

# **GUIDELINES**

## **Medium Size**

### **Investment Grant Fund**

May 2018





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## Acronyms and abbreviations

BoFEC	Bureau of Finance and Economic Cooperation
PSU	AgroBIG Programme Support Unit
WoFEC	Woreda Office of Finance & Economic Cooperation
WSC	Woreda Steering Committee
WTC	Woreda Technical Committee



## 1. INTRODUCTION

AgroBIG is an agribusiness development programme of the Ethiopian and Finnish governments under Bureau of Finance and Economic Cooperation (BoFEC) as the responsible government coordinating agency. The objective of AgroBIG is to contribute to poverty reduction through agriculture based economic growth.

The AgroBIG II programme supports smallholder agribusinesses in the districts; North Achefer, South Achefer, North Mecha, South Mecha, Bahir Dar Zuria, Dera, Fogera and Libo Kemkem.

## 2. MEDIUM SIZE INVESTMENT GRANT FUND PURPOSES

The purpose of the Medium Size Investment Grant Fund is to provide value chain actors access to finance and financial services in order to strengthen the competitiveness and sustainability of their enterprises.

The fund is meant to support medium size agri business investments relevant to the AgroBIG value chains, such as, but not limited to the following:

- Small-scale irrigation development including drip irrigation and greenhouse technology;
- Farm processing equipment and mechanized field services;
- Farm input supply development, including farm service centre establishment for supply of small-scale mechanization equipment/spares sale and repairs, tractor field service, commodity processing;
- Innovations to introduce climate smart methodologies and technologies, for example zero-tillage, cover crops and rotations, energy efficiency;
- Dry season crop production for marketing in the off-supply season;
- Systemic pest control or integrated pest management;
- Post-harvest crop handling such as storage management, cleaning, sorting and grading;
- Secondary processing of food products, effective machine handling and capacity utilization, adjustment and maintenance;
- Costs for obtaining Ethiopian Standards Agency standard certificates, or other relevant certifications, on food stuffs, animal feed stuffs and workers safety and environmental standards;
- Provision of coaching in business management;
- Capacity building activities, marketing, management skills etc;
- Business Development Costs (maximum 5% of the total budget).
- Interest on loans obtained to provide matching fund;
- Produce packaging, and cold chains; and
- Creation or renovation of food distribution outlets.



### Grants and Grant Applicants

- Eligible applicants are: Farmers, farmers' groups, cooperatives, enterprises and entrepreneurs;
- Proposed project should be located within 100 km radius of the AgroBIG target Woredas;
- Applicants should be registered with the relevant authority or be registered at the time of signing the grant contract
- Maximum grant for a single project is 1,500,000 ETB. (50,000 EUR)
- The required level of matching fund is minimum 50%.
- Maximum one grant for one activity.
- An applicant can be awarded maximum three grants.
- Female applicants, women and youth groups and cooperatives with at least 50% female members can provide 50% of matching funds in kind.
- Female applicants and women's groups will get extra scores.
- Proposals including or addressing persons with disabilities will get extra score.
- Projects considering environmental sustainability will get extra score
- Maximum duration of grant projects is 24 months from the date of signing the grant contract.
- In case the proposal involves access to land, access to land should be ensured at the time of submitting the proposal or at the time of signing the grant contract.
- Eligible expenses must be identified in the project budget;
- Expenses not directly associated with the project and not identified in the grant budget are ineligible.
- Ineligible expenses are salaries to public servants. Administrative costs of public institutions. Procurement of land.

### 3. APPLICATION PROCEDURE

A two-stage process is used where the applicant first submits a short concept note (Annex 1.)

Both the concept note and the full project proposal can be submitted in Amharic or English.

Applicants shall submit their concept notes to the Woreda office in which the activity will take place, or most of it will take place. The applicant will receive a receipt of the submission of the concept note and full project proposals. All concept notes and subsequently all proposals will be registered and presented to the Woreda Technical Committee (WTC).

Each concept note is evaluated by three evaluators using the evaluation criteria in Annex 2.

Before providing a recommendation, the WTC may carry out a field visit to applicants. The purpose of the visit is to confirm the concept note information and to assess the capacity of the applicant.



An average of the evaluators' total scores is calculated. A summary ranking of the concept notes is prepared. Based on this, the WTC will provide its recommendations to the WSC. The WSC decides on the approval of the concept notes for further development into full project proposals.

A list of successful concept notes with titles, applicants' names, locations and indicative budgets will be displayed at respective Woreda office.

