



Republic of Zambia
Ministry of Labour and Social Security



Project for Mainstreaming Productivity, Occupation Safety and Health (OSH) and Social Security in Micro, Small and Medium Enterprises (MSMEs) through Digital Inclusion in Zambia

Progress Report-Phase Two, December, 2021

**AUC/ILO Joint
Decent Work
Programme for
the
Transformation
of the Informal
Economy
(2020-2024)**



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Acronyms & Abbreviations

AUC	African Union Commission
AIDA	Accelerated Industrialization Development in Africa
AZIEA	Alliance for Zambia Informal Economy Associations
GRZ	Government of the Republic of Zambia
ICT	Information and Communication Technologies
IE	Informal Economy
ILO	International Labour Organisation
LMIS	Labour Market Information System
LFS	Labour Force Survey Report
MLSS	Ministry of Labour And Social Security
MSMEs	Micro, Small and Medium Enterprises
NAPSA	National Pension Scheme Authority
NTBC	National Technology Business Centre
OSH	Occupational Safety and Health
SP	Social Protection
ZDA	Zambia Development Agency
ZAMAST	Zambia Micro and Small Traders Foundation Cooperative

Synopsis

Award ID	SUPPORT TO MAINSTREAM PRODUCTIVITY, OCCUPATION SAFETY AND HEALTH (OSH) AND SOCIAL SECURITY IN MICRO, SMALL AND MEDIUM ENTERPRISES (MSMES) IN THE INFORMAL ECONOMY THROUGH DIGITAL INCLUSION IN ZAMBIA
Description	<p>The Project aims to support the Government of the Republic of Zambia in its efforts to facilitate the transition of the informal economy to a formal economy through an integrated approach in promoting productive and Decent employment creation for MSMEs.</p> <p>Three key outputs are envisioned:</p> <ol style="list-style-type: none"> i. Knowledge shared on Mainstreaming Productivity, OSH and Social Security in the informal economy through Digital inclusion; ii. The development of a digital solution to enhance productivity, OSH and social security in the informal economy; iii. Linking MSMEs in the informal economy to the National Labour Market Information System (LMIS) iv. Establishment of Communities of best practice
Implementing Agency	Ministry of Labour & Social Security - National Productivity Development Department
Award Period	Start Date: 1 st July 2021 End Date: 31 st December, 2021
Total Award amount	USD 55,000 (K 1,212, 750)

1.0 INTRODUCTION

Zambia as a beneficiary of the support from the AUC-ILO Joint Programme on Decent Work for the Transformation of the Informal Economy has been granted support to deliver Productivity, Occupational Safety and Health (OSH) and Social Security services to Micro, Small and Medium Enterprises (MSMEs) in the informal economy through digital inclusion.

The project will run for five (5) months (from 1st July to 30th November) at a cost of \$55, 000) or the kwacha equivalent of K1,212, 750 and is expected to benefit an initial 200 MSMEs (20 per province) in the informal economy. The funds are meant to facilitate knowledge sharing on mainstreaming productivity, OSH and Social Security in the informal economy through digital inclusion; the development of a suitable digital platform to enhance MSME's productivity and linking of informal economy workers to the Labour Market Information System.

1.1 Background of the Project

The AUC-ILO Joint Programme on Decent Work for the Transformation of the Informal Economy (2020-2024) programme and other relevant Policy Framework such as the Ouagadougou + 10 Declaration and Plan of Action on Employment, Poverty eradication and Inclusive Development, Social Protection Plan for Informal Economy and Rural Workers (SPIREWORK), Productivity Agenda for Africa, Accelerated Industrialization Development in Africa (AIDA) have been instrumental in pushing the agenda of improving productivity so as to attain economic growth and development.

