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The Federal Democratic Republic of Ethiopia
Ministry of Finance and Economic Cooperation

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World Bank

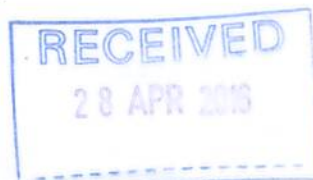
Addis Ababa

Subject: Harmonized DSA for donor Funded Projects

It is clear that the Government of Federal Democratic Republic of Ethiopia has established strong economic cooperation with Bilateral and Multilateral Development Partners who have contributed to the achievements of remarkable growth in economic and social sectors. The cooperation is manifested mainly in preparing development programs/projects with government Implementing Partners and financing the implementation of the programs/projects at all levels. The government and partners also established follow up and monitoring frameworks for the implementation of these programs and projects.

In the past years, we have observed some challenges on the effective monitoring and follow up of projects due to different rates of DSA applied by many of our development partners. This has created negative impact on the program/project implementation and also effective follow up on implementation.

Taking the issue seriously, the Government of Ethiopia (GOE) and the Development Assistance Group (DAG) have taken actions to harmonize different rates of Daily Subsistence Allowances for government staff travelling in the country to different localities for project monitoring, follow up, review meeting, training etc.



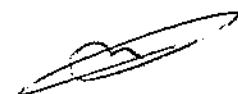
Accordingly the government of Ethiopia and the DAG has agreed on harmonized DSA rate applicable to government staff and officials for in-country travel in relation to donor funded projects/programs meetings, workshops, trainings or field visits to Federal, Regional and Zonal cities of the country to apply per diem rate of Birr 300. The list of the cities eligible for the above rate is enumerated in the attachment.

When an event is organized in cities of Woreda, a per diem rate of Birr 210 will be paid. However, for any travel from Federal government to Regional, Zonal or Woreda cities, a per diem rate of 300 will be applied. These per diem rates are applicable to all government experts and support staffs except government appointed officials.

When government appointed officials take part in events related to any donor funded programs or projects, the existing special government per diem rate is applicable. The governments appointed officials in federal and regional levels are defined in the attachment.

When organizers directly cover accommodation and meals (full board), then the organizer will not pay DSA for the participants during their stay on the event. However, the organizers will pay DSA only for the travel days before and after the meeting.

Regarding transport allowance, when travel takes place for an event, reimbursement will be done based on an official receipt in line with the maximum amount set out by the Bureau of Transport published rates for public transports, and if the participants use office vehicles, the fuel cost will be reimbursed based on the calculation of the number of kilometers from a participant's duty station to the location of the event (and return) divided by 5 km and multiply by exiting market price of a litter. However; if the event is at a participant's duty station, per diem will not be provided; but if the event is outside of the participant's workplace, 100 Birr per day will be provided for transportation.



When community members or farmers are mobilized for meetings, monitoring missions and experience-sharing events outside of the community, an allowance of 100 Birr per day will be paid.

A hardship allowance of an additional 20-40% of the applicable per diem will be paid to participants as per government rules and regulations when an event is organized in places identified as remote and hazardous by the government.

Thus, the Ministry of Finance and Economic Cooperation, on behalf of the Federal Democratic Republic of Ethiopia would like to announce that for all events of any donor funded programs or projects, the DSA and related payments to the government staff and officials will be in accordance with the above rates and attached detail description. The harmonized DSA will be applicable from 9 April 2016 onwards, but no any retroactive payments for events already organized.

Sincerely,



AHMED SHIDE
State Minister



Harmonized per diem rates for Government Civil Servants and staff attached to Government for donor-financed activities in Ethiopia

