

MWEITI 2024 ANNUAL WORKPLAN

2024/2025

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List of Acronyms

ACB	Anti-Corruption Bureau
ASM	Artisanal and Small-scale Mining
AWP	Annual Work Plan
BO	Beneficial Ownership
BOD	Beneficial Ownership Disclosure
CE	Company and Enterprise
CSO	Civil Society Organization
DSA	Daily subsistence allowance
DOF	Department of Forestry
DOM	Department of Mines
EITI	Extractive Industries Transparency Initiative
EITI-IS	Extractive Industries Transparency Initiative International Secretariat
EUD	European Union Delegation
RGD	Registrar General Department
IA	Independent Administrator
M & E	Monitoring and Evaluation
MDA	Ministries, Departments and Agencies
MoFEAs	Ministry of Finance and Economic Affairs
MoM	Ministry of Mining
MWEITI	Malawi Extractive Industries Transparency Initiative
MRA	Malawi Revenue Authority
MSG	Multi-Stakeholder Group
NS	National Secretariat
NRJN	National Resources Justice Network
RAP	Remedial Action Plan
SoP	Standard Operating Procedure
SoEs	State Owned Enterprises
SMEs	Small Medium Enterprises
TA	Technical Assistant (Expert)
ToR	Terms of Reference
RBM	Reserve Bank of Malawi

1. Introduction

The 2024 Malawi Extractive Industries Transparency Initiative Annual Work Plan is a road map and guide to activities which the Multi-Stakeholder Group (MSG) intend to implement in the course of the year 2024/2024. This is aligned to the EITI standard and other National Policy and extractive sector national priority. The Work plan contains costed activities and indicate the tentative timelines for implementation.

The Malawi Extractive Industry Transparency Initiative (MWEITI) MSG has a mandate under the EITI International Standard to produce the Annual Work plan to facilitate the implementation of EITI requirements and achieve MWEITI objectives. The workplan also covers some major achievements of the previous MWEITI AWP (2023), challenges and the underlying assumptions.

The Annual Work Plan also considers and implements activities that ensures that the MWEITI strategic objectives are achieved.

MWEITI Strategic Objectives is to achieve economic development through revenue transparency in the extractive industries. This is planned to be achieved through 4 key strategic result areas outlined in the MWEITI strategic plan.

The key results areas are;

- i. Result area 1: Increased sector contribution to GDP;
- ii. Result area 2: Improved extractives sector growth and performance;
- iii. Result area 3: Improved information, openness, awareness on issues of extractive industries; and,
- iv. Result area 4: Enhanced capacity of MWEITI *and its stakeholders* to implement EITI Standards.

Annual Work Plan Alignment

1.1 The EITI International Standard Annual Work Plan Obligation

The EITI International Standard Requires that that the Multi-Stakeholder Group should maintain a current work plan, fully costed and aligned with the reporting and validation deadlines established by the EITI Board.

1.2 National priorities and governance of the extractive industries

Malawi National priorities are enshrined in the Overarching long term National Policy Document called Malawi 2063 (MW2063). The national vision is to have an inclusively wealthy and self-reliant industrialized ‘upper-middle-income country by year 2063. Therefore, the inclusivity of MWEITI in its processes and approach regarding management and development of natural resources makes MWEITI an important tool for Malawi to achieve its national vision, especially through the MW2063 pillar of industrialization, which has mining as a key component. The

Malawi 2063 document can be accessed through the following link <https://npc.mw/wp-content/uploads/2021/02/ENGLISH-VERSION.pdf>

While MWEITI tends to promote transparency and inclusive economic development and management of the country's natural resources which makes it fit into Enablers 4 (Private Sector Dynamism) and 5 (Human Capital Development) under Chapter 4 of the key enablers for developments in the Malawi 2063 Plan, the EITI processes directly address enabler 2 which is to promote Effective Governance Systems and Institutions within the extractive industries context. In the First 10-Year Implementation Plan (MIP-1) of Malawi 2063, Malawi has prioritised mining as a key driver of economic growth.