In particular, the Ouagadougou + 10 Declaration and Plan of Action outlines six (6) priority areas, among which Priority Area three (3) is on Social Protection and Productivity for Sustainable and Inclusive Growth. Priority Area three (3) and its outcome relates to “Extended social protection floors coverage to the excluded categories of workers and members of their families to improve productivity and competitiveness in Africa”. In order to achieve this, a set of strategies were

recommended to the AUC member countries that include the implementation of a continental special initiative on productivity, OSH and social security targeting the MSMEs in collaboration with the regional economic communities. A number of strategies have been undertaken in executing the above framework as follows;

- (a) Trainer of Trainer workshop to enhance the growth and management of MSMEs for its member states in Nairobi, Kenya in December, 2018.
- (b) Identification of a Pilot country among others.

Zambia was identified as a pilot country for implementation of the AUC-ILO Joint Programme on Decent Work for the Transformation of the Informal Economy with a focus on mainstreaming Productivity, OSH and Social Security in MSMEs in the Informal Economy.

As a follow up to the training held in Nairobi – Kenya and the identification of the pilot country, the African Union Commission further granted Zambia technical assistance to develop an integrated strategy on OSH and productivity as a means of facilitating for the formalisation of the informal economy. The overall goal of the strategy is to ensure sustained growth of MSMEs through Decent Work.

As part of implementation of the strategy, the Government of the Republic of Zambia was given further support to deliver Productivity, OSH and Social Security services to MSMEs in the informal economy through digital inclusion in response to the Covid-19 crisis.

The project is both an acknowledgement of the positive technological developments witnessed in the informal economy over the past two decades (in particular the penetration of mobile device-based transactions – e.g. the increased usage of mobile money payments and mobile wallets; sharing of information through mobile platforms) and an attempt to address the narrow use of ICTs within the sub sector. Admittedly, modern technologies are complex and present challenges in expanding their usage. They also, however, present the most promising framework within which productivity, occupational safety and

health and social security services can be delivered in unprecedented and more cost-effective ways in the subsector.

1.3 Project Rationale

Zambia is faced with high levels of informality. According to the 2020 Labour Force Survey Report, of the total employed population, 63.5 percent were in the informal economy. This entails that the majority of the labour force is not covered or is insufficiently covered by formal arrangements that provide for entitlements to annual paid leave and social security. In some countries, MSMEs that operate in the informal economy create more jobs and are a breeding ground for innovation and creativity. Their efforts contribute to meeting the demand for goods and services in the development of economies.

However, in Zambia, MSMEs in the informal economy have been found to be less productive and face greater safety, health and environmental risks for their businesses, workers and communities. The majority of them face challenges in resource mobilization -an essential factor for business growth. ICTs have been identified as significant to the growth of MSMEs. However, low uptake of ICT (coupled with COVID 19) has adversely affected the performance of the majority of businesses for MSMEs in the informal economy.

The COVID-19 pandemic is one of the recent and greatest risk to the global economy. MSMEs have been confronted with various challenges as a result of the pandemic. In Zambia, the first Covid-19 case was reported on 18th March 2020, a few days after the World Health Organization (WHO) declared COVID 19 as a Pandemic. The pandemic has seen enterprises shutting down and resulted in Job losses, the collapse of a vibrant Informal Economy (IE), low productivity, declining Service delivery and declining Social protection. So far, there is uncertainty on when the pandemic is going to end. The persistence of the pandemic has created a situation which is now termed as "New normal". In order to adopt to

the new normal, a number of measures need to be explored to keep MSMEs resilient and afloat.

According to Mwila & Ngoyi (2019), of the latest development of ICT usage by MSMEs in Zambia is the rise in Mobile transactions where 82.4% of the MSMEs studied stated that they were Mobile Money transfers users. This involved a user-friendly process of withdrawing and depositing money which is not complicated even to those with minimum educational backgrounds.

The study also found that the majority of MSMEs thrive on the use of Unstructured Supplementary Service Data (USSD) which uses short codes in the presence of General System for Mobile Communication (GSM) making the service available without the use of Internet connection. Internet connection has been cited as one of the barriers to the use of ICTs by MSMEs. Despite the uptake, there are still a number of opportunities that have not been explored that would enhance the growth of MSMEs. Digital exclusion persists due to limited access and affordability of the requisite ICT tools; low digital literacy skills and shortage of content in accessible formats.

