

## Terms of Reference to conduct energy sector national budget analysis for the 'Promoting Equitable Access to Clean Energy (PEACE) project'

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### 1.1. Background

A consortium of Oxfam (Lead), Centre for Environmental Policy and Advocacy (CEPA) and Civil Society Network on Climate Change (CISONECC) is implementing the project '*Promoting Equitable Access to Clean Energy (PEACE)*' with financial support from the European Union (EU). The project aims at ensuring that citizens and civil society organizations (CSOs) are better informed and empowered to advocate for their right to energy and for the adoption of efficient and fair energy distribution systems and regulations in Malawi. Ultimately, the project seeks to contribute to a more green and resilient economic transformation in Malawi through strengthening an enabling environment for equitable access to clean energy. The project will be implemented over a period of three and half years.

PEACE project is largely a national level policy engagement project, but it also has local level action in districts of Salima and Peri-urban areas of Lilongwe and Blantyre districts as points for generating evidence and piloting clean energy solutions. In each local level action area, there are four communities, thus a total of 12 communities that will be targeted. In each district, 250 households will be supported in piloting clean energy solutions, giving a total of 750 households for the project.

The project is collaborating with a wide range of stakeholders including Civil Society Organizations (CSOs), private sector institutions in the energy sector including International Financing Institutions (IFIs), government institutions and departments, District Councils, the media, and communities.

### 1.2. Objectives of the project

#### **Overall Objective:**

To contribute to a more green and resilient economic transformation in Malawi through strengthening an enabling environment for equitable access to clean energy.

#### **Specific objective**

Citizens and civil society organizations are better informed and empowered to advocate for their right to energy and the adoption of efficient and fair energy distribution systems and regulations in Malawi.

#### **Key outputs**

- i. Enhanced capacities of CSOs to influence the local, national, and regional policy and legal frameworks within the energy Sector.
- ii. Strengthened capacities of CSOs to demand for more transparency and hold the government and energy operators accountable.

- iii. Citizens and communities, especially the energy poor and most vulnerable groups (youth, women and people living with disabilities), are able to engage more actively in policy dialogue and decision-making processes related to access to clean energy.

## **2.0 Objectives of the Energy Sector Budget Analysis**

The primary objective of this consultancy is to conduct a thorough analysis of Malawi's national budget, with a specific focus on the energy sector. The analysis should provide insights into budget allocations, expenditure patterns, and overall financial support towards clean energy initiatives. Results from this analysis will be used by the consortium in engaging government and relevant stakeholders on clean energy financing for Malawi.

Specifically, the assessment aims to:

- Analyze the allocation of budgets to the clean energy sector in the 2023-2025 national budget.
- Examine the alignment of budget allocations with long-term energy requirements for Malawi as contained in various Malawi energy sector policy frameworks and programmes including MAREP.
- Assess the implications of the budgetary allocations on the overall performance and development of the energy sector in Malawi.
- Assess the adequacy of the budget allocations in promoting equitable access to clean energy in Malawi, including access by the marginalized segments of the population.
- Evaluating the efficiency and effectiveness of budget allocations to determine whether the allocated funds are being used optimally to achieve the intended outcomes.
- Based on findings, draw targeted recommendations for improving equitable access to clean energy in Malawi

## **3.0 Scope of Work**

### ***a) Review of the national Policies and Strategies***

- Review key Malawi's national energy policies, strategies, programmes including MAREP, and relevant documents. Such as Malawi's SDG targets on energy
- Analyze the alignment of budgetary allocations with the country's energy goals and targets.

### ***b) Budget Analysis***

- Examine the current and previous fiscal years' national budgets (2023-2025), focusing on energy-related allocations.
- Identify budgetary trends, patterns, and changes over the specified period.
- Evaluate the proportion of the budget allocated to various energy sub-sectors (renewable energy, electrification, energy efficiency, etc.).
- Assess the effectiveness of budget utilization in achieving clean energy priorities for Malawi.

### ***c) Stakeholder Consultations***

- Conduct consultations with key stakeholders in the energy sector, including government officials, energy agencies, Private Sector, Development Partners, non-governmental organizations, Academia, and other relevant entities.
- Gather input on budget priorities, challenges, and opportunities from stakeholders.