1.3 2023/24 Approved Work Plan Achievements

The previous approved Annual work plan achieved the following activities;

- i. Secured additional technical support from EUD through Chuma Cha Dziko Project. Availability of resources enabled the MWEITI to conduct a number of activities
- ii. Attended EITI Global Conference in Senegal
- iii. Developed a Remedial Action Plan
- iv. Conduct a project level reporting feasibility study and implementation plan
- v. Instituted and conducted a MWEITI project evaluation study
- vi. Conducted a number of MSG meetings both Physical and Virtual
- vii. Elected new MSG members for the next 3 years
- viii. Conducted new MSG orientation training

1.4 2023/2024 Annual Work Plan Implementation Challenges

The previous Annual Work Plan had similar challenges like previous AWP as certain challenges were not yet addressed. Namely,

- i. Capacity constraints in the area of EITI related issues training for the MWEITI secretariat and MSG members.
- ii. The office of MWEITI Secretariat not yet fully staffed.
- iii. Insufficient financial support.
- iv. Lack of resources and failure to extend support to produce the 7th EITI report covering 2021/2022 on time.

2. 2024 AWP Objectives

The objectives of the 2024/25 Annual Work Plan as an operational tool are;

- i. to ensure that Malawi is in compliant with the EITI international standard;
- ii. to contribute to the achievement of MWEITI national strategic objective

- iii. to facilitate building of the capacity of the stakeholders in the implementation of EITI standard in the country.
- iv. Implement and address the 2023 EITI International Standard requirements
- v. Address the 2022 Second Malawi validation report recommendation
- vi. Implement the Open Government Partnership National Action Plan activities under the Natural Resources Pillar and Technical working Group.
- vii. Expedite the adoption of the MWEITI Bill and MWEITI draft Policy

3. Stakeholders consultations and beneficiaries of the Annual Work Plan

The Annual Work Plan was developed in consultations with key stakeholders. The National Secretariat conducted consultations with stakeholders to solicit inputs and comments on the activities included in the Annual Work Plan and how they affect the national needs and country Vision 2063. The National Secretariat drew a list of strategic key partners and stakeholders in the Civil Society Organisations, private sector, and Government Institutions outside the Multi-Stakeholders Group to get the required inputs and comments as required by EITI Standard requirement 1.5 (c). The brief report of each consulted institution is attached to this AWP as annex (iii).

4. Monitoring and Evaluation

The monitoring of the implementation of this Work Plan is expected to be done through Annual Activities progress report and a conducted by MSG through the designated representative. The National Secretariat is expected to conduct quarterly monitoring and evaluation of the activity implementation and report quarterly to MSG using various means. Further, the impacts and outcome of the Annual Work Plan is expected to be undertaken in the yearly EITI report.

5. 2024/25 Annual Work Plan and Schedule

The Annual Work Plan is scheduled from April 2024 to March 2025.

Table 1. 2023 Annual Work Plan Scheduling

				<i>Months 2023/2024</i>											
ACTIVITIES		OUTPUT	MEANS/INPUTS	4	5	6	7	8	9	10	11	12	1	2	3
<i>Result area 1: Maintenance of EITI Standard Malawi Country Compliance</i>															
1.1	Facilitate MSG and its subcommittees ordinary and extraordinary meetings	Meeting minutes and reports	Transport; upkeep/DSA; materials/stationery; communication/airtime/drinks and snacks												
1.2	Conduct annual reconciliation of revenues and payments (Production of 7 th EITI Report)	Approved 7 th EITI report; data on payments/revenues published	procure an Independent Administrator; meetings; workshops; venues; transport; upkeep, stationery												
1.4	Conduct a study and Develop road map of MWEITI project level reporting (new guidelines EITI) systems	ToRs, Study report; guidelines; Meetings Reports and Minutes;	consultant/TA, Transport; upkeep/DSA; materials/stationery; airtime												
1.5	Conduct a feasibility study and Facilitation of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies	Feasibility study report; Implementation Plan; Meetings Reports and Minutes;	Consultant; meetings; workshops; venues; transport; upkeep, stationery												