Applicants are responsible for the preparation and submission of the full project proposals (Annex 3.).

Applicants are requested to submit their project proposals to the same Woreda office to which they submitted the Concept Notes.

The evaluation procedure for the full project proposals is similar to the procedure used for the concept notes. A compulsory site visit will be carried out as part of the evaluation of the full project proposal by staff appointed by the WTC;

After completing the evaluation, the Evaluators will prepare their recommendations to the WTC. The project proposed by the Evaluator can be a) to submit the proposal for approval, b) to ask the applicant to revise the proposal and submit again, or c) to reject the proposal.

To recommend projects for funding is the responsibility of the WSC.

The WSC sends the list of recommended projects to AgroBIG PSU / BoFEC for final decision.

Unsuccessful applicants will be informed of the rejection, and the respective justification. Concept notes and full project proposals will not be returned to applicants.

A list of projects awarded grants with titles, grantees' names, locations, budgets and grant amounts will be displayed at respective Woreda office.

#### **4. GRANT PROJECT IMPLEMENTATION**

A Grant Contract (Annex 5.) will be signed between the respective Woreda (WoFEC) Head and the applicant/Grantee.

##### **4.1 Opening of Bank Account**

Grantees should have or shall open an account, in their name, with Amhara Credit and Savings Institution (ACSI). All project related transactions shall be made through this account.

Own contribution shall be deposited into the account before the grant can be disbursed into the account.

##### **4.2 Disbursement**

The disbursement schedule depends on the nature of the project and will be specified in the grant contract. The signing of the grant contract is considered as a request for the first pre-financing payment. Maximum 80% of the grant can be paid as pre-financing.

The final disbursement of up to 20% of the total grant, will be made after the completion report has been approved upon request from the Grantee (Annex 8).



#### 4.3 Procurement Procedures and Documentation

The Grantee is responsible for any procurements required. Good procurement procedures must be followed. The grantee shall establish, as far as possible, a procurement committee with minimum three members. Three quotations shall be obtained for any procurement above ETB 2,500.

The Grantee is responsible for the proper and transparent use of the grant funds.

Grantees are required to maintain appropriate accounting records of the project income and expenditure. Financial records shall include the grant income and expenditure, supported by detailed documentation (bank statements, procurement documents, quotations, procurement committee minutes, invoices, receipts). The accounting records shall clearly discern the project accounts from other funds

#### 4.4 Quarterly progress reports

Grantee will submit quarterly progress reports (Annex 6.) to the Woreda, WoFEC Officer.

The Grantee will report on the project income and expenditure after the end of each reporting period. (Annex 7.) The financial report shall be attached to the progress report.

#### 4.5 Monitoring

The Grant projects will be monitored regularly by AgroBIG to:

- Confirm that financial management and accounting arrangements are properly organized, and that funds utilization is correctly documented and reported;
- Monitor the technical implementation of the project and verify the progress in relation to established milestones.

### 5. PROJECT COMPLETION

The Grantee shall submit a project Completion report (Annex 6.). The project completion report provides an overall summary of the information given in progress reports and in addition presents the results of the entire project.

#### Closing the project file

The AgroBIG Rural Finance Advisor and the WTC are responsible for organizing the closing of the project file. In doing so, the following administrative procedures will be finalized:

- Closing the financial accounts of the project and ensuring that all refunds have been received and all outstanding payments have been made;
- Approving the project Completion Report received from the Grantee;
- Organizing the final audit of the project by the Woreda, WoFEC Auditors.
- Preparing a Grant Closing Letter to the Grantee confirming that all obligations have been satisfied. After this, all project documentation and financial records must be archived for three years by the grantees for a possible Government audit.
- Endorsing that the disbursement of the remaining Grant of up to 20% can be made to the Grantee.
- Final decision on closing the project file is by PSU.

# AgroBIG

Final audit of all grant financed projects are to be carried out immediately after project completion. The Woreda, WoFEC Auditors will audit the financial records and expenditure of each of the grant projects.



ANNEXES

ANNEX 1: Concept Note

Medium Size Investment Grant Fund

## CONCEPT NOTE

<b>Dossier No</b>	
-------------------	--

(for official use only)

<b>Title of the project:</b>	
<b>Name of the applicant</b>	
<b>Legal status</b>	

<b>Applicant's contact details for the purpose of this project</b>	
<b>Postal address: Registered</b>	
<b>Telephone number:</b>	
<b>Contact person for this project:</b>	
<b>Contact person's email and telephone number:</b>	
<b>Address:</b>	





## Instructions for drafting the concept note

Please complete the table below, which should not exceed 2 pages.