### ***d) Policy Recommendations***

- Draw targeted recommendations for optimizing budget allocations and investment in clean energy sectors in Malawi.
- Suggest policy measures to enhance the effectiveness of budget implementation for clean energy initiatives.

#### **e) Presentation of findings to Stakeholders**

- Present the findings to stakeholders which will include relevant parliamentary committees, CSOs, private sector institutions, and government departments, among others.
- Incorporate feedback from the stakeholders into the final report.

#### **4.0 Responsibilities of the consultants**

The consultants will be primarily responsible for:

- Developing/designing study including tools and methodology
- Sharing study design including process, methodology and tools with Oxfam and consortium partners
- Arranging meetings with high level policy stakeholders
- Collecting feedback and finalize study design.
- Develop data collection tools, orient, train and supervise the study team.
- Analyzing data and preparing draft report.
- Getting feedback on the draft and submit a final report.

#### **5.0 Responsibilities of Oxfam and Consortium partners**

Within its policies and practices, Oxfam's primary responsibility is to support the consultants to achieve the objectives of the assignment at hand. Specifically, Oxfam and the consortium partners, CEPA and CISONCEC will be responsible for: -

- Providing all relevant documentation for the assignment
- Providing training on Oxfam safeguarding and ethics to the consultants and their team
- Supporting the consultant(s) in arranging meetings with concerned parties.
- Giving inputs to study design and tools
- Monitoring, providing feedback and ensuring effectiveness of the study.
- Giving inputs/feedback to draft and final reports
- Releasing the budget as per the agreed budget disbursement schedule

#### **6.0 Deliverables**

The following deliverables are expected under this TOR:

- Detailed assessment design and implementation plan agreed with Oxfam in Malawi
- Inception report
- Data collection tools
- Draft report
- Final report with targeted recommendations. These should be submitted in three hard copies and an electronic copy. The report should be no more than 40 pages inclusive of an executive summary which should be no more than 4 pages. Details of the other findings to be attached as annexes.
- Data set for quantitative data in Flash disk.
- Policy briefs for use by the project in engaging policy and decision makers around equitable access to clean energy in Malawi (5 pages maximum)

#### **7.0 Eligibility criteria**

The consultant (s) should have sound experience in qualitative and quantitative research, clear understanding of research methodology and experience in using different social research tools and techniques.

- The team must include holders of at least master's degree in economics, finance, public policy, or other relevant qualifications.
- More than 10 years of practical experience in conducting similar studies and evaluations. Quantitative and qualitative statistical analysis skills are essential.
- Demonstrable experience, skills and knowledge in advocacy and policy influencing within the energy, climate change and natural resources management sectors.
- Good knowledge and understanding on integrated energy planning.

## **8.0 Work schedule**

Oxfam expects the consultant to complete the assignment by 11<sup>th</sup> March 2024. Failure to adhere to timelines is a violation of a contract and may lead to sanctions as guided by Oxfam policy on contracts.

## **9.0 Supervision and management**

Oxfam in Malawi will supervise the process and ensure that the consultant delivers on the assignment as per their submitted proposal. Specifically, the consultant (**s**) will report to the MEAL Coordinator and Project Coordinator from Oxfam. The consultant will be expected to work closely with and interact on a continuous basis with Oxfam in Malawi, CISONECC and CEPA while undertaking the assignment.

## **10.0 Submission of proposals**

Interested consultant (s) should submit technical and financial proposal (not more than 10 pages), detailing how they will undertake the assignment including up-to-date CVs of the lead consultant(s). Proposals should be submitted to the address below either in electronic or hard copy form and must be clearly indicated '**Energy Sector National Budget Analysis for PEACE Project**' by 17:00 hours local time on 16<sup>th</sup> February 2024.

All correspondence for the consultancy should be addressed to:

**Internal Procurement Committee**

Oxfam in Malawi

Green Heritage House (Area 13 Market)

P/Bag B331 Lilongwe 3, Tel: +265 1 770 489/525

Email: [procurement.malawi@oxfam.org.uk](mailto:procurement.malawi@oxfam.org.uk)