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1.6	Conduct Annual Activity Progress Report feedback Survey (APR-2023) In line with EITI standard requirement 7 to document annual outcomes and impact	Annual Progress Report (APR 2023)	Consultant; meetings; workshops; venues; transport; upkeep, stationery															
Result area 2: Improved extractives sector growth and performance																		
2.1	Technical Assistance: EITI Gender Mainstreaming Study	EITI and Gender Mainstreaming report; Gender Mainstreaming Action Plan	Consultants, fees; ToRs; workshops, meetings; transport; DSA; materials/stationery															
2.2	Enhancement of adoption of MWEITI Policy by Cabinet/OPC and enactment of MWEITI Bill by parliament	MWEITI Policy; EITI legislation in place	Sensitization Workshops, meetings; transport; DSA; printing of the Policy and Law															
2.3	Developing approved 2025/2026 Annual Work plan	Approved 2025 Annual Work plan	Consultations meetings; workshops, meetings; transport; DSA; materials/stationery															
Result area 3: Improved Dissemination, information, openness, awareness on issues of extractive industries																		
3.1	EITI Report Launch	200 reconciliation reports distributed; Summary Reports and Brochures distributed; public awareness of EITI Report findings; Key stakeholders invited	Venue; transport; upkeep; accommodation; publicity materials; stationery; printing of report materials															

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3.2	Develop EITI and communication materials packages on EITI report findings and other mweiti documents.	Communication tools; newspaper articles; publicity materials; Radio/TV Programs;	Facilitator(s)/producers; ; Airtime on radio/TV; Medea tool kits/materials															
3.4	Develop a Beneficial Ownership Register on Extractive Industries and Support to Registrar General Department on sensitization of companies/MDAs on BO regulations 2022 and mainstreaming of BOD in MDAs and CES	BO registers. Meetings, Workshops reports on BO related activities;	Consultant Fees; ToRs; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery															
3.5	MWEITI Website Review, Upgrade and Management training	Improved and well maintained MWEITI Website and Social media accounts; Up to date information on website.	Consultant fees; ToRs; Meetings; workshop; Venue; transport; upkeep/DSA; materials/stationery															
3.6	MWEITI Media Committee Task force members Annual workplan Implementation Financial support.	Reporting Articles on MWEITI report and matters on major media platforms	EITI sensitization Workshops Reports; Training Workshops Reports; Mining sites familiarization visit Reports; Learning visits Reports to sarounding EITI country on EITI reporting.															
3.7	MWEITI New MSG Members learning visit on EITI engagement and management	Leaning Visit Report	Airtickets/Travel Allowance															

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3.9	Implementation of MWEITI Anti-Corruption Strategy Implementation work Plan	Anti-Corruption Strategy Monitoring and Evaluations reports	Facilitator; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery												
3.11	Facilitation of Contracts Transparency Implementation	Signed contract on MWEITI website and MDAs and Companies websites	Data Collection; meetings; transport; upkeep/DSA;												
3.12	Conduct a mapping of the existing critical minerals for malawi and recommendations	MSG and National Secretariat conference Attendance	Virtual/virtual meetings upkeep/DSA; materials to display at the conference												
3.13	Conduct an in-depth technical analysis of the signed and agreed MDAs and sensitize stakeholders to manage harmful expectations	Numbers of MDAs analysed and sensitized	Consultant/Facilitator fees; ToRs; Meetings; venue;transport; Upkeep/DSA												
3.14	Review the outdated MWEITI 5-Years Communication strategy	New 5-Communication Strategy published	Facilitator/Consultant fees; Meetings;workshop;Venue; transport; upkeep/DSA; materials/stationery												
3.17	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	Workshop Report	Facilitator; Presenters; Guest Speaker ; Venue; fuel ; materials												
3.20	Members of parliamentary Committee EITI 1 sensitization	MP Sensitization workshop report	Venue; DSA/Upkeep; transport;												
Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards															