<b>Title of the project:</b>	
<b>Location(s) of the project: Specify in which Woredas and Kebeles the project will take place</b>	
<b>Total duration of the project (months):</b>	
<b>Requested Grant contribution (ETB amount)</b>	ETB
<b>Own matching fund contribution</b>	% and amount
<b>Objectives of the project</b>	<p>What are the issues that you want to change with the project?</p> <p>Who will benefit most? What would show that they have benefitted?</p> <p>Are there others that may benefit? What would show that they have benefitted?</p>
<b>Final beneficiaries (how they have been involved in the planning)</b>	Please detail how beneficiaries have been involved.
<b>Targeted results</b>	
<b>Main activities</b>	
<b>Other information</b>  <b>Specify if and how women will carry out the project and how women will benefit.</b>  <b>Environmental considerations when implementing the project.</b>	

Name, Date and Signature of the applicant



ANNEX 2. Evaluation of the concept note and the full project proposal

Medium Size Investment Grant Fund

<b>Grid completed by</b>	
<b>Number of the proposal</b>	
<b>Name of the applicant</b>	
<b>Title of the project</b>	

**Scoring guidelines:**

0 = missing or very poor, 20 = Excellent

**Evaluation Grid;** Scoring criteria for concept notes and full project proposals

<b>Criteria</b>	<b>Max score</b>	<b>Evaluator's score</b>
Value chain proposal,	20	
Concept of proposal	20	
Expected result	20	
Experience of applicant	20	
<b>Crosscutting issues:</b>		
Female applicant or women's group	10	
Proposal involves or addresses persons with disabilities	5	
Environmental sustainability is considered	5	
<b>Total</b>	<b>100</b>	



ANNEX 3: Full Project Proposal

Medium Size Investment Grant Fund

**FULL PROJECT PROPOSAL**

<b>Dossier No</b>	
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(for official use only)

<b>Title of the project:</b>	
<b>Name of the applicant</b>	
<b>Official address of registration:</b>	
<b>Registration number (or equivalent)</b>	
<b>Legal status:</b>	
<b>Contact person:</b>	
<b>Telephone number:</b>	
<b>E-mail address:</b>	
<b>Website:</b>	

Annexes: Please attach the following documents as relevant.

- i. Trade licence and Registration
- ii. Memorandum of Association
- iii. Tax Identification Number
- iv. Other



## The Project

The duration of the project will be <XXXXX> months.

## Description of the Project (max 1 page)

- Explain the results expected, stating how the project will improve the situation of the final beneficiaries.
- Identify and describe each activity to produce results, justifying the choice of activities.
- Describe/highlight eventual changes of the information provided in the concept note.

## Methodology (max 1 page)

- Describe the methods of implementation and rationale for such methodology;
- Describe the expected impact of the project with quantified data where possible, at technical, economic and social levels.

## Amount of grant fund

Amount of grant fund requested: ETB

Amount of own contribution, (minimum 15%): ETB

Women and women's' groups can provide own contribution in kind.

## The Applicant's experience (max 1 page)

This information will be used to assess whether you have sufficient and stable experience of managing projects for which a grant is being requested.

## Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, hereby declares that:

- the applicant has the sources of financing and professional competence and qualifications to implement the project;
- the applicant is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary;
- the applicant is in a position to deliver, upon request, the supporting documents stipulated in the guidelines;
- if recommended to be awarded a grant, the applicant, accepts the contractual conditions as laid down in the standard grant contract annexed to the guidelines;

## Signed on behalf of the applicant

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	



ANNEX 4. Budget

Medium Size Investment Grant Fund

<b>Project budget by component and budget line</b>	<b>Units</b>	<b>Cost / Unit</b>	<b>Total cost</b>	<b>Justification</b>
1. (Name of budget component)				
1.1 (Name of budget line)				
1.2 (Name of budget line)				
<b>Sub-total component 1</b>				
2. (Name of budget component)				
2.1 (Name of budget line)				
2.2 (Name of budget line)				
2.3 (Name of budget line)				
<b>Sub-total component 2</b>				
3. (Name of budget component)				
3.1 (Name of budget line)				
3.2 (Name of budget line)				
3.3 (Name of budget line)				
<b>Sub-total component 3</b>				
<b>Grand total</b>				



