

MWEITI 2025 ANNUAL WORKPLAN

2025/2026

Table of Contents

List of Acronyms	2
1. Introduction.....	3
1.1 The EITI International Standard Annual Work Plan Obligation	3
1.2 National priorities and governance of the extractive industries	3
1.3 Brief Previous Year 2024/25 Approved Work Plan Achievements	5
1.4 Brief Previous year 2024/2025 Annual Work Plan Implementation Challenges	5
2. 2025 AWP Specific Objectives.....	5
3. Stakeholders consultations and beneficiaries of the Annual Work Plan.....	6
4. Monitoring and Evaluation	6
5. 2025/26 Annual Work Plan and Schedule	7
Table 1. 2025 Annual Work Plan Schedule	7
6. Costed Annual Work Plan	14
Table 2. Budget for the 2025/26 Costed Annual Work Plan	14
7. Monitoring and Evaluation Matrix.....	20
8. Annexes.....	21
i) MWEITI Logic Model	21
ii) Work Breakdown Structure	22

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 2025 Malawi Extractive Industries Transparency Initiative (MWEITI) Annual Work Plan is an outline of the costed identified activities which the Multi-Stakeholder Group (MSG) has agreed to conduct directly or indirectly for the period 2025/2026 financial year. This is aligned to the EITI standard and other National Policy and extractive sector national priority. The formulation of this AWP 2025 is guided by the EITI standard requirement 1.5 and the Guidance Note.

The 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. In Malawi currently the workplan is drafted by the MWEITI Secretariat through a consultative process and then reviewed and adopted by the MSG members. There are plans to use an independent Expert in subsequent reports with the availability of resources. The workplan covers some major achievements of the previous MWEITI AWP (2024), challenges and the underlying assumptions besides the plan of current planned activities.

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 being;

- 1) Increased sector contribution to GDP (estimated at 5% for 2025/2026 in the MOFEA strategic plan);
- 2) Improved extractives sector growth and performance (Increased employment and revenue);
- 3) Improved availability of information, openness, awareness on issues of extractive industries; and,
- 4) Enhanced capacity of MWEITI *and its stakeholders* to implement EITI Standards.

Identified Priority Issues and Plan Alignment

1.1 The EITI International Standard Annual Work Plan Obligation

The EITI International Standard Requires 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.

Requirement 1.5 of the EITI Standard sets out the core elements of EITI work plans. It calls on implementing countries to develop inclusive, results-oriented plans that reflect national priorities and stakeholder needs. These should address relevant issues, such as corruption, gender equity, energy transition, revenue collection, artisanal and small-scale mining (where relevant) and other governance priorities identified by the multi-stakeholder group (MSG).

1.2 National priorities and governance of the extractive industries

Malawi National priorities are enshrined in the Overarching long term National Development Policy known as Malawi Vision 2063 (MW2063). However, there are now a number of short to

medium term national and government strategies and initiative that support the EITI implementation. The National priorities and strategies that this work plan is anchoring its activities are namely;

1) Malawi 2063

This is a long-term national priority. 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>.

MWEITI contributes directly to address enabler 2 which is to promote Effective Governance Systems and Institutions within the extractive industries context. Further, MWEITI promote transparency and inclusive economic development and management of the country’s natural resources by supporting Enablers 4 (Private Sector Dynamism) and 5 (Human Capital Development) under Chapter 4 of the key enablers for developments in the Malawi 2063 economic Plan.

2) Malawi Implementation Plan – 1 (MIP-1)

The MIP-1 is a Malawi medium term development plan. It breaks the Malawi Vision 2063 in the first 10 years and outline priorities for Government. In the First 10-Year Malawi Implementation Plan 1 (MIP-1), the nation has prioritised mining as a key driver of economic growth. As EITI supports and promote transparent and accountable management of the extractive sector which mining is the main focus, there is direct contribution and alignment to the MIP-1.