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6. Costed Annual Work Plan

Table 2. Budget for the 2024/25 Costed Annual Work Plan

		2023/2024	2024/2025			
PLANNED ACTIVITIES		Budget (MK)	Budget Estimate (MK)	US\$	% Share	Source
<i>Result area 1: Maintenance of EITI Standard Malawi Country Compliance</i>		<i>222,580,000</i>	<i>247,896,000</i>	<i>141,655</i>	<i>33.9</i>	
1.1	Facilitate MSG and Subcommittees ordinary and extraordinary meetings	25,600,000	30,720,000	17,554	4.2	MG/Partners
1.2	Conduct annual reconciliation of revenues and payments (Production of 7 th EITI Report)	100,000,000	120,000,000	68,571	16	MG
1.3	Develop a medium term (2023-2025) Resources Mobilization Plan	10,000,000	0	0	0	Partners

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1.4	Conduct a study and Develop road map of MWEITI project level reporting (new guidelines EITI) systems.	30,000,000	36,000,000	20,571	4.9	EUD
1.5	Conduct a feasibility study and Facilitation of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies.	40,980,000	49,176,000	28,101	6.7	EUD
1.6	Conduct Annual Activity Progress Report feedback Survey (APR-2023) In line with EITI standard requirement 7 to document annual outcomes and impact.	10,000,000	12,000,000	6,857	1.6	MG/Partners
1.7	Procure MWEITI Secretariat Office Support and Communication equipment.	6,000,000	0	0	0.0	MG
Result area 2: Improved extractives sector growth and performance		73,000,000	87,600,000	50,057	12.0	
2.1	Technical Assistance: EITI Gender Mainstreaming Study	20,000,000	24,000,000	13,714	3.3	EUD
2.2	Enhancement of adoption of MWEITI Policy by Cabinet/OPC and enactment of MWEITI Bill by parliament	20,000,000	24,000,000	13,714	3.3	MG

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2.3	Developing approved 2024/2025 Annual Work plan	6,000,000	7,200,000	4,114	1.0	MG
2.4	Efficacy Independent Evaluation of MWEITI Implementation from its inception	27,000,000	32,400,000	18,514	4.4	MG
Result area 3: Improved Dissemination, information, openness, awareness on issues of extractive industries		225,908,380	271,090,056	154,909	37.1	
3.1	Conduct EITI Reports Launch	15,000,000	18,000,000	10,286	2.5	Partners/CSOs
3.2	Develop EITI dissemination and communication materials packages on EITI report findings and other mweiti documents.	7,000,000	8,400,000	4,800	1.2	Partners/MG
3.3	Outreach activities in mining and forestry community areas/CSOs Outside MSG/Media/ other stakeholders to discuss revenue and non-revenue issues affecting them and EITI Report findings.	20,000,000	24,000,000	13,714	3.3	CSOs/Partners/MG

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3.4	Develop a Beneficial Ownership Register on Extractive Industries and Support to Registrar General Department on sensitization of companies/MDAs on BO regulations 2022 and mainstreaming of BOD in MDAs and Companies.	10,000,000	12,000,000	6,857	1.6	EUD/MG
3.5	MWEITI Website Review, Upgrade and Management training.	4,000,000	4,800,000	2,743	0.7	EUD
3.6	MWEITI Media Committee Task Force members Annual workplan Implementation Financial support.	35,000,000	42,000,000	24,000	5.8	Partners/MG
3.7	Implementation of MWEITI Anti-Corruption Strategy Implementation work Plan	29,908,380	35,890,056	20,509	4.9	EUD
3.8	Facilitation of Contracts Transparency Implementation	3,000,000	3,600,000	2,057	0.5	Partners/MG
3.9	Conduct an in-depth technical analysis of the signed and agreed MDAs and sensitize stakeholders to manage harmful expectations	10,000,000	12,000,000	6,857	1.6	Partners