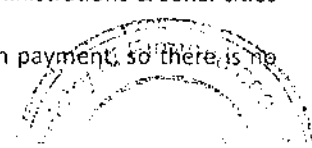
I. Per Diem Rate

Eligibility	When official meetings, seminars, conferences, in-service trainings, courses, monitoring missions and similar activities are conducted at a location other than the participant's duty station and when a participant is required to stay over-night, he/she will be entitled to a daily subsistence allowance (DSA), or per diem. ¹							
1.1	Location	<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">Federal/Regional Capital Cities/Zonal Cities</th> <th style="width: 40%;">Others</th> </tr> <tr> <td>Addis Ababa, Adama, Dire Dawa, Bahir Dar, Hawassa, Harar, Mekelle, Gambella, Semera, Jijiga and Assosa, Awash sebat, Abe Ala, Assaeta, Gullina, Dalfage, Metekel, Mandra, Kemashe, Agnewa, Nuwer, Gnegnang, Mejenger, Maeti, Etang, Wolkite, Hossana, Sodo, Areba Minch, Dilla, Bonga, Mizan, Dalecha, Jinka, Gumayde, Werabe, Mash, Tercha, Maychew, Adigrat, Setitumera, Axsum, Endeselassie, Kebridehar, Warder, Filtu, Shinele, Aregele, Fik, Bishoftu, Shashemene, Negele, Chiro, Nekemt, Yabello, Ambo, Assela, Robe, Fiche, Gimbi, Jimma, Mettu, Wolliso, Shambu, Dembidollo, Finoteselam, Lalibella, Debre Markos, Debre Tabor, Woldya, Debre Birhan, Dessie, Gondor, Kemisse, Enjibara, Kombolcha. and Seqota</td> <td>All other cities, towns and woredas</td> </tr> <tr> <td>For the above listed federal, regional and zonal capital cities, the per diem rate is 300 Birr per day.</td> <td>For all other towns and woredas the per diem rate is 210 Birr Per day.</td> </tr> </table>	Federal/Regional Capital Cities/Zonal Cities	Others	Addis Ababa, Adama, Dire Dawa, Bahir Dar, Hawassa, Harar, Mekelle, Gambella, Semera, Jijiga and Assosa, Awash sebat, Abe Ala, Assaeta, Gullina, Dalfage, Metekel, Mandra, Kemashe, Agnewa, Nuwer, Gnegnang, Mejenger, Maeti, Etang, Wolkite, Hossana, Sodo, Areba Minch, Dilla, Bonga, Mizan, Dalecha, Jinka, Gumayde, Werabe, Mash, Tercha, Maychew, Adigrat, Setitumera, Axsum, Endeselassie, Kebridehar, Warder, Filtu, Shinele, Aregele, Fik, Bishoftu, Shashemene, Negele, Chiro, Nekemt, Yabello, Ambo, Assela, Robe, Fiche, Gimbi, Jimma, Mettu, Wolliso, Shambu, Dembidollo, Finoteselam, Lalibella, Debre Markos, Debre Tabor, Woldya, Debre Birhan, Dessie, Gondor, Kemisse, Enjibara, Kombolcha. and Seqota	All other cities, towns and woredas	For the above listed federal, regional and zonal capital cities, the per diem rate is 300 Birr per day.	For all other towns and woredas the per diem rate is 210 Birr Per day.
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For the above listed federal, regional and zonal capital cities, the per diem rate is 300 Birr per day.	For all other towns and woredas the per diem rate is 210 Birr Per day.							
1.2	Full Accommodation & Boarding	When organizers directly cover accommodation and meals (full board), then the organizer will pay DSA for the participants only for the travel days before and after the meeting.						
1.3	DSA for Government appointed officials	For government appointed officials a special DSA rate of the government is applicable according to the government rules & regulations (See Annex 1). This includes:-						
		1.3.1. At Federal Level:						
		1.3.1.1. Highest level Officials such as Ministers, State Ministers, Speaker of House of people Representative & House of Federation, Deputy Speaker of House of People Representative & House of Federation, president of Federal Supreme Court, Deputy presidents of Federal Supreme Courts, Mayor of Addis Ababa & Dire Dawa City Administration and other government appointed officials equivalent to this level.						
		1.3.1.2. Higher Level Officials Such as Director Generals and Deputy Director Generals of Federal level Agencies and Institutes, Heads & Deputy Heads of Federal Offices, Members of House of People Representative & House of Federation, Presidents & Deputy presidents of Universities, Ambassadors, Chief Executive officers of Addis Ababa & Dire Dawa City administration, Commissioners & Deputy Commissioners of Federal Police and other government appointed officials equivalent to this level.						
		1.3.2. At Regional Level						
	1.3.2.1. Highest Level Officials such as Presidents/Deputy presidents of the Regions, Speakers/Deputy Speakers of Regional Councils, Presidents/Deputy Presidents of Regional Supreme Courts, Members of the Regional Councils, Heads of Zone Administrations and other government appointed officials equivalent to this level.							
	1.3.2.2. Higher Level Officials such as Heads of Regional Sector Bureaus, Authorities of Regional Agencies & Institutes, Heads of Regional offices, Deputy Zone Administrators and other government appointed officials equivalent to this level.							
1.4	For all travelers from the federal government to the regions a per diem rate of 300 Birr is applicable							

¹ Per Diem rates are subject to revision as required, but at least every 2 years (based on market surveys and inflation).

Note: - Payment Related to Government appointed Officials with Special Per diem rate

- Payment of Per diem based on this calculation 10% for Breakfast, 25% for Lunch, 25% for Diner & 40% for Hotel Rooms (Bed)
- The per diem rate for Highest & Higher level Officials (see annex 2 of table 1 & 2) Paid after 40% of the original Per diem rate deducted for hotel room payment at Regional capital cities, two city administrations & zonal cities repayment for hotel room paid upon the submitted receipt
- The per diem rate at woreda towns (see Annex 2 of table 3) included the hotel room payment, so there is no deduction as well as repayment for hotel room at woreda town level.