2.0 Project Objectives

Overall objective

The overall objective of the intervention is to enhance holistic usage of technology by informal MSMEs for increased productivity and transition to the formal economy.

(a) Specific objectives

- i. To facilitate knowledge sharing on mainstreaming productivity, OSH and Social Security for MSMEs in both the formal economy and informal economy.

- ii. To link the informal economy to the National Labour Market Information System through basic, easy to use information technology platforms
- iii. To establish a mechanism for enabling small businesses access productivity enhancement support services through virtual means.
- iv. Establish communities of Best Practice in Productivity, OSH and Social Security

2.1 OUTPUT/ACTIVITIES PROGRESS

2.2 Activities undertaken under Phase Two (2) of the project

Phase 2 of the project was implemented between September and December 2021. Despite a few technical delays, activities were largely undertaken as planned.

2.3 OUTCOME 1: LINKING MSMES IN THE INFORMAL ECONOMY TO THE LABOUR MARKET INFORMATION SYSTEM (LMIS)

The following activities were undertaken under outcome 1;

3.0 LMIS baseline survey on the possibility of regular collection of LMIS Data

This activity was undertaken from 15th to 17th November, 2021 by the project implementation team and implementation partners (Informal Economy Associations) in 6 provinces namely; Lusaka, Copperbelt, Southern, North Western, Northern and Muchinga Province. (Detailed report is attached as annex 3). The total cost of this activity was K77,447.47

3.1 Aim and Objective of the Survey

The main objective of the survey was to collect baseline information and data on decent work (social security, OSH and productivity) and on the profile of Micro Small and Medium Enterprises (MSMEs). Consistent with objective 2 of the project, the study aimed to assess the collectability of information pertaining to datasets/variables that will constitute parameters for the inclusion of the informal sector in the LMIS.

Data collection method: Interviewer-administered questionnaires were used to collect data from respondents during the need's assessment exercise.

(a)Key focus areas of the questionnaire included:

- i. Selected decent work indicators which included; employment opportunities, social security, occupational safety and health, rights of the workers and social dialogue.
- ii. Productive work which included working hours per day, resting days per week and the monthly minimum earning of workers and business owners.
- iii. Production data which includes; recording sales, outputs and number of customers per day and willingness to maintain production on digital devices such as phones and computers.

3.2 Key Baseline Survey Findings

Profile of target study sites: The study sites represented provinces with the highest concentration of informality.

- i. The survey team was able to collect information on the set data sets for the informal MSMEs
- ii. The majority of participants were sole proprietors.
- iii. Above fifty percent of the participants indicated they were likely to increase the number of workers they employed in the next 6 months.
- iv. More than sixty percent of the surveyed participants were not thinking of switching to a different business. This provides an opportunity to provide business support that enhances the prospects for informal MSMEs.
- v. More than fifty percent expressed their willingness to participate in the country's social security system (NAPSA, NHIMA and WCFCB) if the rules could be changed to accommodate their priorities.
- vi. About forty-eight (48) percent did not have any knowledge on labour laws.
- vii. Sixty-nine (69) percent confirmed they record production data on a daily record and almost all participants (ninety-nine (99) percent) expressed their willingness to record production data digitally.
- viii. The majority of participants had been working in the informal economy for the past 5 years signaling a continued increase in the cohort of new entrants in the subsector.

3.3 Stakeholders retreat on developing parameters/module for linking MSMEs in the informal economy to the Labour Market Information System

The stakeholders retreat was held for five days at Mika Convention Centre from 22nd to 26th November, 2021. The retreat was attended by the steering committee members representing different institutions, the Project Implementation Team comprising officers from the Ministry of Labour and Social Security, National Pension Scheme Authority (NAPSA), Alliance for Zambia Informal Economy Associations (AZIEA) and Zambia Micro and Small Traders Foundation Cooperative (ZAMAST).

