadline for submitting project proposals is 16 September 2019 at 17:00 East African Time. Documents and templates required for submitting project proposals are developed by the EDTF Secretariat and uploaded on the Projects page of the EDTF website. One of these documents is a project selection criterion that will serve as a yardstick to review submitted projects.

The next step of the process is to establish a multi-sectoral project review team that will evaluate submitted projects according to the established set of criteria and scores. This term of reference is developed to provide guidance on the formation, required qualification, scope of work and working arrangements of the project review team.

## 2. Objective

The objective of the EDTF project review team is to review, rank and recommend high impact, need-based and innovative projects for EDTF funding while ensuring fair, objective and transparent assessment of all project proposals seeking funding from EDTF.

## 3. Membership

The PRT consists of high-level technical experts from Ethiopia and Ethiopians in diaspora with a firm commitment to the cause and principles of EDTF. The PRT will have a minimum of three and a maximum of five members. There will be a number of PRT's organized along broad category of topics. The requirements of PRT membership include:

- Serving in a personal capacity without prioritizing institutional, professional, ethnic, political or religious affiliation and without acting upon advices and opinion from affiliated groups of any kind.
- Commitment to serve EDTF on voluntary bases adhering to the project review timeline and working procedures that will be agreed by the PRT members.
- Outmost integrity and due diligence to ensure fair and transparent assessment of all project proposals
- Regular attendance and participation in the project review team meetings via teleconference or in person.
- Active, independent, productive and high-quality engagement, inputs and recommendations in the PRT.

- Declare potential conflicts of interests prior to making comments or voting on project proposals.
- Expertise in one or more of the EDTF priority areas; which are:
  - 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.
  - Catering for the reestablishment of Internally Displaced People (IDP)
  - Demonstrated project management experience

#### **4. Skills and Expertise of PRT Members**

The PRT should consist of members with complementary, multi-sectoral and cross-cutting expertise in areas relevant to the priority areas of EDTF. The broad category of expertise the PRT should comprise are (1) Project development and review (2). Institutional capacity development and assessment (3). Project budget preparation and review.

The relevant expertise and experience of PRT members include but are not limited to:

- Experiences in developing, reviewing/monitoring and evaluating social and economic development projects relevant to the aforementioned EDTF priority areas.
- Broad understanding of project management issues in the context of development projects relevant to the EDTF priority areas.
- Expertise and experience in organizational development and organizational capacity assessment encompassing organisations of different kind (public sector organisations, private enterprises, civil society organisations, NGOs etc.)
- Expertise and experience in project budget proposal preparation and budget review of development projects
- Familiarity with key national social and economic policies, strategies, programs and plans
- Multi-disciplinary exposure
- Commitment to equality and integration of disadvantaged groups of society in development schemes.
- Understanding of cross-cutting themes in the context of project planning, appraisal, implementation and monitoring/evaluation.
- Acquaintance with the activities of NGOs, CSOs, private sector and government agencies as well as grassroots community-based projects in Ethiopia

#### **5. Scope of work**

The tasks of the PRT includes but are not limited to:

1. Assess all project proposals submitted for EDTF funding in line with the established project selection criteria
2. Asses the institutional capacity of applicant organisations based on presented evidences as well as onsite checking when deemed necessary

3. Evaluate the budget proposals of 'technically fit' applications (i.e. applications that score 75 points and above out of 100 in the technical evaluation)
4. Conduct budget negotiation for projects that meet the 75% quality threshold established in the project selection criteria if and when the proposed budget is not found to be optimal.
5. Rank project proposals that meet the quality threshold according to the scores of the EDTF project selection criteria.
6. Endorse a list of projects recommended for EDTF funding accompanied by an advisory note to inform the decision of the EDTF Board of Directors and minute of the PRT meetings summarizing the discussions and consensuses of the PRT in the review process.
7. Provide a guidance note for EDTF secretariat highlighting general and specific issues on submitted projects, projects recommended for funding as well as challenges and lessons for the next round of EDTF call for project proposals.

## **6. Deliverables**

The deliverables of the PRT are:

1. Agreed working procedure and timeframe of the PRT
2. A list of all reviewed projects and their corresponding score as per the EDTF projects selection criteria
3. List of recommended projects for EDTF funding accompanied by notes that will assist the decision of the EDTF Board of Directors.
4. Advisory notes on each project that meets the quality threshold of EDTF projects selection criteria. The note should include observed shortcomings and recommendations for improvement.
5. Minutes of meeting of the project review process signed by all PRT members.
6. Guidance note for the EDTF Secretariat to improve future selection of projects, implementation of selected projects as well as the quality of upcoming call for project proposals.