II. Transportation Allowance

Travel costs will be reimbursed based on:

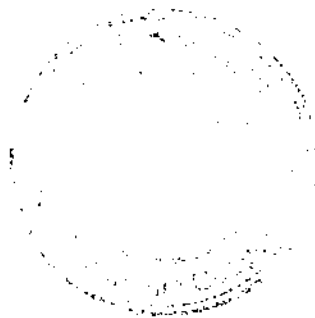
- 2.1. An official receipt based on actual costs (fuel and/or air); or
- 2.2. The maximum amount set out by the Bureau of Transport's published rates for public transport; or
- 2.3. The number of kilometers from a participant's duty station to the location of the event (and return) divided by 5 km and multiply by existing market price of a litter.
- 2.4. If the mission/workshop is at a participant's duty station, per diem will not be provided; however, if the event is outside of the participant's usual workplace, 100 Birr per day will be provided for Transportation.

III. Community Members

When community members or farmers are mobilized for meetings, monitoring missions and experience-sharing events outside of the community, an allowance of 100 Br. per day will be paid.

IV. Hardship Allowance

A hardship allowance of an additional 20-40% of the applicable per diem will be paid to participants as per government rules and regulations when a mission/workshop is organized in places identified as remote and hazardous by the government.



Annex 1: Per Diem rate for Government Appointed Officials

For Regional Capital Cities & Two City Administration per diem rate in Birr

Table 1

No.	Name of Cities	Highest Level Officials	Higher Level Officials
1	Mekelle	650	515
2	Semera	575	535
3	Bahir Dar	690	575
4	Jigjiga	595	515
5	Assosa	500	430
6	Hawassa	705	590
7	Gambella	565	450
8	Harar	610	480
9	Addis Ababa /Finfinie	755	575
10	Dire Dawa	685	540

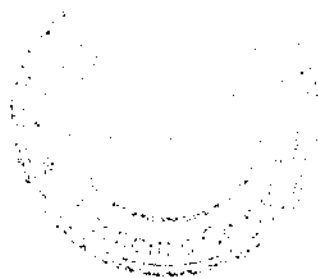


For Regional Zone Cities per Dime rate in Birr

Table 2

No.	Name of Regions	Name of Cities	Highest level Officials	Higher level Officials
1	Tigray	Maychew, Adigrat, Setitumera, Axume, Endeselassie	510	420
2	Afar	Awash sebat	550	420
		Abe Ala	490	395
		Aysaita	370	330
		Gulina	385	345
		Dalfagie	350	310
3	Amhara	Funote Selam	490	385
		Lalibella	665	525
		Debre Markos	420	360
		Debere Tabor	400	340
		Woldia	435	355
		Debre Berhan	430	370
		Dessie	520	438
		Gonder	715	515
		Kemisie	380	330
		Enjibara	395	335
		Kombolcha	588	435
Seqota	380	330		
4	Oromia	Adama	720	595
		Debe Zeyt (Bishoftu)	400	340

No.	Name of Regions	Name of Cities	Highest level Officials	Higher level Officials
		Shashemenie, Negeli	450	380
		Chiro, Nekemet, Yabiello, Ambo	565	425
		Assela, Robie, Fiche	510	410
		Gimbi, Jimma, Metu, Wo liso, Shambu	535	450
		Dembidollo	535	450
5	Somali	Keberidehr, Waredie, Filtu	370	325
		Shinelie, Argelie, Fik	370	325
6	Benishangul Gumuz	Metekel, Mandura, Kamashi	355	305
7	SNNPR	Wolkitie	530	420
		Hossana, Sodo, Arba Minche, Dila	405	355
		Bonga, Mizan, Dalecha, Jinka, Gumaydie, Werabie, Mashi, Tercha	370	320
8	Gambella	Agnewa, Nuwer, Ngenganeg, Mejenge, Maeti, Etang Special wereda	400	345



For Wereda Towns Per Diem rate in Birr

Table 3

No.	Name of Woreda	Name of Towns	For both Highest & Higher Level Officials
1	Tigray	Wekiro, Abiyeadi, Alamata, Shiraro, Korem, Adwa	326
		Afla, Raya Athebo & Other werdas	318
2	Afar	Group 1	338
		Group 2	242
3	Amhara	Group 1	326
		Group 2	224
4	Oromia	Group 1	342
		Group 2	198
5	Somali	For All Woreda Twons	250
6	Benishangul Gumuz	Group 1	300
		Group 2	214
7	SNNPR	Group 1	342
		Group 2	214
8	Gambella	Group 1	282
		Group 2	202