a) Remarks from the Acting Permanent Secretary- Mrs Vivien Ndhlovu

The Acting Permanent Secretary welcomed the members of the steering committee and recognized the importance of the LMIS in management of labour and employment policies. “To provide appropriate policies, there is need to depend on data from the LMIS”. She acknowledged the challenge with providing appropriate policies for the informal economy in the absence of a LMIS covering the subsector and expressed happiness that for the first time, efforts to put in place a LMIS for the informal economy were underway. She implored participants to actively participate and provide valuable parameters to the development of the system.

b) Presentation from the African Union Commission LMIS specialist

This presentation was made by Brian Onsase Okengo who is the AUC specialist on the LMIS. He provided different types of LMIS for consideration and further provided guidance on the recommended type for the African Region. He further stressed the rationale for the LMIS as follows:

- i. Skills development will lead to productive and decent jobs
- ii. Labour market provides sufficient decent and productive jobs for the current and potential labour force with skills
- iii. High quantity of LMI will automatically translate into effective evidence-based policy making
- iv. Responsible institutions have analytical capacities and are well staffed with labour economists

He also provided guidance on what is needed to ensure quality data as follows;

- i. Evidence based pro-employment and employment-intensive strategies, policies and programmes at macro-, sectoral- and local labour market levels with a strong emphasis on the demand side;
- ii. Efficient and effective labour and employment governance, which includes appropriate information systems
- iii. Economic strategies and policies to effectively address the binding constraints to decent job creation;
- iv. Economic reforms during the last decades and tight state budgets have left many countries struggling with building effective institutions and
- v. Labour market governance mechanism;
- vi. Most governments struggle with building the links between economic development, labour markets and human capital development

c) Presentation on the Baseline Survey on the LMIS – Bernard Kabaso-Intern

The main objective of the survey was to collect baseline information and data on decent work (social security, OSH and productivity) and on the profile of Micro Small and Medium Enterprises (MSMEs). Consistent with objective 2 of the project, the study aimed to assess the collectability of information pertaining to datasets/variables that will constitute parameters for the inclusion of the informal sector in the LMIS (Details of the survey are on 2.2)

3.4 Outcomes of the meeting

The following were agreed proposed parameters and systems for the LMIS to be linked to;

1. Biodata
2. Business Establishment details
3. Business Growth details
4. Business Financial details
5. Compliance details

Systems identified to be linked with the LMIS;

1. NTBC Mobile Application
2. National Health Insurance Management Authority (NHIMA)
3. Zambia Education Management System
4. Zambia Trade Information Portal (ZTIP)
5. Disability Management Information System (DIMS)
6. PACRA OSSIS – One Stop Shop Integrated System
7. PACRA Collateral Registry

8. WCFCB PAS – Pensions Administrative System
9. CEEC LMS – Loan Management System
10. ENAPSA
11. ZRA ASCQUDA
12. ZRA Tax Payment System

3.5 Development of the Labour Market Information System (LMIS)

This was a Ten-Day Retreat Spearheaded by Smart Zambia (a government institution mandated to oversee ICTs in the country) and selected officer's coordinating ICT and the Project in the Ministry. The retreat took place from 29th November, 2021 to 10th December, 2021 at Mika Convention Centre.

The LMIS was created to focus on the informal economy. This will serve as a repository of data and reports which stakeholders can access when in need of statistics regarding the informal sector.

The system was created to provide for the following;

- (a) Registration of the enterprise and business owners
 - i. The business owner will have access to the website in order to do the registration by themselves;
 - ii. In the case of a blind business owner, they could fill in the forms and submit to the ministry who could assist them with the registration
 - iii. The statistical information can be interpreted using pie charts and bar graphs. The graphs can show information such as how many applicants have registered and actually updated their information against those that just register and do nothing.
- (b) Provide information to the Ministry on economic activities being undertaken
- (c) Allow the enterprise to provide information on their changes in terms of number of employees, skills available, their status in terms of disability and the levels
- (d) Provide details about the business growth and location

3.6 Computer Application Pilot and LMIS Data Capture

In a quest to find solutions to the challenges the informal sector is facing e.g. low productivity, low wages, poor Occupation Safety and Health conditions and low social security coverage, the Zambian government through the Ministry of Labour and Social Security with support from AU/ILO project has attempted to find digital solutions for MSMEs in the informal economy through

a computer/mobile application and linking them to the Labour Market Information System (LMIS). This is in quest to address the existing digital challenges.

