Administration Arrangement between the Government of Canada
as represented by the Minister for International Development, acting through the Department of Foreign Affairs, Trade and Development (DFATD) and the International Development Association concerning the Multi Donor Trust Fund for the Women Entrepreneurship Development Project (TF No. 072072)

1. The International Development Association (the “Bank”) acknowledges that the Government of Canada as represented by the Minister for International Development, acting through the Department of Foreign Affairs, Trade and Development (“DFATD” or the “Donor”), the Donor agrees to provide to the Bank the sum of ten million Canadian Dollars (CAD$10,000,000) (the “Contribution”) for the Multi Donor Trust Fund established for the co-financing of the Women Entrepreneurship Development Project in Ethiopia (the “Trust Fund”) (TF No. 072072) in accordance with the terms of this Administration Arrangement. Other donors are also expected to contribute to the Trust Fund on the terms and conditions specified in the Annexes to this Administration Arrangement. All references to “Agreement” made in Annexes and related documents will have the same meaning as the term “Administration Arrangement” used herein.

2. The Contribution will be used to finance the activities set forth in the “Multi Donor Trust Fund Women Entrepreneurship Development Project Trust Fund Description” attached hereto as Annex 1, and will be administered by the Bank on behalf of the Donor in accordance with the terms of this Administration Arrangement, including the “Standard Provisions” attached hereto as Annex 2.

3. Upon signature of this Administration Arrangement by the Bank and the Donor, the Donor authorizes the Bank to transfer a sum of three million five hundred thousand Canadian Dollars (CAD$3,500,000) from the Donor’s Balance Account at the Bank – TF029048, to the Trust Fund established for co-financing of the Women Entrepreneurship Development Project (TF072072).

4. The Donor will deposit the remaining Contribution in accordance with the following schedule and in the currency specified in Section 1 above (“Contribution Currency”) into such bank account designated by the Bank (each amount deposited hereinafter referred to as an “Installment”) upon submission of a payment request:

(A) Promptly following signature of the Administration Arrangement, by March 31, 2014,
for the Donor’s fiscal year 2013-2014, CAD $2,000,000
(B) By March 31, 2015, CAD $2,000,000 for the Donor’s fiscal year 2014-2015
(C) By March 31, 2016, CAD $2,000,000 for the Donor’s fiscal year 2015-2016
(D) By March 31, 2017, CAD $500,000 for the Donor’s fiscal year 2016-2017

5. When making any deposit, the Donor will instruct its bank to include in its deposit details information (remittance advice) field of its SWIFT deposit message, information indicating: the amount deposited, that the deposit is made by the Donor for the Multi Donor Trust Fund Women Entrepreneurship Development Project Trust Fund (TF No. 072072), and the date of the deposit (the “Deposit Instructions”). In addition, the Donor will provide a copy of the Deposit Instructions to the Bank’s Accounting Trust Funds Division by e-mail sent to tfremitadvice@worldbank.org or by fax sent to +1 (202) 614-1315.

6. Except with respect to the Deposit Instructions, any notice, request or other communication to be given or made under this Administration Arrangement will be in writing and delivered by mail, fax or e-mail to the undersigned at the respective address specified below or at such other address as such undersigned notifies in writing to the other undersigned from time to time:

For the Bank (the “Bank Contact”):
Ms. Yasmin Tayyab
Senior Social Development Specialist
AFTCS
The World Bank
Tel: 001-202-4582894
E-mail: ytayyab@worldbank.org

For the Donor (the “Donor Contact”):
Ms. Amy Baker
Senior Director, Ethiopia Program
Southern and Eastern Africa
Geographic Programs Branch
Department of Foreign Affairs, Trade and Development
Canadian Embassy
P.O. Box 1130
Addis Ababa, Ethiopia

7. In the event any amounts are to be returned to the Donor under this Administration Arrangement, the Bank will transfer such amounts to the Donor’s applicable donor balance account with the Bank.

