

TERMS OF REFERENCE



**PLATFORM OF ETHIOPIAN PROFESSIONALS' SOLIDARITY
FOR SUSTAINABLE DEVELOPMENT**
(PEPSOD – KENYA)

**May 2018
Nairobi, Kenya**

Background and Justification

Ethiopians today are remnants of the martyrdom by our people in all walks of life. The youth, the elderly, men, women, religious leaders, some political leaders and many others have sacrificed their lives in the pursuit of a better and brighter life and vision for generations of Ethiopians to come. While they have succeeded to honour their nation in global arena, through various successes, Ethiopia still remains one of the poorest nations globally with annual per-capita income of USD660 (July 2017 estimates of the World Bank.)

H.E. the Prime Minister's historic inaugural speech on April 2, 2018 called for unity, inclusivity, peace, democratic governance and patriotic love for the nation opens the door for a national dialogue, cooperation and partnership. Ethiopian professionals and persons of Ethiopian origin in Kenya responded to this call with enthusiasm expressing their commitment to support and contribute to this vision and conveyed to H.E. Dr Abiy Ahmed through a letter submitted during his visit to Kenya on May 7th 2018. The response from H.E. the Prime Minister in his letter (of May 10, 2018) was swift and very positive. He expressed his happiness to receive our commitment and called upon us to contribute in areas of our hearts' desire financially and/or professionally.

Following this encouraging response from HE, the PM, some Ethiopians in Kenya, met at the residence of, Ambassador Sahlework Zewdie, the USG and UNON DG on 19th May 2018. The meeting was led and chaired by Ambassador Zewdie. It resulted in setting up of a core team comprising seven members. This team was tasked to prepare the Terms of Reference (ToR) that could be a guide to translate the pledge into action. In this context, the team agreed to establish/create a communication/linkage platform that could serve as a vehicle to respond to the call of the prime minister. The platform will be a non-governmental, non-profit and non-sectarian entity dedicated to promoting the welfare of Ethiopians to generate professional contribution, mainly in the area of knowledge and technical support skill transfer)

Therefore, this TOR aims to provide guidance and direction to translate this commitment to our nation into a concrete and sustainable action. We believe such an action could provide an example (among others) to other diaspora across the world and play a catalytic role to create a momentum of positive contribution. The TOR will remain a living document to allow changes as needed aiming to facilitate adaptive arrangements to ensure achievement of the objectives.

Objectives and Scope of the platform

PEPSoD is a Platform of Ethiopian professionals in Kenya. Guided by its bylaws, rules and procedures, it serves as a vehicle to contribute towards sustainable development in Ethiopia.

The main goal of the platform is to create a conducive environment where Ethiopian professionals resident in Kenya from the private and public sectors, the arts, the United Nations, NGOs, academia, and financial institutions, support the change initiative in the country through sharing their expertise with counterparts in Ethiopia and providing technical/financial support targeted to realize sustainable development.

The specific objectives include: (to be revised as per the overall objective)

- Create effective platform for Ethiopians and persons of Ethiopian origin in Kenya to offer meaningful professional/financial participation and contribution to the current Ethiopian renaissance efforts.
- Create and facilitate opportunities for young people to interact and develop friendship aimed at positive nation building; and
- Participate and contribute in training and research/scholarly institutions to share knowledge and experience in their respective fields.

Scope of the Platform

The Platform will focus on addressing the gaps and challenges of socioeconomic development activities identified by local Ethiopian counterparts and/or by the type and level of professional and financial contribution of members of the Platform based in Kenya.

Membership-

The Platform for Ethiopian Professionals, including professionals of Ethiopian origin (for ease of reference, referred to as PEPSoD from now on) will have 42 members (individuals who signed the letter to H.E. the Prime Minister of Ethiopia).

However, membership is open to other Ethiopian professionals and professionals of Ethiopian origin who would like to join the cause. Such persons will submit a request to Chairperson of the core team. In addition, different types of membership could be organized for others who may wish to join for various reasons. The membership details will also be described further during the development of the bylaws for the platform.

Key Tasks/Functions

PEPSoD recognizes the opportune moment offered by the recent change within the Ethiopian government. The platform also recognizes the catalytic role that Ethiopian professionals and professionals of Ethiopian origin in Kenya could play by meaningfully organizing their ideas and implementing them to support our great nation. The key tasks and activities that focus on facilitating and creating conducive environment for individual and group initiatives to support Ethiopia are described below:

- 1. Create a forum for exchange of ideas for Ethiopian professionals and professionals of Ethiopian origin in Kenya to contribute to the Ethiopian renaissance.**

Virtual and physical forums will be organized to allow the professional community to share ideas and views on possible strategic priority areas that could create meaningful impact in the context of sustainable development in Ethiopia. The activities to be defined in these priority areas can be implemented on individual and/or team basis as a quick win, through a medium and long term plan. Wide range of ideas and suggestions are expected at this stage to allow open-minded exploration of possibilities and range of options.

2. Develop criteria, review and identify strategic priority areas for implementation (priority initiatives for the platform to pursue collectively)

PEPSoD , through the General Assembly and/or the Core Team, will ensure that all ideas are received and treated as equally important, and will be discussed and debated objectively based on their merit as per the criteria developed. Since the platform cannot implement large number of initiatives at one go, key initiatives shall be prioritized on consensus.

