

Request for Funding
Education Program Development Fund (EPDF)
Guidelines and Application Form, February 2009

BACKGROUND

The Education Program Development Fund (EPDF) is a multi-donor trust fund established in 2004 under the Education for All Fast Track Initiative (EFA-FTI), with the World Bank as its trustee. The fund finances activities to achieve one or more of its four strategic objectives:

- **Objective 1: Education Sector Plan Development.**
Support low-income countries in the preparation of sound and sustainable national education sector programs through a broad-based consultative process;
- **Objective 2: Capacity Development**
Strengthen government technical and institutional capacity to develop and implement policies and programs to enable all children to complete a full cycle of primary schooling of good quality;
- **Objective 3: Monitoring Evaluation and Knowledge Sharing**
Improve understanding of conditions for successful policies and programs, through better monitoring and evaluation and knowledge sharing across countries; and
- **Objective 4: Strengthen Partnerships**
Strengthen donor partnerships at the country level around the government's national education plan.

INVOLVEMENT OF THE LOCAL EDUCATION GROUP

The World Bank is committed to strengthen the involvement of governments and local partner agencies in determining financing priorities and execution of EPDF-funded activities at the country level based on the strategic objectives supporting current and emerging FTI processes. This applies both at the time of submission of proposals to the EPDF Committee as well as at the time of concrete proposal according to the guidelines below. The application form includes a section where the consultation process with the local education group will be explained.

MANAGEMENT ARRANGEMENTS

As trustee of the EPDF, the World Bank is legally obliged to ensure that funds are: (a) used for their intended purposes as detailed in the strategic objectives; and (b) properly accounted for. To discharge this fiduciary responsibility the Bank relies on the same administrative procedures as those in place for administering its own resources. Administration of the EPDF is decentralized to managers in each of the World Bank's administrative regions: Africa (AFR); East Asia and Pacific (EAP); Europe and Central Asia (ECA); Latin American and the Caribbean (LAC); Middle East and North Africa (MENA); and South Asia (SA). Applications for EPDF support for specific activities are submitted to the relevant regional EPDF managers and approved by the managers in each Region based on consultation with the local education group.

EPDF applications may cover either country-specific or regional activities; and they may involve programs to be executed by the World Bank or by a recipient agency. Each application, whether Bank-executed or recipient-executed, is submitted by a Bank staff who accepts responsibility as task manager to process the application and implement the resulting EPDF allocation in accordance with the Bank's administrative procedures for procurement and payment of goods

and services. To qualify as task manager for an EPDF allocation Bank staff must have passed a test that formally accredits them to manage and execute World Bank trust-funded activities. Bank Staff are held individually accountable for the proper use of the funds; and each of them is required to provide a formal confirmation each year that the funds under his or her management have not been misused.

All applications are reviewed by the relevant regional EPDF manager for consistency with the fund's objectives and for the acceptability of the proposed budget and practical arrangements for implementation. Each request is presented for final approval on a non-objection basis to the relevant regional HD management team led by the Director of the regional Human Development Department. Activities financed by the EPDF benefits, where appropriate, from the World Bank's normal business processes for quality assurance (i.e., concept note reviews, decision meetings, etc).

APPLICATION GUIDELINES

Requests for funding of country-specific activities may be submitted throughout the year as needs arise within the framework approved by the EPDF Committee. All regional programs are typically explicitly mentioned in the annual proposal submitted for approval and funding to the EPDF Committee. The steps for requesting EPDF support for programs are explained below.

World Bank-executed programs

EPDF applications are based on consultations among the local education group consisting of government officials, donor representatives, Civil Society Organizations, and the World Bank staff¹. When a suitable Bank staff has been identified as the task manager for the proposed activity, this person prepares a draft EPDF application or a concept note, whichever is appropriate, to capture the ideas within the local education group. Consultation with all relevant stakeholders is important to ensure strong ownership of the proposed work and to ensure its relevance to the country's needs.