8. No member of the Canadian House of Commons will be admitted to any share or part of this Arrangement or to any benefit to arise therefrom.

9. No current or former public office holder or public servant of the Government of Canada who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office
Holders or the Values and Ethics Code for the Public Service will derive a direct benefit from this Arrangement.

10. Any transfer into the Trust Fund to be made under this Administration Arrangement is subject to there being an appropriation by the Parliament of Canada for the fiscal year in which such transfer is to be made. If the Department of Foreign Affairs, Trade and Development appropriation is changed by the Parliament of Canada, the Department of Foreign Affairs, Trade and Development may reduce the Grant or terminate this Administration Arrangement.

11. No offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone, either directly or indirectly, as an inducement or reward for the award or execution of this Arrangement. Any such practice will be grounds for terminating this Arrangement or taking any other corrective action as required.

12. All annexes hereto constitute an integral part of this Administration Arrangement, whose terms taken together will constitute the entire agreement and understanding between the Donor and the Bank. Unless otherwise specified in an annex hereto, this Administration Arrangement may be amended only by written amendment between the Bank and the Donor; provided, however, that any annexes to this Administration Arrangement may be amended only by written amendment of all donors contributing to the Trust Fund.

13. It is understood that this Administration Arrangement, including any annexes, is not an international treaty.

14. Each of the undersigned represents, by confirming its acceptance below, that it is authorized to enter into this Administration Arrangement and act in accordance with its provisions. The undersigned are requested to sign and date this Administration Arrangement, and upon possession by the Bank of this fully signed Administration Arrangement, this Administration Arrangement will become effective as of the date of the last signature.

INTERNATIONAL DEVELOPMENT ASSOCIATION

By: 
Name: Abegaw Alemayehu
Title: Country Director (Aid)
Date: August 21, 2013

GOVERNMENT OF CANADA
(Represented by the Minister for International Development, acting through the Department of Foreign Affairs, Trade and Development)

By: 
Name: Celeste Rensby
Title: Acting Director
Date: August 22, 2013
Multi Donor Trust Fund - Women Entrepreneurship Development Project  
(TF No. 072072)  
Trust Fund Description

This Annex shall be applicable to and form an integral part of all Administration Arrangements for the Trust Fund (collectively, the “Administration Arrangements” and each an “Administration Arrangement”) between the Bank and any entities that provide any funds to the Trust Fund (collectively, the “Donors”).

1. Objectives

The Trust Fund will support the Women Entrepreneurship Development Project (the “Project”) whose objective is to increase the earnings and employment of micro and small enterprises (MSEs) owned or partly owned by female entrepreneurs in targeted cities of Ethiopia.

2. Definitions and Activities

2.1 Definitions:

Unless the context requires otherwise, the capitalized terms used in this Administration Arrangement have the meanings ascribed to them in this arrangement, Financing Agreement (as hereinafter defined), and the following additional terms have the following meanings:

(a) “Beneficiary” means an individual or group which is a recipient of a loan from a PFI under the credit facility established pursuant to Part 1(a) of the Project, in accordance with the eligibility criteria for Beneficiaries adopted for the purposes of the guidelines applicable to such credit facility and included in the PIM.

(b) “City MSE Development Offices” means the city administrative offices responsible for providing technical guidance for micro and small enterprises within the respective cities targeted under the Project.

(c) “DBE” means the Development Bank of Ethiopia, as re-established and operating pursuant to the Development of Bank of Ethiopia Re-Establishment Amendment Regulation No. 116/2005 of Council of Ministers of the Recipient.

(d) “FeMSEDA” means the Federal Micro and Small Enterprise Development Agency of the Recipient.

(e) “Financing Agreement” means the financing agreement, dated June 12, 2012, signed between Federal Democratic Republic of Ethiopia and the International Development Association for the Women Entrepreneurship Development Project (Credit No. 5112-ET).
2.2 Activities

The activities (which may be described as “components” of activities) to be financed by the Trust Fund are:

(i) **Bank-executed activities:**

   Carry out impact evaluation of the Women Entrepreneurship Development Project to investigate effectiveness of the Project.