3) ATMM Strategy

The Agriculture, Tourism, Mining and Manufacturing (ATMM) strategy is the Malawi short term development strategy to accelerate Malawi 2063. Under the ATMM strategy mining is has received a lot of attention and support due to more rare-earth minerals and opening of uranium mine. Malawi has potential to become mining hub with a number of international companies mining project underway. MWEITI is the only initiative to ensure that all these projects are transparent and accountable and that the country is getting its fair share. The head of state in a number of public statement has repeatedly pronounced a need for transparency in mining indicating a high level of political will.

4) Open Government Partnership Initiative (OGP) National Action Plan (NAP) 2025

Malawi is a member of OGP Initiative and has recently published a 2025 OGP National action Plan which outline 5 thematic pillars and how it is going to achieve its objectives. MWEITI is a key partner and a lead to achieve various objectives under the natural resources theme. MWEITI is well aligned to the NAP and this work plan has incorporated

the NAP activities In order to strengthen the coordination and implementation of the NAP natural resources activities related to MWEITI objectives.

1.3 Brief Previous Year 2024/25 Approved Work Plan Achievements

The previous approved Annual work plan achieved the following activities among others;

- 1) Produced the 7th and 8th EITI report with Government resources for the first time since EITI Inception in 2015
- 2) MSG meetings both Physical and Virtual
- 3) Conducted a study and Develop road map of MWEITI project level reporting (new guidelines EITI) systems
- 4) Conducted a feasibility study and Facilitation of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies
- 5) Developed a Beneficial Ownership Register on Extractive Industries
- 6) Reviewed and upgraded MWEITI Website and Website Management training
- 7) Facilitated Contracts Transparency Implementation by creating a contract transparency portal on the website
- 8) Reviewed and published the outdated MWEITI 5-Years Communication strategy
- 9) Training of officers staff in MDAs reporting entities in filling templates for the reconciliation process
- 10) Conducted a gender mainstreaming study and developed road map on how to address the gaps and challenges
- 11) Conducted an independent Efficacy Evaluation of MWEITI Implementation from its inception.

1.4 Brief Previous year 2024/2025 Annual Work Plan Implementation Challenges

The work plan faced the following challenges;

- 1) Financial constraints in the implementation of some activities of the work plan.
- 2) Staffing challenges and work load on few officers.
- 3) Delays in procurement of the Independent Administrator due to long government procurement process.
- 4) First part of the year there was no National Coordinator and the Chairman of MSG due to transfer and retirement respectively which affected certain activities.

2. 2025 AWP Specific Objectives

The key specific objectives of the 2025/26 Annual Work Plan are;

- 1) to contribute to the achievement of MWEITI national strategic objective
- 2) to ensure that Malawi is in compliant with the EITI international standard;

- 3) to facilitate building of the capacity of the MSG and stakeholders in the understanding and implementation of EITI standard in the country.
- 4) Continue to address the 2022 Second Malawi validation report recommendations
- 5) Implement and address the 2023 EITI International Standard requirements
- 6) Implement the new 2025 Open Government Partnership (OGP) National Action Plan commitments under the Natural Resources Technical working Group.
- 7) 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.

4. Monitoring and Evaluation

The monitoring of the implementation of this Work Plan is expected to be done through Annual Activities progress report and 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. However, the monitoring and evaluation will be affected if resources are not found and if staffing problems continues.

5. 2025/26 Annual Work Plan and Schedule

The Annual Work Plan is scheduled from April 2025 to March 2026.