In this regard, a Computer Application and Labour Market Information System piloting activities were conducted in Chongwe (Lusaka province), Kafue (Lusaka province), Ndola (Copperbelt province) and Kabwe (Central province) from 27th December, 2021 to 5th January, 2022.

In order to strengthen linkages of the application and the Labour Market Information System (LMIS) the teams also piloted the LMIS using parameters which were identified during the retreat on development of parameter for linking to the Labour Market Information System.

This was necessary in the finalization process of the application and the LMIS. The experiences from the pilot were shared with the developers in addition to the insights received during validation of the two systems. The applications will further need to be tested countrywide before they are finalized (See Detailed report report/annex)

3.7 Facilitation for an Award Ceremony for the winner/runners-up of the computer application Contest

As a project partner, the National Technology Business Centre (NTBC) was engaged to facilitate the development of a computer application for informal MSMEs (through a call for innovations in an ICT contest restricted to Zambian youths below the age of 35).

Further to the call for innovations, the project received overwhelming responses from contestants in terms of the novelty and practical ingenuity of the submissions. The understanding of modern technologies demonstrated in the submissions highlighted an overlooked breeding ground of technological solutions that can expand the usage of ICTs in the informal economy in

unprecedented and cost-effective ways and as such deserved special recognition and commendation.

This development occasioned the need for the PIT to reconsider the Terms of Reference of the contest to include the hosting of an Award Ceremony to acknowledge and encourage 9 innovative contestants for their outstanding submissions/accomplishments. The Award Giving Ceremony was held at the Taj Pamodzi Hotel in Lusaka on Wednesday, 29th December 2021. In this regard, K 5120 was used to cater for the Daily Subsistence Allowance (DSA) and Transport refunds for contestants from Chipata and Kabwe. Other costs (venue, prize money, etc.) associated with holding the award ceremony were catered for by social partners.

3.8 Stakeholder Consultation and Validation for the Computer Application and LMIS

The Stakeholder Consultation and Validation for the Computer Application and LMIS was held on 30th December 2021 at New Government Complex -Lusaka. This was attended by members of the steering committee who participated in the drafting of terms of reference for the computer application and the parameters for linking MSMEs in the informal economy.

Key issues from the validation

- i. Meeting ensured the systems developed did not duplicate what was already in place instead strengthened linkages and filled the gaps from existing systems
- ii. The stakeholders also identified key institutions not captured in the systems such as ZDA and CEEC
- iii. The developers were also advised to contact the Zambia Agency for Persons with Disability to include appropriate parameters for disability levels
- iv. The steering committee also expressed concern on the sustainability of the computer application
- v. They also advised the developer to ensure the application was patterned.

In all, the stakeholders were impressed with the levels of innovation and pledged to support where ever, it was possible to help the informal economy transition and become digitally inclusive (Detailed report is attached)

3.8 OUTCOME 2: COMMUNITIES OF BEST PRACTICE ESTABLISHED

In line with outcome 2 above, following activities were conducted;

a) Capacity Building for MSMEs in Productivity, OSH and Social Security in all the 10 provinces

To establish communities of best practice, a targeted 20 informal MSMEs were trained in all the Ten (10) provinces of Zambia between 20th to 22nd December, 2021.

3.9 Objectives of the workshop

- (a) Introduce the concept of Productivity, Occupational Safety and health and Social Security
- (b) Understand risk control and mitigation
- (c) Implement a productivity improvement strategy

3.10 Programme implementation during the training

a) Trainer of Trainers Workshop-17th December, 2021

This activity was undertaken to train all the officers from the Project Implementation Team and the implementation partners who were involved in provincial trainings. The activity was undertaken on 17th December and 12 officers participated in the TOT workshop.

b) Target Group

The training targeted 200 MSMEs who were drawn from Zambia Micro and Small Traders, ZAMAST and the Alliance for Zambian Informal Economy Association (AZIEA). In most provinces, a number of MSMEs were willing to participate but were limited by funds and space.

c) Workshop Participation by Gender

A total of 133 (67%) males and 67 (34%) females participated in the training. A follow up with the organizers revealed that males were more willing to leave their work places than the females. Other coordinators disclosed that

since the sector is dominated by women, women have benefited a lot and that's why they targeted men. Another reason was that women dominate retail trade, because the project targeted other sectors as well such as construction, simple manufacturing (Welding), carpentry among others which are male dominated.