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3.10	Review the outdated MWEITI 5-Years Communication and engagement strategy	5,000,000	6,000,000	3,429	0.8	EUD
3.11	Review the Outdated MWEITI Strategic Plan	10,000,000	12,000,000	6,857	1.6	Partner/MG
3.12	Conduct national stakeholders engagement workshop on extractive industries developments to build trust and manage expectations	12,000,000	14,400,000	8,229	2.0	Partners
3.13	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	20,000,000	24,000,000	13,714	3.3	Partners
3.14	Regional Sensitization of Small Scale Mining Enterprises on EITI and their roles	15,000,000	18,000,000	10,286	2.5	Partners
3.15	Dissemination of EITI reconciliation findings (CSOs and Media taskforce EITI report Sensitization)	15,000,000	18,000,000	10,286	2.5	MG/Partners/CSOs
3.16	Members of Parliamentary Committee EITI sensitization	15,000,000	18,000,000	10,286	2.5	MG/Partners/CSOs

Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards		124,000,000	123,600,000	70,629	16.9	
4.1	Training of National Audit Staff in EITI reporting template certification and accreditation	18,000,000	0	0	0.0	Partners
4.2	Training staff in MDAs reporting entities in filling templates for the reconciliation process	8,000,000	9,600,000	5,486	1.3	MG
4.3	Implement Government approved Functional Review to institutionalize MWEITI under the Ministry of Finance. (Short term)	3,000,000	0	0	0.0	MG
4.4	MSG Members and MWEITI Secretariat EITI related Training course	30,000,000	36,000,000	20,571	4.9	Partners
4.5	MSG members International learning visit to understand various aspects of EITI.	30,000,000	36,000,000	20,571	4.9	Partners/MG
4.6	EITI targeted Companies and MDAs Senior Management Sensitization and familiarization exercise	15,000,000	18,000,000	10,286	2.5	MG/Partners

4.7	MSG and Stakeholders training on BOD and Anti-Corruption Strategy implementation	20,000,000	24,000,000	13,714	3.3	Partners
	Grand Total	645,488,380	730,186,056	417,249		

7. Monitoring and Evaluation Matrix

MWEITI Project Activities Tracker will be used to monitor the implement the activities in this work plan. It is expected that as the Secretariat capacity increases monitoring and evaluation will become more intentional. The MSG nominated member to report progress on EITI workplan implementation during MSG meeting. Currently to be done by Representative of CSOs (EAM) MSG member.

8. Annexes

i) MWEITI Logic Model

ULTIMATE OUTCOME (Change of State)	ULTIMATE OUTCOME Increased awareness around transparency and improved disclosure in Malawi			
INTERMEDIATE OUTCOMES (Change of Performance)	INTERMEDIATE GYEST OUTCOMES			
	1000 Strengthen MWEITI MSG and NS to Support EITI Implementation and Mainstreaming	2000 Improved Transparency and Disclosure to meet EITI Standards & Requirements 2 to 7	3000 Increase and strengthen governance of extractive industry institutions	
IMMEDIATE OUTCOMES (Change in Capacity)	1100 Improved Skills and Knowledge to Deliver Key Activities	2100 Improved delivery of EITI Reports	2200 Increased knowledge and identification of Mainstreaming Gaps	3100 Formulation of EITI Law and Policy for Malawi
OUTPUTS (Activity to Complete)	11.10 MSG Meeting participation	21.10 MWEITI 6 th Report Interpreted, Summarized, Printed and Disseminated	22.10 Study and Efforts in the implementation of project level reporting	31.10 Develop Anti-Corruption Strategy
	11.20 MSG and National Secretariat EITI Management Training	21.20 MWEITI 7 th EITI Report Produced, Delivered and Disseminated	22.20 Mainstreaming Feasibility Study	31.20 Develop MSG Handbook
	11.30 Gender Mainstreaming study and Training	21.30 Sensitization of Validation Assessment report recommendations	22.30 Training and Gaps Analysis and Remedial Action Plan	31.30 Facilitate contracts transparency implementation
	11.40 MWEITI Validation assessment report familiarization workshop	21.40 Dissemination and Outreach on 6 th and 7 th MWEITI Report	22.40 Develop and training of Government Remedial Action Plan	31.40 EITI mainstreaming study and promotion of systematic disclosure
	11.50 MWEITI Reporting	21.50 Transparency Perspectives of Key Stakeholders	22.50 Training and MSG study tour on Beneficial	