Table 1. 2025 Annual Work Plan Schedule

				<i>Months 2025/2026</i>											
ACTIVITIES		OUTPUT	MEANS/INPUTS	4	5	6	7	8	9	10	11	12	1	2	3
Result area 1: Maintenance of EITI Standard Malawi Country Compliance															
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 Production of 9 th EITI Report)	Approved 9 th EITI report; data on payments /revenues published	procure an Independent Administrator; meetings; workshops; venues; transport; upkeep, stationery												
1.3	Preparation and facilitation of the Malawi external validation assessment exercise	MWEITI Self-assessment report and 2026 EITI Board approved validation assessment report	MSG, subcommittee meetings, drafting exercise, venues, upkeep, stationery, travel with assessors on countrywide consultations												

MWEITI Work Plan 2025-2026

1.4	Developing approved 2026/2027 Annual Work plan	Approved 2025 Annual Work plan	Consultations meetings; workshops, meetings; transport; DSA; materials/stationery												
1.5	Conduct Annual Activity Progress Report feedback Survey	Annual Progress Report (APR)	Consultant; meetings; workshops; venues; transport; upkeep, stationery												
1.6	Malawi Country EITI Membership Subscription fee	Country subscription settled	Subscription fees, letters and invoices, payment process initiation												
1.7	Procure MWEITI Secretariat Office Support and Communication equipment	Office Supply	Camera, voice recorder, stationary, consumables, new burners												
Result area 2: Improved extractives sector growth and performance															
2.1	Facilitate and conduct an extractive industries local content study and regulations formulation support	Local content study report and Implementation Plan	Consultant fees, procurement, meetings, workshops, venues, transport												
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, fuel etc												

MWEITI Work Plan 2025-2026

2.3	Conduct (Mining Revenue Management) Sovereign Wealth Fund feasibility study	SWF Report and implementation Plan	Consultant fees, procurement, meetings, workshops, venues, transport												
2.4	Monitoring and Training of CDA implementation in the communities where CDA have been signed.	CDA performance reports published	MSG DSA, transport, meetings, workshop												
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, DSA,												

MWEITI Work Plan 2025-2026

3.2	Develop EITI dissemination and communication materials 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											
3.3	Promote BO disclosures and sensitization including BO register review and verification and capturing of all companies BOs.	Updated and verified BO register. 60% of EI companies to provide BOs. Sensitization workshop/meetings report.	Consultant Fees; ToRs; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery											
3.4	MWEITI Website improvements to include energy and power supply contracts agreements	Improved and well maintained MWEITI Website covering up-to-date energy and power supply contracts	Consultant fees; ToRs; Meetings; workshop; Venue; transport; upkeep/DSA; materials/stationery											
3.5	Promote Contracts Transparency Implementation	All signed contract on MWEITI website and MDAs	Data Collection; meetings; transport; upkeep/DSA;											

MWEITI Work Plan 2025-2026

		and Compani es websites														
3.6	MWEITI Media Committee Task force members' Annual work plan Implementation Financial support.	Reportin g 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 surrounding EITI member country on EITI reporting; Journalist EITI reporting challenge.													
3.7	MSG Members learning visit on EITI engagement and management in resource rich countries	Leaning Visit Report	Air tickets/Travel Allowance													
3.8	Implementation of MWEITI Anti-Corruption Strategy Implementation work Plan and extractive industries corruption research	Whistle blowers system in place; Anti- Corruptio n Strategy Monitori ng and Evaluatio ns reports	Facilitator; Meetings; workshops; Venue; transport; upkeep/DSA; materials/stationery													

MWEITI Work Plan 2025-2026

3.9	Promotion of Contracts Transparency Implementation	All signed contract on MWEITI website and MDAs and Companies websites	Contracts research and Collection; meetings; transport; upkeep/DSA;												
3.10	Support conducting of mapping of the existing critical minerals in Malawi and formulation of critical minerals policy	Critical mineral policy in place	Meetings, upkeep/DSA, transport												
3.11	Conduct an in-depth technical analysis of the signed and agreed MDAs and sensitize stakeholders to manage harmful provisions and wrong expectations	Numbers of MDAs analyzed and sensitized	Consultant/Facilitator fees; ToRs; Meetings; venue; transport; Upkeep/DSA												
3.12	CSOs and Media EITI report Sensitization	Workshop Report	Facilitator; Presenters; ; Venue; fuel ; materials; DSA												
3.13	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	Workshop Report	Facilitator; Presenters; Guest Speaker ; Venue; fuel ; materials; DSA												

