



## TERMS OF REFERENCE

### TERMS OF REFERENCE FOR CONDUCTING A NATIONAL AND DISTRICT WASH BUDGET ANALYSIS & EXPENDITURE TRACKING FOR THE 2022-2023 FINANCIAL YEAR.

#### Introduction

CARE, in partnership with Emmanuel International (EI), International Food Policy Research Institute (IFPRI), National Smallholder Farmers Association of Malawi (NASFAM), Save the Children, and WaterAid, is leading the implementation of a five-year Resilience Food Assistance Activity (RFSA) funded by USAID through the Bureau of Humanitarian Assistance (BHA). The overall goal of Titukulane is to achieve sustainable, equitable and resilient food and nutrition security for 723,111 individuals in the hanging in, stepping in and stepping out households and communities in 20 Traditional Authorities in Mangochi and Zomba districts.

To achieve the goal, *Titukulane* will implement activities under three purposes as follows: Purpose 1, increasing stable and equitable incomes from agriculture and non-agriculture livelihoods for the poor and extremely poor households and youths; Purpose 2, improving the nutritional status of children under five years of age, adolescent girls and women of reproductive age; and Purpose 3, building institutional and local capacities to reduce risk and increase resilience among hanging in, stepping in and stepping out households. CARE and consortium partners designed *Titukulane* to reduce the number of chronically food insecure households by enhancing the capacities of local and national governance structures to implement resilience-focused policies. Three clusters of households namely, hanging in, stepping in, and stepping out households will be targeted with various interventions. Integrated throughout the *Titukulane* design are three domains that CARE sees as fundamental to elimination of poverty and inequality namely: following the principle of good governance; ensuring increased household, community, and systems resilience capacities; and enhancing gender equality, women's empowerment and youth opportunities and their participation in project interventions at the household, community and systems levels.

To ensure optimal benefits from **nutrition** specific interventions (aimed at improving the nutritional status of children under five years of age, adolescent girls and women of reproductive age), *Titukulane's* Theory of Change (ToC) aims at increasing the proportion of households with sustainable and improved basic drinking water supply and with improved sanitation and hygiene practices. This intervention involves investments in

improvements in water services provision, rehabilitation and asset management systems, increasing household demand for and choice of sanitation and hygiene technologies and strengthening service provision and accountability systems.

## **2.0 Background to WASH budget analysis**

The country's development agenda is driven by the Malawi 2063 (MW2063) vision which articulates the aspirations of Malawians by the year 2063 for, "***an inclusively wealthy and self-reliant industrialized upper-middle income country***". The MW2063 vision succeeds the Malawi Growth and Development Strategy (MGDS) III (2017-2022), which was the mid-term development instrument of the country. Other relevant mid-term development strategies include the National Resilience Strategy (NRS). The NRS (2018-2030) is a resilience-strengthening instrument which puts a spotlight on nutrition under Pillar 3 (Human capacity, livelihoods and social protection), and specifically under the sub-pillar on consumption support and nutrition. To ensure effective implementation of the MW2063 vision, Malawi planned to develop and roll out four 10-year implementation plans, the first of which was launched in 2021, to be implemented from 2021 to 2030. The MW 2063 first 10-year implementation plan (MIP 1), aims at meeting two key milestones: First is the **lower-middle** income status by 2030 where per capita income will reach at least US\$1,036. Second, is meeting the Sustainable Development Goals (SDGs) whose lifeline ends in 2030. The MIP 1 hence contributes to the Decade of Action for the attainment of the SDGs. The MIP 1 is guided by a set of prioritized interventions which if implemented at a minimum, will contribute to attainment of the lower middle-income status and realization of the SDGs by 2030. It defines foundational transformative strategies and interventions including flagship projects that will help meet the set milestones at the shortest time possible. On annual basis and to facilitate implementation of the above strategies and interventions, the Government of Malawi, through the Ministry of Finance, develops a national budget supporting all the sectors and departments that contribute to the implementation of national strategies.

### **3. Aim**

***Titukulane*** intends to conduct an analysis of the 2022/23 National budget with a focus on WASH to ensure efficient allocation and disbursement of financial resources by district finance committees, National Local Government Finance Committee, line Ministries and the Ministry of Finance.