D) Participation by Sector

In all the provinces working with the informal economy associations, sectors were identified to ensure there were common problems being addressed in all the provinces. The MSMEs trained were involved in an array of economic activities as follows: Restaurant owners, tailors, marketeers, carpenters, barbershop owners, Grocery shop owners, farmers, rice and fish trading, metal fabrication, Wood selling, stationary, music studio, hardware, internet café, boutique, retail (phones, phone accessories, mobile money among others)

4.0 Methodology

The training was conducted as a half day workshop for 3 three consecutive days. This involved presentations mainly in local languages, group work and discussion as well as plenary sessions.

4.1 Workshop Evaluation

The training was rated excellent by 80% of participants. 15% rated the workshop as very good and the rest(5%) rated good. The workshop lived up to their expectation as it also provided additional information which was not familiar to them. The objectives were met and the venue were ideal as the workshops were conducted at skills training centres. The facilitators were all rated very good as there was a high level of specialization.

4.2 Information for compilation of compendium of best practices on the project for pictorial documentary

Reporting and information dissemination is key to the project as Zambia is the first country to conduct a pilot initiative under the African Union Commission policy framework on transformation of the informal economy. In this regard, through the project, a tour of duty was

facilitated for the Public Relations Unit to travel to North Western, Copperbelt, Central Province and Southern Provinces to capture photographs in different productive sector of the economy to develop a pictorial documentary that will be shared on various social media for information dissemination and publication in the productivity year book.

This is because of the difficulties to find pictures that portray or depict the actual scenario that the document intends to speak to.

For this reason, a team of two people from Public Relations Officers was assigned to visit the parts of the country highlighted and capture specific pictures for use in the productivity report and pictorial documentary.

4.3 Procurement of Stationary

To facilitate for training, training materials were procured as shown in the table below:

5. Project performance and implementation Status

No.	Planned outputs	Actual outputs	Scores	Explanation
1	Baseline Survey Report	Done	100%	
2	Stakeholders meeting Report on development of parameters	Done	100%	
3	LMIS prototype developed	Done	100%	
4	LMIS developed fully	ongoing	50%	The validation meeting took place on 30 th December after which the development process started
5	Validated LMIS and Computer application	Done	100%	
6	LMIS Pretested and baseline data entered	Done	50%	Limited resources and time to

				completely undertake this activity
7	Computer Application piloted	Done	100%	Pilot was only done on the prototype
8	Capacity building conducted on mainstreaming Productivity, OSH and Social Security in MSMEs	Done	50%	This is supposed to be a regular training leading to full implementation and adoption of Productivity, OSH and Social Security
9	Capacity Building on the use of the computer application	Not Done		This was not done due to limited resources and time

5.1 Assessment of demand-stimulation impact

The project will have potential in improving the livelihood of businesses and will help accelerate the transformation of digital inclusion to MSMEs and help them to formalise. It is worth noting that to achieve critical mass, and for the full project impact to be visible, there is need to extend the timeframe of the project so that additional informal MSMEs are trained on the use of the digital application developed and other productivity and OSH standards they are currently lacking.

5.2 Summary and key points of learning from the Second phase of the project

- (i) Based on the findings from the survey, strategies to capture labour market statistics on informal MSMEs should be built around the strengths and limitations of sole proprietorships. The digital platforms should be user friendly to all people involved in MSMEs e.g including an option for a minimum number of main local languages which languages will ease conveyance of instructions.