			Ownership Disclosure
		21.60 Awareness Raising on Systematic Disclosure	

ii) Work Breakdown Structure

Compliance with EITI 2023 Standards and Requirements 1.

ULTIMATE OUTCOME Where are you 5-8 years from now? Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	1000 Improved Compliance with EITI 2023 Standards and Requirement
Immediate Outcomes	1100 Improved Skills and Knowledge to Deliver Key Activities
Description of Planned and Proposed Activities	
11.00 Output – Transparent MSG Election Process and Induction	
11.01	Review and Revise National Secretariat ToRs
11.02	Review and Revise MSG ToRs
11.03	Develop Standard Operating Procedures btw NS and MSG
11.04	Approval of ToRs and SoPs by MSG
11.05	Collect Constituent Information from Current MSG or Others (Donors)
11.06	Validate Stakeholder Information and Update Database
11.07	Identify and evaluate disenfranchised /marginalized Stakeholders
11.08	Develop Election Guidelines (Links with 1102) in Consultation with MSG
11.09	Develop Election M & E Tools to ensure Transparency
11.10	Approval of Guidelines and M & E Measures
11.11	Design and Implement Exit Survey with current MSG Members for Feedback
11.12	Review Survey Results and Incorporate into Activity 1127
11.13	Create election awareness campaign focused on process, procedures and results
11.14	Implement campaign with feedback (M&E)
11.15	Implement elections for CSOs
1.16	Implement elections for Industry
1.17	Appointment of government Members and Chair / Champion
12.0 Output- MSG Refreshment Improved Knowledge and Operations	
12.01	Develop MWEITI Charter

12.02	Develop Gender and Diversity Policy
12.03	Develop Code of Conduct (EITI plus additional local)
12.04	Revised and Approved ToRs for MSG and NS
12.05	Approved SoP for MSG and NS
12.06	Approved MSG Election Guidelines
12.07	Develop MSG Operations Handbook
12.08	Develop Training Package around MSG Operations Handbook and EITI
12.09	Implement Training with newly elected members
12.10	Survey Sitting MSG (Quarterly Basis/Bi-Annually) for Feedback
12.11	Use feedback - M & E and incorporate into Validation Package
13.00 Output – Gender Mainstreaming and Training	
13.01	Develop ToRs for Gender Specialist
13.02	Advertise and hire
13.03	Webinar roundtable on Gender Dynamics for MSG
13.04	Development of Gender Policy /Strategy
13.05	Gender outreach and exchange with other EITI Members and Donors
13.06	MSG/NS Training: Mine Life Cycle /ASM Life Cycle / Petroleum
13.07	MSG/NS: Training Licenses and Contracts
13.08	MSG/NS Training: Beneficial Ownership
13.09	MSG/NS Training: State Owned Enterprises
13.10	MSG/NS Training: Revenue Collection and Allocation
13.11	MSG/NS Training: Other to be identified
14.00 Output – MWEITI Validation and Compliance	
14.01	Review of Corrective Actions and Address
14.02	Review and Present new Validation guidelines to MSG
14.03	Preparation of key documentation and templates
14.04	Review monitoring and evaluation framework
14.05	NS Prepare documents and templates
14.06	Submission to EITI
14.07	Review and Present new Validation guidelines to MSG
15.00 Output – MWEITI Reporting	
15.01	Annual Progress Report
15.02	Other 7 th EITI Report