Key decision parameters (criteria) that will support the consensus include:

- Verification if the proposed is among the felt priority needs in Ethiopia;
- Verification that PEPSoD is not duplicating efforts of other actors;
- that the identified priority best supports the objective of PEPSoD or similar arrangements, and it is feasible for PEPSoD to create a meaningful impact, or initiate a strong momentum that will be taken up by other entities. If the latter is the case, the potential entity to take up the initiative should be identified and justified in advance.
- Ensuring that the identified area of engagement is demand (not supply) driven thereby consulting the concerned Ethiopian government counterpart for appropriateness and timeliness.

3. Develop strategic and operational implementation plan of the platform (action plan for implementation of priority initiatives)

- Consolidate and categorize proposed intervention areas into clusters of appropriate category for ease of coordination and implementation.
- Refine each idea or clustered ideas and formulate them into a SMART objectives.
- Review and agree on the implementation modality of each idea and how best to monitor progress.
- Identify resources required and how the resources will be mobilized.
- In consultation with Ethiopian government, assess and identify the readiness by the concerned counterparts in Ethiopia to start the initiative.

4. Establish focal groups/persons for each specific cluster to spearhead the implementation of tasks reflected under each cluster

Depending on the prioritized ideas, specialized focal persons from PEPSoD will be assigned to spearhead refining the plan and implementing the ideas including engagement with Ethiopian counterparts in consultation with the core team. When such delegation is required:

- The core team will be responsible to ensure overall harmony and coordination of all clusters that may be created.
- Each cluster will be created with clear terms of reference and deliverables:
 - That defines the objective of the cluster and the name of the cluster
 - That defines timelines and deliverables

- The clusters will have pre-defined communication arrangement with the core team and the general assembly to streamline communication and this will be made available to all members.

5. Communication

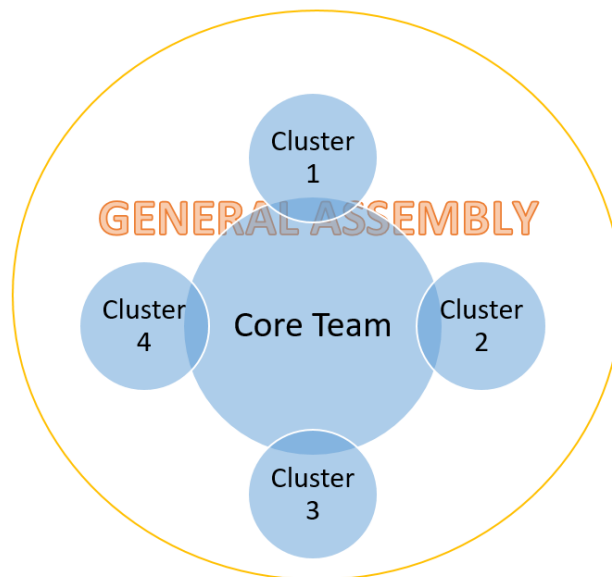
A defined formal communication method with the Ethiopian Government/the PM will be established and followed – through the Ethiopian Embassy in Kenya and the Ministry of Foreign Affairs in Addis Ababa. This however will not preclude informal communications with the Ethiopian counterparts for facilitating effective delivery of initiatives.

6. Documentation, information management and sharing lessons

The core team will work closely with the clusters to ensure adequate documentation of the progress of implementation of each initiative. Regular review meetings and appraisals will be held to refine and adjust each idea to ensure relevance in changing circumstances. The core team will support the clusters to ensure documentation and lessons learning to inform future courses of action.

Governance and Implementation structure within PEPSoD

Below is proposed structure within PEPSoD that is subject to change based on discussions and agreement with the general assembly



The General Assembly is the highest body of the platform. It approves the overall plan of the platform, monitors the performance of the platform through the core team and provides direction and support for realization of its objectives.

The core team will:

- coordinate and facilitate the work of the clusters
- draft rules and regulations and bylaws that will be presented to the general assembly for approval.

The clusters will work in close coordination with the core team. Each will be reporting to the core team to ensure harmonized accountability to the general

assembly. All official communications with the embassy or counterparts in Ethiopia will be made through the chairperson of the core team, or in discussion with the core team.

Expected Deliverables

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Phase 1: preparation

- I. Forums created, ted, moderators identified and ideas/suggestions gathered
- II. One to two priority areas identified and consensus built to work on them
- III. Solicit agreement with Ethiopian counterparts on the suggested initiatives
- IV. Action plan developed and shared with relevant stakeholders
- V. Bylaws developed and approved by the General Assembly
- VI. Strategic plan of the Platform is developed and shared with Ethiopian Embassy and PM Office

Phase 2: Implementaiton

- I. Clusters established with clear TOR
- II. Clusters develop detailed implementation plan
- III. Clusters provide progress report on the implementation of their thematic areas

Phase 3: Documentation and preparation for second cicyle implementation

- I. Review of PEPSoD undertaken
- II. Key lessons published and shared

Timeline

Outputs/ Deliverables	Due Date	Remark
Phase 1		
Forums created, moderators identified and ideas/suggestions gathered	31 st August 2018	
One to two priority initiatives identified and consensus built to work on them		
Strategic Action plan, bylaw and other platform tools are developed and shared with relevant stakeholders		
PEPSoD Engagement with government of Ethiopia through the embassy in Kenya and sharing the plan		
Phase 2		

Clusters established with clear TOR	30 th September 2018	
Clusters develop detailed implementation plan	31 st October	
Clusters provide progress report on the implementation of their thematic idea	Quarterly	
Phase 3		
Review of PEPSoD undertaken and the need for expanded phase determined as and if justified	June 2019	
Key lessons published and shared		