### **Objectives**

- (i) Assess the extent to which the Malawi Government is aligning the national budget to her own development planning priorities

- (ii) Identify the gaps, challenges and inefficiencies which might exist in the allocation, disbursement and utilization of financial resources against national and district Governments and or sector priorities
- (iii) Lobby and advocate for responsive efficient allocation and utilization of resources by district finance committees, National Local Government Finance Committee, Ministry of Water and Sanitation (MoWS), Ministry of Forestry and Natural Resources, Ministry of Health (MoH) and the Ministry of Finance (MoF).
- (iv) Amplify voice and influence deliberations and decision-making during budget formulation, enactment and execution

*Titukulane* therefore seeks the services of a highly qualified consultant to conduct an analysis of the national and districts (Mangochi and Zomba) budgets.

Specifically, the study will:

1. Determine the allocation to WASH in relation to the overall national and district budgets.
2. Review allocations to different sub-sectors within WASH including menstrual hygiene service provisions and determine whether WASH, Menstrual Hygiene Management (MHM) and Special Needs Education (SNE) budget allocations have taken into consideration country priorities and priority themes outlined in the MW2063 vision (MIP1), Malawi National Resilience Plan (2018-2030); National Water Policy (2005), National Sanitation Policy (2008), National Sanitation and Hygiene Strategy (2018-2024), Water Sector Investment Plan (WSIP) 2012, National Youth Policy and other national and international commitments such as those made under the Sanitation & Water for All (SWA) partnership. The analysis should also assess the extent to which the 2022-2023 WASH national and district budgets have responded to needs and issues that were prevalent in previous budget analyses and joint sector review reports, including responsiveness to current WASH needs in health care facilities and in schools.
3. Identify and compare the amounts allocated to, disbursed and spent on key WASH provisions and outputs (focusing on gender, disability, adolescent boys and girls, and young women and men) in the 2019/20, 2020/21, 2021/22 and 2022/23 budgets (in both real and nominal terms) and highlight any budget gaps in WASH budget allocations and outputs with reference to country priorities and priority themes articulated in the reference documents mentioned above.
4. Present a trend analysis of both the Other Recurrent Transactions (ORT); ORT minus personal emoluments; and the development budget in the WASH sector (including WASH allocations in health and education budgets) comparing the

total allocation, against total disbursement, total actual spend, and resultant outputs.

5. Develop and update district level real time budget tracking tool for budget accountability. The tool should be comprehensive to show all information of WASH budget accountability, indicate the mechanisms, platforms, spaces and linkages to processes to facilitate further action.
6. Make specific and implementable (realistic), action-oriented recommendations to promote:
  - a. Greater efficiency in resource allocation in the WASH and related sectors.
  - b. Greater responsiveness and sensitivity in WASH budget design/planning, development process and resource allocations, funds disbursement and expenditure including to factors such as; gender, disability, menstrual hygiene and health management, COVID-19, climate change, natural disasters and other forms of vulnerabilityThe recommendations should clearly identify entry points for further action.

#### **4. Scope of work**

This consultancy is intended at achieving, but not limited to, three sub-objectives stated below:

1. To identify, track and document (in figures and trends) budget allocations for WASH by the Government for 2019/20, 2020/21, 2021/22 and 2022/23 fiscal years.
2. To track and document (in figures and trends) budget disbursement for WASH by the Government for 2019/20, 2020/21, 2021/22 and 2022/23 fiscal years.
3. To track and document (in figures and trends) budget spending and outputs for WASH by the Government for 2019/20, 2020/21, 2021/22 and 2022/23 fiscal years, paying attention to inequalities (comparing actual geographical coverage against areas of greatest need/district level plans)

The study will be a combination of desk review, field visits and meetings with key stakeholders. In doing this work, the consultant will develop tailor-made tools to collect and analyze the needed information, which will be vetted by the client prior to utilization.

The consultant will be responsible for conducting the following activities in accordance with the terms and conditions of the consultancy contract:

1. Develop appropriate methodology for the study including the workplan which will be vetted by the client
2. Conduct the study to understand major issues included under **section 3**.  
Specifically, the consultant will:
  - Conduct a desk review of appropriate documents including those outlined in section 3 and below.
  - Conduct KII / meetings with key stakeholders at both national and district level including (not limited to) representatives of district finance committees, National Local Government Finance Committee, Ministry of Water and Sanitation, Ministry of Forestry and Natural Resources, Ministry of Health, Ministry of Finance and Economic Affairs, Parliamentary Committees, and select CSOs in WASH, health, education and related sub-sectors
  - Facilitate a key stakeholder input and validation meeting on the draft report (venue and participants costs to be paid directly by client).
  - Support one engagement meeting with MPs, relevant ministries and other stakeholders at national level and one engagement meeting with district finance committees, service committees and WASH and health stakeholders at district level (venue and participants costs to be paid directly by client).
3. Submit all deliverables as outlined under **section 6** following the agreed timeline.