- (ii) In cases where the cost of devices is an impediment, encouraging the use of models such as the chilimba-where a group contributes into a pool for purposes of purchasing members of the group devices.
- (iii) To accelerate the formalization of informal MSMEs, strengthening and making current incentives-to-formalize more visible in the sub-sector will increase the demand for using ICTs especially with respect to access to credit from lending institutions.
- (iv) Need for a tailored informal sector sensitization programme on labour laws and social security issues.
- (v) Investments in the creation of an informal economy LMIS will strengthen the availability of labour market information on the informal economy by providing a mechanism that enables informal MSMEs to be more involved in the provision of real time information about their businesses on one platform. Care should be accorded in ensuring that their participation on such a platform is incentivized to ensure sustainability.

5.3 Revised Programme of Work

No	Activities	Time line		Progress to Date
		Start Date	End Date	
Phase 2				
Designing digital solutions for mainstreaming Productivity, OSH and Social Security				
1.	Award the youth winner developing the computer application	November	December	Completed as this was carried over from phase 1
2.	Pilot the prototype computer application	November	December	Completed as this was carried over from phase 1

3.	Development of the computer application by the awarded youth	December	February	ongoing
4.	Training of MSMEs on the use of the computer application	November	December	Not done due to delays in the development process of the computer application and insufficient funds to undertake this countrywide activity

Linking MSMEs in the informal economy to the LMIS

1.	Baseline survey/study for LMIS	December	Completed	Completed
2.	Stakeholder validation of the computer application	November	November	Completed
3.	Development of the LMIS with Smart Zambia	November	November	Completed
4.	LMIS Data capture and management	November	December	Ongoing, limited by funds

Establishment of communities of best practice

1	Training of MSMEs on mainstreaming Productivity, OSH and Social Security in MSMEs in the	December	December	50% completed Time and funds limitation
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	informal economy			
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5.4 Updated Project Risks

Type	Date	Description	Comment/Response	Risk Level
Operational	December 2021	Exhaustion of initial funding (grant) from the AUC/ILO. Activities undertaken in the two phases of the pilot project were primarily made on the strength of the grant Zambia received from the AUC/ILO.	Securing additional funding will be critical to progress and build on gains made under the first two phases of the pilot project.	H
Operational	on-going	PIT members are also active on other programmes which require similar expertise. While this has been beneficial to the project in terms of linking it with other ongoing initiatives, a stall in project financing could break the momentum that the project has garnered among PIT members and the community of best practices.	Increased communication among PIT members in the interim (before further funding) Include an addendum to the PIT TORs to explore alternative funding sources	H

6.0 BUDGET AND FINANCIAL PROGRESS

6.1 Financial Status (indicative)

Year	Responsible Party	Total Funded Budget (ZMW)	Expenditure as of 31 st December 2021 (ZMW)	Balance (ZMW)
2021	AUC/ILO (2 nd installment) MLSS	788,287.50 (Received)		0.00
Total		788,287.50	841,893.75	(58,519.28)

Reporting period
01.10.2021 – 31.12.2021

6.2 Detailed Expenditure – Second phase funding

Tabulated below is the breakdown of the amount received, showing the actual expenditure against the budget and the corresponding variances with respect to implementation.

S.N		Budget	Actual	Variance (ZMK)
1	Opening Balance (Second Phase Funding)	848,925.00	788,287.50	60,637.50
2	Baseline Survey on the LMIS for MSMEs in the informal Economy	79,097.47	77,447.47	(1,650.00)
3	Stakeholder Retreat for the development of parameters/modules for Linking MSMEs to the LMIS	146,800.00	146,376.25	(423.75)
4	Retreat on the development of the LMIS for the Informal Economy	78,798.00	113,251.13	34,453.13
5	Stakeholder Validation on the Computer application and LMIS for MSMEs in the Informal Economy	16,250.00	13,334.00	(2,916.00)
6	LMIS Data capture and pretesting	115,806.25	16,434.76	(99,371.49)
7	Piloting the Computer Application	36,600.39	36,378.40	(221.99)
8	Capacity Building for MSMEs on the use of the computer application (10) provinces	319,049.45	336,970.46	17,921.01
9	Purchase of internet Bundles and Router		4,950.00	
10	Collection of information for compilation of compedium of best practices on the project/Developing pictorial documentary	30000	29708	(292.00)
11	DSA and Fuel for Awardees from Chipata and Kabwe	10978	5120	(5,858.00)
12	Stationery	8514.19	8354	(160.19)
	Total	841,893.75	788,324.47	(58,519.28)
	Closing Balance			(58,519.28)