ANNEX 5: Grant Contract

Medium Size Investment Grant Fund

GRANT CONTRACT

Ethiopia-Finland Programme for Agribusiness Induced Growth in the Amhara region

< Grant contract identification number **Woreda ME 2018 xxxx** >

(the 'Contract')

The Woreda Finance & Economic Cooperation Office (WoFEC)

Contact Details:

Contact Person:

Phone:

E-mail:

Postal Address: P.O. Box

Visiting Address:

For WoFEC of the one part,

and

Contact Person:

Passport or ID number:

Phone:

E-mail:

Postal Address:

Visiting Address:

For the Grantee

of the other part,

(the 'Parties')

have agreed as follows:



## Special conditions

### Article 1 — Purpose

- 1.1 The purpose of this Contract is the award of a grant by the WoFEC to finance the implementation of the Project entitled: <title of the Project >
- 1.2 The Grantee shall be awarded the grant on the terms and conditions set out in this Contract, which consists of this contract and the annexes.
- 1.3 The Grantee accepts the grant and undertakes to be responsible for carrying out the Project.

### Article 2 — Implementation period of the Project

- 2.1 This Contract shall enter into force on the date when the second of the two Parties signs. No retroactive claims can be made for reimbursement of expenses incurred before the commencement date. (Except for Business Development Facilitation Costs as specified in the budget)
- 2.2 Implementation of the project shall begin on: the day on which the second of the two Parties signs
- 2.3 The implementation period of the Project is <number of months>.
- 2.4 The execution period of this Contract can only be extended after a written agreement between the Grantee and WoFEC.

### Article 3 — Financing the Project

- 3.1 The WoFEC undertakes to finance a maximum amount of ETB <amount>.
- 3.2 Pre-financing can maximum be 80% of the total grant. Remaining grant will be paid after project completion if required.
- 3.3 The Grantee undertakes to finance 50% of the total estimated cost of the project ETB <amount>.
- 3.4 Contributions in kind have been approved: <specify contributions in kind>.

The final amount of the WoFEC's contribution shall be determined when Completion Report and Final Accounts are approved by WoFEC.

### Article 4 — Reporting and payment arrangements

- 4.1 Pre-financing payments will be disbursed as stipulated below. The first pre-financing payment, shall be made within 30 days of signing this contract and matching grant fund has been deposited into the bank account.
  - 1<sup>st</sup> pre-financing payment: <amount>.
  - 2<sup>nd</sup> prefinancing payment: <amount>.
  - 3<sup>rd</sup> prefinancing payment: <amount>.Total amount of prefinancing: <amount>. Maximum 80% of total grant under 3.1
- 4.2 Final payment, up to 20% of the total grant shall be made after the Completion Report and Final Accounts have been approved.
- 4.4 Bank Account Details;
  - Bank Name and Branch Name:



- Bank Address:
- Name of account:
- Account Number:

## **Article 5 — Contact addresses**

5.1 Any communication relating to this Contract shall be in writing, stating the number and title of the project and be sent to the following addresses:

(insert applicable address)

## **Article 6— Other**

- 6.1 Progress reporting, monitoring and dissemination of results: The Grantee agrees to submit quarterly progress reports throughout the duration of the project to WoFEC. The Grantee will cooperate in any progress review or survey of the project and in visit arrangements of government and donor representatives to the project as well as in the production of promotional material prepared by AgroBIG and dissemination of the results of the grant project.
- 6.2 Closing of the project: At the end of the project, the Grantee prepares the project Completion Report. All grant requirements remain valid until the Grantee receives a Grant Closing Letter from WoFEC confirming that all obligations have been satisfied. After this, a final disbursement of the remaining 20% of the Grant can be requested. It shall be noted that the grant can never be more than 50% of total cost of the project.
- 6.3 The Grantee ensures that the disbursed grant will be used only for the agreed purposes. Any reallocation between budget lines or overspending of budget line allocations must be approved by WoFEC in writing in advance.
- 6.4 Inspection of project accounts and documents: AgroBIG may authorize an inspection of the outputs and accounting documents of the project at any time. The Grantee will always provide unhindered access to all reports, documents and records related to the Project.
- 6.5 Audit or inspection of the grant project: Project activities and accounts will be audited in detail by responsible Government authorities or appointed auditors. All financial and procurement documents of the project implementation need to be archived for three years after the completion date of the project and made available to Government authorized personnel for inspection and audit on demand.
- 6.6 Loss and damage: The Grantee declares to undertake the agreed project on its own behalf and to have exclusive rights for its execution. BoFEC, WoFEC and AgroBIG shall not be held liable for any loss or damage arising from the implementation of the project.
- 6.7 Dispute resolution: In cases of dispute regarding this agreement, the Grantee and WoFEC agree to work towards a mutually acceptable compromise. Failing an agreement, the dispute will be submitted to BoFEC for Government arbitration process.
- 6.8 If the grantee has not deposited the required matching grant fund into the grant account, specified in Article 4.4, within three months of signing of the grant contract, this contract is annulled and no longer valid.