## **7. PRT Structure and Working Procedures**

- The EDTF secretariat will nominate potential PRT members. The nomination has to be endorsed by the EDTF Board of Directors. Following the approval of the Board a formal invitation letter will be sent to all PRT members. A written reply of the PRT candidates is required.
- The PRT is chaired by the EDTF programme specialist. The EDTF project assistant will serve as the secretary of the PRT.
- On the first meeting of the PRT members will:
  - a. Comment, improve and endorse the draft TOR of the PRT
  - b. Receive background information and clarification on EDTF, the call for project proposals as well as other issues and questions they seek clarification on
  - c. Agree on the working procedures of the PRT. The working procedure include frequency and schedule of PRT meetings, mode of communication, work processes and deliverables.
  - d. Comment/ approve formats prepared by the EDTF Secretariat to assist the project review process.
- The PRT may have up to eight meetings. PRT members that cannot attend the meetings in person can participate via videoconferencing platforms.
- The minutes of PRT meeting will be documented and shared by the EDTF project assistant.

## 8. Timeframe

As per the EDTF grant management calendar the project review process should be concluded within a maximum of 50 days. The work of the PRT commences on 14 September and end on 5 November 2019. The following is a proposed schedule of the PRT:

19 September 2019	<ul style="list-style-type: none"> <li>▪ Distribution of submitted projects to PRT members</li> </ul>
20 September 2019	<p><b>First meeting of the PRT</b></p> <ul style="list-style-type: none"> <li>▪ Introduction of PRT members</li> <li>▪ Briefing of PRT members</li> <li>▪ Approving the TOR, work procedure and schedule of the PRT</li> <li>▪ Clarification on the project selection criteria</li> <li>▪ Briefing on submitted projects and basic eligibility check conducted by the EDTF secretariat.</li> <li>▪ Discussion on issues that require clarity</li> <li>▪ Consensus on individual review process and scoring procedures</li> </ul>
21 September – 3 October 2019	<ul style="list-style-type: none"> <li>▪ Technical review and scoring of submitted projects</li> </ul>
4 October 2019	<p><b>Third meeting of the PRT</b></p> <ul style="list-style-type: none"> <li>▪ Reflection and discussion on the technical review and scoring of project proposals</li> <li>▪ Clarity and consensus on outlier scores (if any)</li> </ul>
7 October	<ul style="list-style-type: none"> <li>▪ Deadline for sending score of technical review to PRT Chair.</li> </ul>
8 October 2019	<ul style="list-style-type: none"> <li>▪ Communicating cumulative score of project proposals based on technical review to all PRT members (by PRT Chair)</li> <li>▪ Shortlisting of 'technically fit' project proposals</li> </ul>
8 – 17 October 2019	<ul style="list-style-type: none"> <li>▪ Institutional capacity review and scoring of shortlisted (Technically Fit) projects</li> </ul>
9 October 2019	<p><b>Forth meeting of the PRT</b></p> <ul style="list-style-type: none"> <li>▪ Reflection and discussion on the institutional capacity assessment</li> <li>▪ Clarity and consensus on outlier scores (if any)</li> <li>▪ Identifying need for onsite checking and verification of applicant's institutional capacity.</li> </ul>
10 – 23 October 2019	<ul style="list-style-type: none"> <li>▪ Onsite checking and verification of applicant's institutional capacity (if recommended by the PRT)</li> <li>▪ Budget review and scoring of technically fit projects</li> </ul>
25 October 2019	<p><b>Fifth meeting of the PRT</b></p> <ul style="list-style-type: none"> <li>▪ Feedback on onsite checking and verification of institutional capacity</li> <li>▪ Reflection and discussion on the budget review and scoring</li> <li>▪ Identifying need for budget negotiation</li> </ul>
26 October 2019	<ul style="list-style-type: none"> <li>▪ Deadline to send the institutional capacity scores to PRT chair</li> </ul>
27 October 2019	<ul style="list-style-type: none"> <li>▪ Communicating cumulative score of institutional capacity assessment</li> <li>▪ Shortlisting of projects that meet the quality threshold (75%) from combined scores of technical review and institutional capacity assessment.</li> </ul>
28 – 31 October 2019	<ul style="list-style-type: none"> <li>▪ Budget negotiation with applicants of projects that met the quality threshold (if recommended by the PRT).</li> </ul>

1 November 2019	<b>Sixth meeting of the PRT</b> <ul style="list-style-type: none"> <li>▪ Feedback on the budget negotiation</li> </ul>
2 November 2019	<ul style="list-style-type: none"> <li>▪ Deadline to send final score of budget review</li> </ul>
3 November 2019	<ul style="list-style-type: none"> <li>▪ Distributing cumulative score and ranking of technically fit projects</li> <li>▪ Distributing the PRT minutes of review meeting (summary) and PRT recommendation notes</li> </ul>
4 November 2019	<b>Seventh Meeting of the PRT</b> <ul style="list-style-type: none"> <li>▪ Endorsing the cumulative score and ranking of projects</li> <li>▪ Discussing and endorsing the recommendation notes to the board of directors</li> <li>▪ Discussing and endorsing the notes of meeting of the PRT</li> </ul>
5 November 2019	<ul style="list-style-type: none"> <li>▪ Last day for sending signed minutes of meeting and recommendation</li> </ul>