7.0 ANNEXURE

Annex 1 – Composition of Steering Committee

Name	Position	Institution	Status
Mr Gabriel Musetekwa	Director General	ZDA	Confirmed
Mr Kachenga Chisupa	Director General	PACRA	Confirmed
MS Olga Salima	The Chief Executive Officer	ZCTU	Confirmed
Mr Kenneth Sichinga	Director General	TEVETA	Confirmed
Mr Kalaba Mwiimba	Director General	NAPSA	Confirmed
Ronald Chalwe		ZRA	Confirmed
Mrs Sijamwelwa.s. Mwela		WCFCB	Confirmed
Mr Fred Siachikolo		KIZEN	confirmed
Rose K.C. Sichizya	Membership & Marketing Officer,	ZFE	Confirmed
Ms. Jane Mulenga Nkonde.	Rehabilitation Officer,	ZAPD	Confirmed
Dr Kabelenga Isaac	Researcher	UNZA	Confirmed
Ms Mwiche Chikungu		National arts Council of Zambia	Confirmed
Mrs Muna Munansangu		CEEC	Confirmed

Annex 2 – List of PIT members

S.N	NAME	DESIGNATION	EMAIL ADDRESS
1	Cyprian Mayamba	Project Coordinator	mcmayamba@gmail.com
2	Yvonne K. Nawila	Project Focal Point	yvonnenawila@yahoo.com
3	Ignatius Indala	Project Expert – IT, MLSS	toiwaindala@gmail.com
4	Felisian Ngosa	Project Expert - MLSS	ngosafelisian@yahoo.com
5	Kalaba Mwimba	Project Expert -NAPSA	kalabam@napsa.co.zm
6	Chipo Banda	PIT member	bchipo55@yahoo.com
7	Brian Banda	PIT member	bandabrian76@gmail.com
8	Gloria Nyundu	PIT member	glorianyundu20@gmail.com
9	Abel Living	PIT member	abelivingi@gmail.com
10	Douglas Hakayobe	PIT member	kagoliyobe@yahoo.com
11	Tamala Namakobo	PIT member	tamalanakulela@gmail.com
12	Jacqueline Chipuma	PIT member	jacquelinephirichipuma@yahoo.com
13	Eugene Walusiku	PIT member	eugenewalusiku@gmail.com
14	Godfrida Chanda	PIT member	godfrida1@gmail.com
15	Dismus.chilombo	PIT member	dismus.chilombo@yahoo.com
16	Jere Mtolongo	PIT member	jere1993mtolongo@gmail.com
17	Rita Bupe	PIT member	ritabupem@gmail.com
18	Benard Kabaso	PIT member	kabasobenard@gmail.com
19	Mark Ngoma	PIT member	marangoma@gmail.com
20	Mr Lameck Kashiwa	Implementing partner (AZIEA)	
21	Mr Manas Chiwala	Implementing partner (AZIEA)	
22	Mr Teddy Sinkala	Implementing partner (ZAMAST)	
23	Mr Belvin Mungaila	Implementing partner (ZAMAST)	

Annex 3 – LMIS baseline Survey Report



LMIS BASELINE
SURVEY REPORT.doc

Annex 4 – Computer Application Pilot and LMIS Data Capture Report



Piloting
Report.docx

2.1 Annex 6 - Stakeholder validation of the computer application and LMIS Report



Validation
Report.docx

Annex 7- Stakeholders Retreat on development of parameters for linking MSMEs in the informal economy to the LMIS Report

Annex 8 - LMIS Development Report

Annex 9 – Report on Media Tour



Report on Media
Tour to collect phot

Annex 9 - Capacity building on mainstreaming Productivity, OSH and Social Security in MSMEs Report



Summary Report
-Capacity Building V