(ii) **Recipient-executed activities:**

   **Part 1: Access to Microfinance**

   (a) Establishment and operation of a credit facility providing access to finance for working capital and investment for qualifying growth-oriented micro and small enterprises owned (or partly owned) by female entrepreneurs.

   (b) Provision of technical assistance to support: (i) capacity building in participating financial institutions; and (ii) an institutional development plan for DBE, including capacity building of the PMT.
Part 2: Entrepreneurial Skills, Technology, and Cluster Development

Design and implementation of a capacity building technical assistance program to strengthen the capacity of the implementing agencies connected with the Project, that provide direct services to the Beneficiaries, including, in particular, NPMT, ReMSEDA, One Stop Shops and TVET Colleges, and the supporting/coordinating institutions such as the City MSE Development Offices.


(a) Establishment of the NPMT within FeMSEDA.

(b) Advocacy and Outreach. Provision of technical assistance (consisting of consultants' services and Training) to build awareness and expand the outreach and understanding and acceptance of the Project among targeted Beneficiaries and other stakeholders. Carrying out of a program of public information disclosure about the Project, including, inter alia, organizing meetings and strengthening access to sources of information through public media such as newspapers, mobile phones, radio and television. Dissemination of results, lessons learned and good practices.

(c) Monitoring and Evaluation. Development of a monitoring and evaluation system to collect data from all the implementing agencies to identify gaps in Project implementation, corrective actions and improved planning by FeMSEDA.

3. Eligible Expenditures

3.1 For Bank-executed activities, the Trust Fund funds may be used to finance:

(i) associated overheads
(ii) consultant fees (individuals and firms)
(iii) contractual services
(iv) equipment and office premises least cost
(v) extend term consultants (no in-directs)
(vi) extended term consultants
(vii) field assigned benefits
(viii) media, workshop, conference and meeting cost
(ix) staff costs (with in-directs)
(x) staff costs (no in-directs)
(xi) temporary support staff costs
(xii) temporary staff costs (no in-directs)
(xiii) travel expenses.
3.2. For Recipient-executed activities, the Trust Fund funds may be used to finance:

(i) civil works
(ii) consulting
(iii) goods
(iv) operating costs
(v) training, and
(vi) Others

4. Taxes

4.1 The foregoing activities and categories of expenditures may include the financing of taxes in accordance with the Bank’s applicable policies and procedures.
Standard Provisions

This Annex shall be applicable to and form an integral part of all Administration Arrangements between the Bank and the respective Donors.

1. Administration of the Contributions

1.1 The Bank shall be responsible only for performing those functions specifically set forth in this Administration Arrangement and shall not be subject to any other duties or responsibilities to the Donors, including, without limitation, any duties or obligations that might otherwise apply to a fiduciary or trustee under general principles of trust or fiduciary law. Nothing in this Administration Arrangement shall be considered a waiver of any privileges or immunities of the Bank under its Articles of Agreement or any applicable law, all of which are expressly reserved.

1.2 Each Donor’s Contribution (collectively, the “Contributions”) shall be administered in accordance with the Bank’s applicable policies and procedures, as the same may be amended from time to time, including its procurement, financial management, disbursement and safeguard policies, its framework to prevent and combat fraud and corruption and its screening procedures to prevent the use of Bank resources to finance terrorist activity, in line with the Bank’s obligations to give effect to the relevant decisions of the Security Council taken under Chapter VII of the Charter of the United Nations. The Donors acknowledge that this provision does not create any obligations of the Bank under the anti-terrorist financing and asset control laws, regulations, rules and executive orders of an individual member country that may apply to a Donor.

2. Management of the Contributions

2.1 The funds deposited in the Trust Fund shall be accounted for as a single trust fund and shall be kept separate and apart from the funds of the Bank. The funds deposited in the Trust Fund may be commingled with other trust fund assets maintained by the Bank. The Bank, in its capacity as trustee, has legal title to the funds deposited in the Trust Fund.