MWEITI Work Plan 2025-2026

3.14	Members of parliamentary Committee EITI sensitization and policy and legal framework orientation	MP Sensitization workshop report; MWEITI Act and Policy	Venue; DSA/Upkeep; transport;												
3.15	EITI targeted Companies and MDAs Senior Management Sensitization and familiarization exercise	Reports	Meetings, upkeep/DSA, transport												
Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards															
4.1	Training of all MDA reporting entities officers in filling EITI templates for the reconciliation process	20 trained officers	Facilitator(s); venue; transport; upkeep/DSA, materials/stationery												
4.2	Training of National Audit Staff in EITI reporting template certification and accreditation	10 Auditors trained	Facilitator/consultant(s); venue; transport; upkeep/DSA, materials/stationery												
4.3	Training staff in MDAs reporting entities in filling templates for the reconciliation process	BOD & ACS Implementation Training report	Facilitator/consultant; workshop Venue; transport; upkeep/DSA; materials/stationery												
4.4	MSG Members and MWEITI Secretariat EITI related Training course	Training Report	Tuition, DSA, travel expenses												

4.5	MSG Members learning visit on EITI engagement and management in resource rich countries	Reports	DSA, travel expenses													
4.6	MSG and Stakeholders training on BOD and Anti-Corruption Strategy implementation	Reports	Facilitator/consultant; workshop Venue; transport; upkeep/DSA; materials/stationery													

6. Costed Annual Work Plan

Table 2. Budget for the 2025/26 Costed Annual Work Plan

		2024/2025	2025/2026			
PLANNED ACTIVITIES		Budget (MK)	Budget Estimate (MK)	US\$	% Share	Source
Result area 1: Maintenance of EITI Standard Malawi Country Compliance		247,896,000	187,288,640	107,022	20.0	
1.1	Facilitate MSG and its subcommittees ordinary and extraordinary meetings	30,720,000	40,688,640	23,251	4.4	MG/ Partners
1.2	Conduct annual reconciliation of revenues and payments (Production of 9 th EITI Report)	120,000,000	70,000,000	40,000	7.5	MG

MWEITI Work Plan 2025-2026

1.3	Facilitation of Implementation of the road map of MWEITI project level reporting	36,000,000	5,000,000	2,857	0.5	MG/Partners
1.4	Facilitation and Promotion of Mainstreaming of EITI/ Systematic Disclosure in MDAs and Companies	49,176,000	12,000,000	6,857	1.3	Partners
1.5	Conduct Annual Activity Progress Report feedback Survey (APRS) to document annual outcomes and impact	12,000,000	15,000,000	8,571	1.6	Partners/MG
1.6	Preparation and facilitation of the Malawi external validation assessment exercise	0	15,000,000	8,571	0.0	MG/Partners/CSOs
1.7	Developing approved 2026/2027 Annual Work Plan	7,200,000	9,000,000	5,143	0.0	MG
1.8	Malawi Country EITI Membership Subscription fees	0	17,600,000	10,057	0.0	MG
1.9	Procure MWEITI Secretariat Office Support and Communication equipment	0	3,000,000	1,714	0.0	MG/Partners
Result area 2: Improved extractives sector growth and performance		87,600,000	291,000,000	166,286	31.1	

MWEITI Work Plan 2025-2026

2.1	Technical Assistance: EITI Gender Mainstreaming Study/Promotion of Gender requirements	24,000,000	8,000,000	4,571	0.9	Partners
2.2	Enhancement of adoption of MWEITI Policy by Cabinet/OPC and drafting and Vetting of MWEITI Bill by MoJ.	24,000,000	8,000,000	4,571	0.9	MG
2.3	Facilitate and conduct extractive industries Local Content policy and regulations assessment study	0	60,000,000	34,286	6.4	Partners
2.4	Efficacy Evaluation of MWEITI Implementation from 2015 to inform MSG and Government reforms	32,400,000	0	0	0.0	MG (Done)
2.5	Revenue Management Systems and Sovereign Wealth Fund Stakeholders Training	0	50,000,000	28,571	0.0	Partners
2.6	Facilitate and support Sovereign Wealth Fund feasibility study	0	90,000,000	51,429	0.0	Partners
2.7	Mining Revenue Management Systems and Sovereign Wealth Fund (SWF) learning visit	0	60,000,000	34,286	0.0	Partners/MG