For most EPDF applications, the following processing steps are typical:

1. The Bank TTL develops a draft EPDF application based on initial ideas gathered from consultations with the local education group;
2. The Bank TTL shares the draft EPDF application with the local development partners and the government for further discussion and comment; and also shares a copy with the relevant regional EPDF manager for comment;
3. The Bank TTL incorporates the comments, as appropriate, and finalizes the EPDF application for submission to the regional EPDF manager;
4. The Bank TTL submits a Grant Funding Request (GFR) in the World Bank's e-Trust Fund system to set up the administrative arrangement for implementation (for more details, see etrustfund.worldbank.org);

¹ For country-specific activities, the Bank TTL who will execute the program proposed for EPDF support is typically the Bank's education TTL for the country. For regional or thematic programs involving more than one country, the Bank TTL for the program proposed for EPDF support need not be the Bank's education TTL for any of the countries to be involved. However, he or she is expected to liaise with the relevant Bank education TTLs and through them, with the relevant government and local development partners.

5. The regional EPDF manager seeks final approval of the vetted EPDF application from the relevant regional managers and informs the Bank TTL of the outcome. Upon receipt of an approval email (which will confirm the major products and expected delivery dates), the Bank TTL facilitates and oversees the implementation of the proposed work or activities.

In accepting the EPDF allocation, the Bank TTL agrees to: (a) exercise due diligence and care to ensure proper use of the funds, including staying within the approved budget limit; (b) provide status reports on task implementation upon request by the regional EPDF manager, so as to inform the preparation of the EPDF annual implementation report; and (c) submit to the regional EPDF manager, a completion report within two months of completing the activities funded by the EPDF allocation. The regional EPDF manager will facilitate reporting to be posted on the FTI website as well as ensure proper annual reporting to the EPDF Committee.

Programs to be Executed by a non-Bank Agency

An appropriate official of the Agency discusses initial ideas for possible EPDF support with the relevant regional EPDF manager (or a trust-fund accredited Bank staff designated by her/him); and with other relevant institutional partners, government counterparts, and donor groups.

Following this initial discussion, the regional EPDF manager evaluates the consistency of the nascent proposal with the provision of the EPDF. S/he either invites submission of a formal proposal for EPDF support, or declines further development of the request. If the former, s/he determines if the proposal will be funded through a recipient-executed grant agreement or a sole source firm contract (see below for details).

The Agency works with a designated World Bank staff to prepare and submit its formal EPDF application to the regional EPDF manager.

The Agency responds to comments and queries on the application by the relevant regional EPDF manager; revises the application as appropriate, and resubmits. In accepting the allocation, the recipient Agency agrees to: (a) exercise due diligence and care to ensure proper use of the funds, including staying within the approved budget limit; (b) provide financial reports, status reports on task implementation and any other information upon request by the regional EPDF manager, so as to manage the disbursement of funds and to inform the preparation of the EPDF annual implementation report; and (c) submit to the regional EPDF manager, a completion report within two months of completing the activities funded by the EPDF support.

Grant Agreement: If the EPDF support is to be channeled via a grant agreement, the document is drafted by the World Bank and shared with the Agency for comment. The Agency must supply a financial report format for reporting purposes and must agree to follow the Bank's procurement guidelines. After the grant agreement has been counter-signed, the Agency submits a form with authorized signature samples and an application for withdrawal of funds. Disbursement is processed after the documents are cleared by the Bank's Legal, Loans, and TF Accounting departments. Internal Bank clearance of grant agreements takes approximately four weeks.

Firm Contract: If the support is to be channeled via a firm contract, the Agency establishes a vendor registration number and works with the designated Bank staff to implement the contract in accordance with the Bank's procurement guidelines, including obtaining approval for sole source contracting. Terms of reference are submitted for clearance by the Bank's procurement

department. Once cleared, the firm contract is issued for signature by the recipient. Internal Bank clearance of firm contracts takes approximately two weeks.

Request for Financing Education Program Development Fund (EPDF)

To be submitted by the World Bank staff or Recipient Agency per instructions on cover page, to the attention of the relevant regional EPDF manager

SECTION 1: ALIGNMENT WITH EPDF STRATEGIC OBJECTIVES

Proposed Activity	Primary Objective	Secondary Objective
1.		
2.		
3.		
4.		
5.		
etc.		