2.2 The currency in which the funds in the Trust Fund shall be held is United States Dollars (the “Holding Currency”).

2.3 Donors agree to deposit their Contributions in the Contribution Currency stated in their respective Administration Arrangements. In the case of deposits received in a Contribution Currency other than the Holding Currency, promptly upon the receipt of such amounts and the accompanying Deposit Instructions, the Bank shall convert such amounts into the Holding Currency at the exchange rate obtained by the Bank on the date of the conversion. Where deposits prove to be insufficient to complete activities as a result of exchange rate fluctuations, neither the Bank nor the Donor shall bear any responsibility for providing any additional financing.

2.4 The funds deposited in the Trust Fund may be freely exchanged by the Bank into other currencies as may facilitate their disbursement at the exchange rate obtained by the Bank on the date of the conversion.
2.5 The Bank shall invest and reinvest the funds deposited in the Trust Fund pending their disbursement in accordance with the Bank’s applicable policies and procedures for the investment of trust funds administered by the Bank. The Bank shall credit all income from such investment to the Trust Fund to be used for the same purposes as the Contributions.

3. **Trust Fund Fees and Costs**

3.1 The Bank shall deduct and retain for its own account, as a deduction from each Installment, an amount equal to two percent (2%) per Installment as an administrative fee for the Trust Fund.

3.2 In addition, costs incurred by the Bank for other expenses, such as for Trust Fund administration, that are: (i) not covered by the percentage deduction specified above as an administrative fee; and (ii) not included under Annex 1 of the Administration Arrangements in accordance with the Bank’s applicable policies and procedures shall be charged to the Trust Fund on an actual basis up to a maximum of four point seventy-seven percent (4.77%) of the total Contributions under all Administration Arrangements.

3.3 Each Donor acknowledges and agrees that the percentage deductions for fees in this Trust Fund Fees and Costs section are estimated on the basis of anticipated Contributions. If actual Contributions significantly differ from what was originally anticipated at the time of signature of the first Administration Arrangement, or if other circumstances affecting Trust Fund fees or costs change, the Bank reserves the right to request a change to the terms of this Trust Fund Fees and Costs section, which would be effectuated by amendments made to the Administration Arrangements of all Donors and which would therefore be applicable to all new Contributions that are provided either as amendments to supplement existing Administration Arrangements or from new Donors under new Administration Arrangements.

4. **Accounting and Financial Reporting**

4.1 The Bank shall maintain separate records and ledger accounts in respect of the funds deposited in the Trust Fund and disbursements made therefrom.

4.2 The Bank shall furnish to the Donors current financial information relating to receipts, disbursements and fund balance in the Holding Currency with respect to the Contributions via the World Bank’s Trust Funds Donor Center secure website. Within six (6) months after all commitments and liabilities under the Trust Fund have been satisfied and the Trust Fund has been closed, the final financial information relating to receipts, disbursements and fund balance in the Holding Currency with respect to the Contributions shall be made available to the Donors via the World Bank’s Trust Funds Donor Center secure website.

4.3 The Bank shall provide to the Donors via the World Bank’s Trust Fund Donor Center secure website, within six (6) months following the end of each Bank fiscal year, an annual single audit report, comprising (i) a management assertion together with an attestation from the Bank’s external auditors concerning the adequacy of internal control over cash-based financial reporting for all cash-based trust funds as a whole; and (ii) a combined financial statement for all cash-based trust funds.
funds together with the Bank’s external auditor’s opinion thereon. The cost of the single audit shall be borne by the Bank.

4.4 If a Donor wishes to request, on an exceptional basis, a financial statement audit by the Bank’s external auditors of the Trust Fund, the Donor and the Bank shall first consult as to whether such an external audit is necessary. The Bank and the Donor shall agree on the appropriate scope and terms of reference of such audit. Following agreement on the scope and terms of reference, the Bank shall arrange for such external audit. The costs of any such audit, including the internal costs of the Bank with respect to such audit, shall be borne by the requesting Donor.