2.8	Monitoring and Training of CDA implementation in the communities where CDA have been signed.	0	15,000,000	8,571	0.0	Partners/CSOs
Result area 3: Improved Dissemination, information, openness, awareness on issues of extractive industries		271,090,056	319,000,000	182,286	34.1	
3.1	Conduct EITI Reports Launch	18,000,000	20,000,000	11,429	2.1	Partners/CSOs
3.2	Develop MWEITI (Tool kit) dissemination and communication materials package on EITI report findings and other MWETI documents.	8,400,000	10,000,000	5,714	1.1	Partners/CSOs
3.3	Regional Outreach activities in Mining and forestry communities' areas/CSOs Outside MSG/Media/ other stakeholders to discuss revenue and non-revenue issues affecting them and EITI Report findings.	24,000,000	30,000,000	17,143	3.2	CSOs/Partners/MG
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	12,000,000	10,000,000	5,714	1.1	Partners/MG

MWEITI Work Plan 2025-2026

	mainstreaming of BOD in MDAs and Companies					
3.5	MWEITI Website improvements to include energy and power supply contracts agreements etc	4,800,000	10,000,000	5,714	1.1	Partners
3.6	MWEITI Media Committee Task Force members Annual work plan Implementation Financial support.	42,000,000	50,000,000	28,571	5.4	Partners/MG
3.7	Implementation of MWEITI Anti-Corruption Strategy Implementation of work Plan	35,890,056	40,000,000	22,857	4.3	Partners/MG/CSOs
3.8	Promote Contracts Transparency Implementation	3,600,000	5,000,000	2,857	0.5	Partners/MG
3.9	Conduct an in-depth technical analysis of the signed and agreed Extractive Industries Development Agreements and sensitize stakeholders to manage harmful expectations	12,000,000	10,000,000	5,714	1.1	Partners
3.10	Review the outdated MWEITI 5-Years Communication and engagement strategy	6,000,000	0	0	0.0	EU (Done)
3.11	Review and develop the Outdated MWEITI Strategic Plan	12,000,000	14,000,000	8,000	1.5	Partners

3.12	Conduct national stakeholders engagement workshop on extractive industries developments to build trust and manage expectations	14,400,000	20,000,000	11,429	2.1	Partners/CSOs/MG
3.13	Civil Societies Organizations (CSOs) training on EITI and Natural Resources Governance	24,000,000	25,000,000	14,286	2.7	Partners
3.14	Regional Sensitization of Small Scale Mining Enterprises on EITI and their roles	18,000,000	20,000,000	11,429	2.1	Partners
3.15	CSOs and Media new EITI report Sensitization	18,000,000	10,000,000	5,714	1.1	Partners/CSOs
3.16	Members of parliamentary Committee EITI sensitization and policy and legal framework orientation	18,000,000	25,000,000	14,286	2.7	MG/Partners/CSOs
3.17	Support conducting of mapping of the existing critical minerals in Malawi and formulation of critical minerals policy	0	20,000,000	11,429	0.0	Partners/MG
Result area 4: Enhanced capacity of MWEITI and its stakeholders to implement EITI Standards		123,600,000	137,000,000	78,286	14.7	