## **Article 7 — Annexes**

7.1 The following documents are annexed to this Contract and form an integral part of the Contract:





Annex I: Description of the Project (Full Project Proposal and the Concept Note)

Annex II: Budget for the Project

7.2 In the event of a conflict between the provisions of this Contract and any Annex thereto, the Contract shall take precedence.

Done in **Amharic or English (delete as relevant)** in three originals, one original being for the Grantee, one for WoFEC and one original being for AgroBIG PSU.

**For the Grantee**

Name

Title

Signature

Date

**For the Woreda Finance and Development Office**

Name

Title

Signature

Date



ANNEX 6: Quarterly progress reports and completion report

Medium Size Investment Grant Fund

Reporting period:

Project number and title:

Grantee/implementing organization:

Contact person:

Report outline

1. Project progress

- Inputs: Resources utilized
- Activities: Number of participants (men/women)
- Activities: Completed as planned
- Activities: Not finalized as planned
- Outputs: Results achieved as planned and not achieved

2. Results assessment

- What is the main goal of the project implementation for the period?
- Was the goal achieved or not? What is the main reason for success or failure?
- Is the implementation on track as planned and if not, what corrective measures should be taken?
- What is the main expected achievement in the next period?



ANNEX 7: Reporting Format, Financial reports

Medium Size Investment Grant Fund

Project number and title:

Reporting period:

Grantee/implementing organization:

Contact person:

Project budget by component and budget line		Budget by budget line	Cumulative, previous reporting periods	Expenses reporting period	Total Expenses	Remaining balance
<b>Grant prefinancing</b>						
1. (Name of budget component)						
1.1 (Name of budget line)						
1.2 (Name of budget line)						
Sub-total component 1						
2. (Name of budget component)						
2.1 (Name of budget line)						
2.2 (Name of budget line)						
2.3 (Name of budget line)						
Sub-total component 2						
3. (Name of budget component)						
3.1 (Name of budget line)						
3.2 (Name of budget line)						
3.3 (Name of budget line)						
Sub-total component 3						
<b>Grand total</b>						



ANNEX 8: Disbursement request

Medium Size Investment Grant Fund

DISBURSEMENT REQUEST pre-financing and final payment

Date:

Reporting period:

Project number and title:

Grantee/implementing organization/Contact person:

Total budget for project activities	Birr	
Transferred already by ACSI	Less	
Requested amount as pre-financing or	Less	
Remaining grant	Sum	

<b>Checklist pre-financing request</b>	<b>Yes</b>	<b>No</b>
Quarterly reports submitted		
Financial reports submitted		
Monitoring visit has been done		
<b>Checklist for final payment</b>	<b>Yes</b>	<b>No</b>
Completion report is attached		
Final Financial report is attached		
Audit report is attached		
Bank balance + cash balance agrees with Balance held by Grantee		
Matching grant fund is at least 50% of total costs		
Above Disbursement request has been checked and additions are correct		