List the proposed activities to be financed and indicate the primary and secondary strategic objective of each, using the codes below. For country-specific activities, no single activity shall exceed US\$150,000. Because applications are accepted throughout the year and top-up requests may be made as needs arise and as disbursement progress justifies. All requests should contain a solid implementation plan and the proposed activities should benefit from a thorough discussion among local development partners and the government.

Code	Strategic Objective
1	Education Sector Plan Development
2	Capacity Development
3	Monitoring, Evaluation and Knowledge Sharing
4	Strengthen Partnerships

SECTION 2: ADMINISTRATIVE INFORMATION

a. Proposed arrangement for task execution (please select only one)	
i. Bank-executed	
ii. Recipient-executed through Grant Agreement	
• What is the legal name of the recipient institution?	
• Can the above institution enter into a Grant Agreement or Firm Contract with the World Bank?	YES / NO
b. Task identification	
i. Task name	
ii. SAP code for the task (if Bank-executed)	
iii. Country or countries involved	
c. Task management	
i. Name of World Bank Task Team Leader (TTL)	
ii. Bank Group Managing Unit	
iii. Sector Manager	
d. Key dates	
i. Expected start date	

ii. Expected completion date	
iii. Expected submission date of Activity Completion Report (ACR)	
(The World Bank TTL named in section 2(c)(i) is responsible for submitting an ACR two months after all major activities funded by the EPDF allocation have been completed, to the attention of the relevant regional EPDF manager)	

SECTION 3: BACKGROUND AND OUTPUTS

a. Background

Briefly provide the context for the proposed task(s). For country-specific tasks, include information on the status of the country's education sector program and how the proposed activity will help advance the goals of the EFA FTI.

b. Task Description

Briefly describe the specific task(s) for which EPDF support is requested.

c. Consultation with Government, Local Donor Partners, and Institutional Partners

Has the proposed work been discussed with the local development partners, either via email or at a local education group meeting? When did this meeting take place and who attended the meeting? How does the proposed work reflect inputs from the local development partners? In what ways have the relevant government counterparts been involved in formulating the proposed work? Pls. note that as needed, follow-up feedback may be sought from the persons listed below.

Contact Person	Name	Designation/Organization	Email Address
• Lead Local Donor			
• Government Counterpart			

d. For in-country or regional workshops, please indicate the following:

• Workshop Title	
• Venue / Date	
• Expected Participating Countries	
• Expected Institutional Partners	
• Expected No. of Participants	

e. Expected Outputs, Delivery Dates and Dissemination Plan

List the key expected outputs and their delivery dates in the table below. These outputs may include: (a) written products such as analytic reports, back-to-office mission reports, aide-memoirs, workshop reports; (b) videos or other recordings; or (c) events such as workshops, forums, seminars, etc. Please explain how the written and recorded outputs will be disseminated (e.g., via publications, CD-ROM, website postings etc).

Note: All publications financed by the EPDF shall include on their cover the official EFA FTI program logo and statement of attribution indicated below:



This work benefited from financial support from EFA FTI's Education Program Development Fund
Web site: www.education-fast-track.org

Key Outputs	Delivery Date (month/year)	Dissemination Plan (for written or recorded output)
1.		
2.		
3.		
4.		
5.		
etc.		

f. Arrangements for Task Implementation

Please identify the main actors, including the World Bank TTL named in Section 2(c)(i) above, who will be involved in implementing the proposed program/project to be support by the EPDF allocation, and explain his/her role of responsibility. Note that a priority under the EPDF is to help build capacity by involving national consultants and institutions in task execution. For analytical reports, please indicate the quality assurance arrangements that will be followed (e.g. concept note review, formal review of the final report with input from peer reviewers).

Additional Remarks (if any):

SECTION IV: BUDGET

a. Amount of Financing Requested by Activity

Please provide the budget details in a separate Excel file (using the standard EPDF format) and summarize the information in the table below.

ACTIVITY	EPDF Amount (in US\$)	Co-Financing Amount* (in US\$)
1.		
2.		
3.		
4.		
5.		
6. Workshops (if any)		
TOTAL		

* Please indicate source of co-financing, if any.

b. Expected Disbursement Schedule

Indicate the expected disbursements of the above amount per fiscal year.

FY09	FY10	FY11