4.1	Training of National Audit Officers in EITI reporting template certification and accreditation.	0	20,000,000	11,429	0.0	Partners
4.2	Training staff in MDAs reporting entities in filling templates for the reconciliation process	9,600,000	12,000,000	6,857	1.3	MG/Partners
4.3	MWEITI Secretariat EITI related Training course	36,000,000	30,000,000	17,143	3.2	MG/Partners
4.4	MSG Members learning visit on EITI engagement and management in resource rich countries	36,000,000	40,000,000	22,857	4.3	Partners/MG
4.5	EITI targeted Companies and MDAs Senior Management Sensitization and familiarization exercise	18,000,000	5,000,000	2,857	0.5	MG/Partners
4.6	MSG and Stakeholders training on BOD and Anti-Corruption Strategy implementation	24,000,000	30,000,000	17,143	3.2	Partners
Grand Total		730,186,056	934,288,640	533,879		

7. Monitoring and Evaluation Matrix

MWEITI Project Activities Tracker will be used to monitor the implementation of 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 work plan 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 GYST 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 8 th and 9 th Report Interpreted, Summarized, Printed and Disseminated	22.10 Implementation of project level reporting	31.10 Implement Anti-Corruption Strategy
	11.20 MSG and National Secretariat EITI Management Training	21.20 MWEITI 9 th EITI Report Produced, Delivered and Disseminated	22.20 Enforce Mainstreaming Feasibility Study report implementation plan	31.20 Ensure MSG Handbook is shared and understood by New MSG members
	11.30 Implement Gender Mainstreaming study report implementation road map 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 7 th and 9 th MWEITI Report	22.40 Develop and training of Government Remedial Action Plan	31.40 Promote EITI mainstreaming / systematic disclosure implementation plan
	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
11.16	Implement elections for Industry
11.17	Appointment of government Members and Chair / Champion
12.0 Output- MSG 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	Share and distribute MSG Operations Handbook
12.08	Develop Training Package around MSG Operations Handbook and EITI
12.09	Conduct learning visit with MSG 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	Ensure Gender road map is implemented and addressed to cover gender gaps
13.02	Conduct extractive industries gender targeted activities
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 of Women and Youth ASMs: Mine Life Cycle /ASM Life Cycle / Petroleum
13.07	MSG/NS: Training of Women and Youth ASMs Licenses and Contracts
13.08	MSG/NS Training of Women and Youth ASMs: Beneficial Ownership
13.09	MSG/NS Training of Women and Youth ASMs: State Owned Enterprises
13.10	MSG/NS Training of Women and Youth ASMs: Revenue Collection and Allocation
13.11	MSG/NS Training of Women and Youth ASMs: Other to be identified
14.00 Output – MWEITI Validation and Compliance	
14.01	Review of Corrective Actions and Address
14.02	Prepare all required documents for validation exercise
14.03	Preparation of validation self-assessment report templates
14.04	Review validation self-assessment report templates
14.05	NS to draft the self-assessment 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 9 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 2023-2024 Report 9 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 new EITI Report
21.07	Feedback Survey
21.08	Monitor and Evaluate Reach and Awareness
Output – 9th EITI Report	
22.01	Convene MSG meeting (1.2.1) Lessons Learnt on the 7 th EITI 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 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 9 th Report (Host Website)
22.20	Hold a series (2) Webinar on 9 th Report
22.21	Feedback Survey (To use as consultant)
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	Engage a Communication and engagement officer.
22.22	Implement and ensure the Communication and engagement strategy is followed
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	Monitor and Evaluate Progress
22.40 Output – BOD feasibility study and implementation	
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
22.46	BO sensitization workshops for all stakeholders

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 MWEITI Report	
31.01	Ensure the revised MWEITI 5 years Communications strategy is being followed
31.02	Create Report Summary and Pictogram/Diagrams
31.03	Develop Press Kit Materials for MWEITI Report (See 21.03 & 22.07)
31.04	Launch MWEITI Report through on-line launch or physical 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 EITI Report (See 21.06 & 22.20)
31.08	Hold a series (2) Webinar on EITI 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 7 th , 8 th and 9 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