Signed

Name of the official Representative of the Grantee



ANNEX 9: Medium size Investment Grant Fund Fact Sheet - English

Medium Size Investment Grant Fund	
<b>Implementing partner</b>	Amhara Credit and Savings Institution
<b>AgroBIG target Woredas</b>	North Achefer, South Achefer, North Mecha, South Mecha, Bahir Dar Zuria, Dera, Fogera and Libo Kemkem woredas
<b>AgroBIG supported value chains</b>	Onion, Potato, Rice, Maize, Tomato, Dairy, Poultry, Goat and Sheep rearing; The programme may include more value chains eligible for grant support
<b>Eligible applicants</b>	Farmers, farmers' groups, cooperatives, enterprises, entrepreneurs and public institutions
<b>Purpose</b>	<p>The purpose of the Medium Size Investment Grant Fund is to provide value chain actors with access to finance and financial services in order to strengthen the competitiveness and sustainability of their enterprises.</p> <p>The fund is meant to enable medium-size agri-business investments within the AgroBIG supported value chains, such as, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Small-scale irrigation development including drip irrigation and greenhouse technology;</li> <li>• Farm processing equipment and mechanized field services;</li> <li>• Farm input supply development, including farm service centre establishment for supply of small-scale mechanization equipment/spares sale and repairs, tractor field service, commodity processing;</li> <li>• Innovations to introduce climate smart methodologies and technologies, for example zero-tillage, cover crops and rotations, energy efficiency;</li> <li>• Dry season crop production for marketing in the off-supply season;</li> <li>• Systemic pest control or integrated pest management;</li> <li>• Post-harvest crop handling such as storage management, cleaning, sorting and grading;</li> <li>• Secondary processing of food products, effective machine handling and capacity utilization, adjustment and maintenance;</li> <li>• Costs for obtaining Ethiopian Standards Agency (ESA) standard certificates, or other relevant certifications, on food stuffs, animal feed stuffs and workers safety and environmental standards;</li> <li>• Provision of coaching in business management;</li> <li>• Capacity building activities, marketing, management skills etc;</li> <li>• Business Development Costs (maximum 5% of the total budget).</li> <li>• Interest on loans obtained to provide matching fund;</li> <li>• Produce packaging, and cold chains; and</li> <li>• Creation or renovation of food distribution outlets.</li> </ul>

<b>Maximum grant size</b>	1,500,000 ETB (50,000 EUR)
<b>Number of grants</b>	<ul style="list-style-type: none"> <li>• Maximum 1 grant per applicant</li> </ul>
<b>Matching funds</b>	<ul style="list-style-type: none"> <li>• Minimum 50% matching funds</li> <li>• Female applicants and groups and cooperatives with at least 50% female members can provide up to 50% of matching funds in kind</li> </ul>
<b>Duration</b>	Maximum duration of activities is 24 months
<b>Disbursement mechanism</b>	<ul style="list-style-type: none"> <li>• Pre-financing payments depend of the nature of the project.</li> <li>• Grant client will need to open or provide a bank account with an ACSI branch in his/her name or in the name of the entity receiving the grant.</li> <li>• Matching grant shall be deposited into the account before ACSI transfers the first pre-financing payment into the account</li> <li>• The PSU may request for a bank guarantee from private businesses, covering the entire, or part of the amount of pre-financing and for the entire or part of the duration of the grant.</li> </ul>
<b>Applicant requirements</b>	<ul style="list-style-type: none"> <li>• If applicant entities are not registered they might need to get support letter from the relevant authorities at the time of signing the grant contract;</li> <li>• Proposed project should be located within 100 km radius from the AgroBIG programme area;</li> <li>• Female applicants and farmer groups and cooperatives with high female membership are given priority in the scoring and evaluation system;</li> </ul>
<b>Application procedure</b>	<p>Eligible applicants are able to apply in response to AgroBIG's public Calls for Proposals through Woreda Offices.</p> <ul style="list-style-type: none"> <li>• PSU will identify prioritised themes or concepts for each call for proposals.</li> <li>• The grant fund has a two-phase application process: first a concept note, and if it is approved, a full project proposal.</li> <li>• The concept notes and full proposals shall be submitted to the Woreda Office in which the project, or majority of the action takes place.</li> <li>• A compulsory site visit will be carried out as part of the evaluation of full project proposals by staff appointed by the Woreda Technical Committee;</li> <li>• Concept notes and full proposals are ranked and assessed by respective Woreda Technical Committee which gives a recommendation to the Woreda Steering Committee.</li> <li>• The Woreda Steering Committee, scrutinizes the applications recommended by the Woreda Technical Committee and decides on which projects to recommend for funding.</li> <li>• The Woreda Steering Committee sends the list of recommended projects to PSU/ BoFEC for a no objection. PSU checks for availability of funds and for possible overlapping projects</li> </ul>

# AgroBIG

	Grant recipients are required to sign a grant contract with respective Woreda Finance and Economic Development Office.
<b>Reporting and Monitoring</b>	Grant beneficiaries shall submit progress reports to the relevant Woreda Finance and Economic Development Office and to PSU in the format specified in the grant contract. Final audits will be conducted for each project by respective Woreda Finance and Economic Cooperation Office Auditors. The Woreda office staff as well as AgroBIG staff will regularly monitor the implementation of activities.