Compliance with Requirements for Mainstreaming and disclosure of information 2-6

ULTIMATE OUTCOME	
Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	2000 Improved Transparency and Disclosure to meet EITI Standards & Requirements 2 to 7
Immediate Outcomes	2100 Improved delivery and accuracy of EITI Reports
Description of Planned and Proposed Activities	
21.00 Output – 7th EITI Report	
21.01	Approval of 2021-2022 Report 7 th EITI by MSG
21.02	Dissemination and Launching of Report
21.03	Press (Media tool) Kit Development (Hard and Soft Copy)
21.04	Hold a Webinar Presentation on the Report with Virtual Press Kit (COVID)
21.05	Pre-recorded Power Point on 5 th Report (Host Website)
21.06	Hold a series (2) Webinar on 5 th Report
21.07	Feedback Survey
21.08	Monitor and Evaluate Reach and Awareness
Output – 7th EITI Report	
22.01	Convene new MSG Induction (1.2.1) Lessons Learnt on the 6 th Report
22.02	Assured Funding and Financing from Government
22.03	ToRs Developed and Approved for IA
22.04	Bidding Process and Hiring of IA
22.05	Templates provided to Reporting Authority
22.06	On-line/In Person refreshment training on Templates
22.07	IA will manage and report to EITI Secretariat (Regular daily Basis)
22.08	IA - MSG Updates on the Report (Email for Comments)
22.09	Pre-Draft Report Reviewed by MSG (Scoping Report Presented)
22.10	Comments and Feedback provided to IA
22.11	Draft Report Developed and Reviewed by MSG and NS
22.12	Comments are shared with MSG and IA
22.13	Final Report Completed
22.14	Final Report Submission and Approval by MSG
22.15	Develop Plain language version of the Report (including Summary)
22.16	Production of MWEITI 7 th EITI Report
22.17	Update and Revise Press Kit Development (Hard and Soft Copy)
22.18	Hold a Webinar Presentation on the Report with Virtual Press Kit
22.19	Pre-recorded Power Point on 7 th Report (Host Website)
22.20	Hold a series (2) Webinar on 7 th Report
22.21	Feedback Survey
22.22	Monitor and Evaluate Reach and Awareness
ULTIMATE OUTCOME	

Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	2000 Improved Transparency and Disclosure to meet EITI Standards & Requirements 2 to 7
Immediate Outcomes	2200 Increased knowledge and identification of Mainstreaming Gaps
Description of Planned and Proposed Activities	
22.00 Output – Phase 1 Mainstreaming Feasibility Study	
22.01	Request Technical Assistance from Donor for the Mainstreaming Feasibility Study
22.02	Develop ToRs for Technical Assistant or Consultant (If Outsourced)
22.03	Procurement and hiring process
22.10 Output – Phase 2 Training and Gaps Analysis	
22.11	Conduct training on EITI Mainstreaming Feasibility with key stakeholders
22.13	Using feedback review, revise templates
22.14	Training on templates for gaps analysis
22.15	Meet with key stakeholder groups to identify and input information
22.16	Compile data and information based on findings develop a Draft Report
22.17	Present Draft Report to MSG for comments
22.18	Present Draft Report to key Stakeholders
22.19	Add additional comments into the draft document
22.20	Finalize document and share recommendations with key stakeholders
22.20 Output – Phase 3 Awareness Raising to create Government Roadmap	
22.21	Develop sensitization and awareness campaign on findings to encourage development of Government Roadmap to disclosure (See 3100)
22.22	Link to awareness and sensitization campaign focused on an EITI Law
22.23	Present findings on virtual webinar
22.24	Monitor and Evaluate Outreach
22.30 Output – Project level Reporting/ Integrate Tax Identification Number in Government Agencies	
22.31	Develop a presentation focused on TIN and international best practices
22.32	Present TIN Presentation to MSG Group
22.33	Establish and implement meetings with Malawi Revenue Agency
22.34	Presentation on TIN to Key Stakeholders
22.35	Hold key stakeholder meetings with government agencies, industry and MRA
22.36	Collect feedback from meetings develop brief for follow-up meetings
22.37	Identify and review TIN Templates (Other Nations) and Consultation on improved MRA TIN Templates
22.38	Meetings with Malawi Revenue Agency
22.39	Follow-up with Malawi Revenue Agency on Progress
22.40	Report to MSG – and Key Stakeholders on Follow-Up Progress
22.41	Joint Launch of TIN
22.41	Monitor and Evaluate Progress
22.40 Output – BOD feasibility study and implemetation	