**Proposed documents to be read:**

- MW2063 (MIP1)
- Two most recent WASH Sector Performance Reports
- Previous WASH and budget analysis reports (at least from 2019/2020).
- National Sanitation Policy (2008)
- National Water Policy (2005)
- National Sanitation and Hygiene Strategy (2018 – 2024)
- Water Sector Investment Plan (WSIP) 2012
- Malawi National Resilience Plan (2018-2030)
- National Resilience Strategy
- Titukulane Project Documents as may be necessary for the assignment

The Consultant will report to the WASH Programme Manager but closely work with Coordinator for Policy and Sector Engagement at WaterAid.

**5.0 Duration of the assignment**

This assignment is expected to be completed within a period of 25 days from contract signing.

## **6.0 Expected deliverables**

The consultant is expected to produce the following:

1. An inception report outlining the methodology/approach, work plan with clear timelines on how the assignment will be carried out
2. Data collection and analysis tools
3. Electronic and hard copies of the analysis report (including relevant data tables)
4. One policy brief based on the critical findings of the budget analysis.
5. PowerPoint presentation on the key findings of the draft budget analysis.
6. A final report

### **Final report**

The final report (electronic and 3 bound copies) - 45 pages **maximum** should comprise the following:

- A comprehensive report on identifying and tracking WASH national and district budget allocations, disbursements and spending for the past three fiscal years (2019/20, 2020/21, 2021/22) and 2022-23 as at midterm.
- An updated budget accountability tracking tool. The tool should incorporate all required data on allocations, disbursements and spending and including the data source of each value inserted in the document.
- Documentation on the trends of contribution on the total budget for WASH by donors and Government.
- Documentation of National and district WASH needs using quantification reports from National Local Government Finance Committee, Ministry of Health, Ministry of Forestry and Natural Resources/Ministry of Water and Sanitation and Ministry of Finance

The report should clearly document the allocations to gender, disability, WASH, MHM and COVID-19, climate change and natural disasters responsiveness of the WASH budget. It should also indicate the expenditure and disbursement trends in the last 3 financial years. The report should further outline the key issues and implementable/actionable recommendations to be considered by Ministry of Finance and Economic Affairs; Ministry of Forestry and Natural Resources, Ministry of Water and Sanitation, National Local Government Finance Committee, Members of Parliament, district finance committees and relevant service committees, planners and stakeholders in the WASH, health and education sectors.

## **7.0 Qualifications and experience of the consultant**

The consultant is expected to have the following qualifications:

- A minimum of Master's Degree in the following fields:- Social sciences (Economics, Development Economics), Public Sector Financing, Statistics, and other social science subjects

Specifically:

- a) At least 5 years' relevant work experience in conducting budget analysis and expenditure tracking exercises, ideally within the WASH sector.
- b) Extensive experience in public finance management frameworks and public budget formulation and analysis, among others;
- c) Understanding of/familiarity with human rights-based approach to research and advocacy on issues related to the financing of WASH and other public services
- d) Demonstrated comprehensive range of analytical skills especially in key macro and micro-economic fundamentals and their application to public policy development and analysis;
- e) Experience and knowledge in regional social service delivery issues will be an added advantage;
- f) Experience in working in the field of Governance and the broader public governance systems will be an added advantage; and
- g) Demonstrated experience and solid track record in similar assignments will be added advantage.
- h) Proven understanding of the importance of ethics in research work

## 8.0 Application

Interested consultant(s) should send an electronic **Expression of Interest (financial & technical proposals)** by **5pm on Wednesday, 13<sup>th</sup> July 2022** to [procurementmw@wateraid.org](mailto:procurementmw@wateraid.org) with subject line "2022/2023 WASH National and District Level Budget Analysis & Expenditure Tracking" outlining exact availability in line with the approximate timeline. The expression of interest should contain: (a) a technical offer and (b) a financial offer, comprising:

### 1. Technical offer:

- Technical proposal detailing proposed methodology (**max 5 pages**).
- At least three traceable referees and references for similar assignments successfully delivered
- An example of a report from similar work which demonstrates evidence of the skills and experience required.
- Up to date CV of the consultant(s) and all team members to be available for the assignment

### 2. Financial offer:

- Details of charges and expenses in line with proposed methodology strictly in Malawi Kwacha, and in compliance with the country's tax requirements.