4.5 The Bank shall make available to the Donors copies of all financial statements and auditors’ reports received by the Bank from Recipients pursuant to any Grant Agreements (as defined below) in accordance with the Bank’s Access to Information Policy.

5. Progress Reporting

5.1 The Bank shall provide the Donors with semi-annual reports on the progress of activities financed by the Contributions. Within six (6) months of the End Disbursement Date (as defined below), the Bank shall furnish to the Donors a final report on the activities financed by the Trust Fund.

5.2 Any Donor may review or evaluate activities financed by the Trust Fund at any time up to six (6) months following the End Disbursement Date. The Donor and the Bank shall agree on the scope and conduct of such review or evaluation, and the Bank shall provide all relevant information within the limits of the Bank’s applicable policies and procedures. All associated costs, including any costs incurred by the Bank, shall be borne by the Donor. It is understood that any such review or evaluation will not constitute a financial, compliance or other audit of the Trust Fund.

6. Disbursement; Cancellation; Refund

6.1 It is expected that the funds deposited in the Trust Fund will be fully disbursed by the Bank by June 30, 2018 (the “End Disbursement Date”). The Bank shall only disburse funds deposited in the Trust Fund for the purposes of this Administration Arrangement (other than returns to Donors) after such date to the extent such date is changed in accordance with amendments made to the Administration Arrangements of all the Donors. Following the End Disbursement Date, the Bank shall return any remaining balance of the Trust Fund to each Donor in the Holding Currency in the manner specified in its respective Administration Arrangement on a pro rata basis with regard to the total funds deposited in the Trust Fund by such Donor relative to the total funds deposited in the Trust Fund by all Donors, all calculated as Holding Currency amounts.

6.2 Any Donor may cancel all or part of such Donor’s pro rata share, and the Bank may cancel all or any Donors’ pro rata shares, upon three (3) months’ prior written notice, of any Contributions (paid and not yet paid) that are not committed pursuant to any agreements entered into between the Bank and any consultants and/or other third parties for the purposes of this Administration Arrangement, including any Grant Agreements, prior to the receipt of such notice. In the event of a cancellation, the Bank shall return to the relevant Donor or Donors in the Holding Currency in the
manner specified by each such Donor in its respective Administration Arrangement the pro rata share(s) of any such uncommitted balance of the Trust Fund, in accordance with any additional terms that may be agreed between the Bank and each such Donor.

7. **Disclosure; Dispute Resolution**

7.1 The Bank shall disclose the Administration Arrangements and related information on this Trust Fund in accordance with the Bank’s Policy on Access to Information. By entering into Administration Arrangements, the Donors consent to such disclosure of their respective Administration Arrangements and such related information.

7.2 The Donors and the Bank shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of or relating to the Administration Arrangements.

8. **Grants to Recipients**

8.1 The Bank shall, as administrator of the Trust Fund on behalf of the Donors, enter into one or more grant agreements (the “Grant Agreements”) with recipients (the “Recipients”) consistent with the purposes of this Administration Arrangement and on the terms and conditions set forth in the Grant Agreements. Grant Agreements may be entered into up to the maximum amount of the Contributions that all Donors have agreed to make available under the Administration Arrangements between the Bank and the Donors.

8.2 The Bank shall be responsible for the supervision of the activities financed under any Grant Agreements. Subject to the consent of any relevant Recipients, representatives of the Donors may be invited by the Bank to participate in Bank supervision missions related to the Trust Fund.

8.3 The Bank shall promptly inform the Donors of any significant modification to the terms of any Grant Agreements and of any contractual remedies that are exercised by the Bank under any Grant Agreements. To the extent practicable, the Bank shall afford the Donors the opportunity to exchange views before effecting any such modification or exercising any such remedy.