22.40	Conduct Beneficial Ownership training with Key Stakeholders
22.41	Implement a BO Working Group
22.42	Assess current baseline conditions on BO in Malawi
22.43	Initiate a lesson's learnt BO with regional members via Zoom
22.44	Discuss disclosure and IT capacity of BO Registry with MDA and CE
22.45	Develop BO register for MWEITI

Create and Raise Awareness and Public Debate with key Stakeholders,

ULTIMATE OUTCOME	
Increased awareness around transparency and improved disclosure in Malawi	
Intermediate Outcomes	3000 Increased Awareness and debate around revenue allocation and collection
Immediate Outcomes	3100 Targeted stakeholder awareness raising on disclosure and awareness raising
Description of Planned and Proposed Activities	
31.00 Output Dissemination and Outreach on 5th and 6th MWEITI Report	
31.01	Review and Approval of the MWEITI 5 years Communications strategy
31.02	Create Report Summary and Pictogram/Diagrams
31.03	Develop Press Kit Materials for 5 th and 6 th MWEITI Report (See 21.03 & 22.07)
31.04	Disseminate 6 th and 7 th MWEITI Report through on-line launch
31.05	Organize Journalism Event "MWEITI Report Launch"
31.06	Disseminate Press Kits and conduct Presentation for Journalists
31.07	Hold a series (2) Webinar on 7 th Report (See 21.06 & 22.20)
31.08	Hold a series (2) Webinar on 7 th Report (See 21.06 & 22.20)
31.09	Monitoring and Evaluation
31.10	Lessons Learnt Shared with MSG
31.11	Monitor and Evaluation
31.12	Report Outcomes and Impacts
31.10 Output Transparency Perspectives of Key Stakeholders	
31.11	Identify key stakeholder target audiences (linked to Communications Plan)
31.12	Conduct baseline survey focused on key target stakeholders
31.13	Develop a MWEITI and Transparency Perceptions Survey
31.14	Implement pilot survey and review results and revise
31.15	Conduct survey to larger stakeholder group
31.16	Tabulate survey and review results and share with the MSG
31.17	Develop awareness raising tools based on findings
31.18	Post survey results on website and social media
31.19	Use survey as part of Annual Activity Report for 2020
31.10	Conduct community meetings (outreach) with key stakeholders on findings

31.11	Raise awareness on EITI and MWEITI initiatives through 2 on-line webinars
32.12	Raise awareness on 5 th and 6 th Report (See 2100)
32.13	Monitor and Evaluation
31.14	Report Outcomes and Impacts
31.15	Contract transparency Implementation
31.16	Develop Contract disclosure portal on Mweiti website
31.20 Output Awareness Raising on Systematic Disclosure	
31.21	Conduct a study and development of key Summary Materials on Findings
31.22	Update Press-Kits to reflect Feasibility findings
31.23	Distribute Press Kit Materials to Key Stakeholders and Journalists
31.24	Presentation of Feasibility findings (Gaps Analysis)
31.25	Presentation of findings to Key Stakeholders (See 2200)
31.26	Conduct 1 Radio Interview on findings
31.27	Monitor and Evaluation (Website Analytics)
31.28	Report Outcomes and Impacts