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**COMMON MARKET FOR EASTERN**

**AND SOUTHERN AFRICA**

Meeting of the Sub-Committee on

Audit and Budgetary Matters

Lusaka, Zambia

30th September-4th October, 2019

 **2020 DRAFT BUDGET OF**

**THE FEDERATION OF NATIONAL ASSOCIATIONS**

**OF WOMEN IN BUSINESS INEASTERN AND SOUTHERN AFRICA (FEMCOM)**

***Theme: “Inclusive and Sustainable Industrialization***

**INTRODUCTION**

The Federation of National Associations of Women in Business in Eastern and Southern Africa (FEMCOM) was established in July 1993, in Zimbabwe, in line with the decision of the COMESA Authority and Heads of States and Government made in January 1992 and the COMESA treaty.

FEMCOM promotes programmes that integrate women into trade and development activities in Eastern and Southern Africa.

**FEMCOM`s OBJECTIVES**

FEMCOM’s distinct niche is to play a facilitative, coordinative, and catalytic role thus creating an enabling environment for women’s enterprises to thrive within COMESA and beyond.

**MISSION**

To develop women entrepreneurship in COMESA through programmes that promote, encourage and serve the needs of women in business and their businesses, working in smart collaboration with relevant partners.

**VISION**

To be the leading Agency that promotes economic prosperity of Women Entrepreneurs in Africa.

**FEMCOM PROPOSED ACTIVITY BASED BUDGET/ WORK PROGRAMME FOR 2020**

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| **Intervention Area**  | **Activities** | **Expected output** | **Time Frame** | **Budget $** | **Funding COMESA MS** | **Funding from Cooperating Partners** |
| **Strategic objective number 1** :**Strengthen FEMCOM institutional capacity for effective programme implementation and long-term sustainability**  | * 1. Recruitment of additional staff:
1. Resources Mobilisation Officer
2. Digital Communication expert
 | Capacity strengthened on resource mobilisation | Jan- 19 | COM$20,000.00 | COMESA |  |
| * 1. Develop technical building plans and bill of quantities for developing FEMCOM complex
 | Building plans and bill of quantities developed | Jan–Dec 2020 | COM$500,000.00 |  | Cooperating Partners |
| * 1. Organize and facilitate AGM and annual Board Meetings
 | FEMCOM AGM and annual Board Meetings held | Jan-Dec 2020 | COM$50,000.00 | FEMCOM-COMESA |  |
| * 1. Election & Sensitization new FEMCOM Board on governance structures of COMESA
 | Conduction of 1 Orientation sessions | Jan-Dec 2020 | COM$25,000.00 | FEMCOM-COMESA |  |
| * 1. Development of the new Strategic plan for FEMCOM Secretariat
 | Development of the new FEMCOM Strategy Plan | June 2020 | COM$25, 000.00 | FEMCOM-COMESA |  |
| * 1. Facilitate Branding of additional 16 COMESA member states/ FEMCOM Chapters
 | 16 FEMCOM chapters’ branding events held and digital documentation for website | Jan-Dec 2020 | COM$16, 000.00 | FEMCOM-COMESA |  |
| * 1. Enhancement of communication and networking through:
1. Regular update of the existing FEMCOM website
2. Increased networking of FEMCOM Chapters through ICT
3. Undertake some documentaries on best practices
 | i) FEMCOM website updated with information on new development.Ii) Development of social media forum.Documentaries developed and shared to other member states | Jan-Dec 2020 | COM$3, 000.00 | FEMCOM-COMESA |  |
| * 1. Publish quarterly on-line bulletin and share to chapters and stakeholders including FEMCOM website hosting
 | Quarterly bulletin produced. | Jan -Dec 2020 | NA | FEMCOM-COMESA |  |
| **Strategic objective number 2 : *Resource mobilization*** | * 1. FEMCOM and COMESA Secretariat to fast-track mobilization of resources for the construction of the FEMCOM Headquarters/Complex
 | Resource mobilization meetings negotiation / missions with investors, donors and financial institutions including ADB. | On-going | TBA | FEMCOM-COMESA | Cooperating Partners |
| * 1. Develop proposals for mobilization of resources for running FEMCOM Secretariat programmes and FEMCOM chapters
 | Proposals and concept notes developed and submitted | On-going | COM$5, 000.00 | FEMCOM-COMESACOM$5,000.00 | Cooperating PartnersCOM$100,000 |
| **Strategic objective number 3:  *UP-scaling capacity***  | * 1. Establish two additional business incubation facilities
 | Entrepreneurs trained in business skills under the business incubation facility | Jan - Dec 20 | TBA |  | European Union |
| * 1. Promote Cassava Cluster project in Kenya, Burundi and Uganda
 | Value addition of cassava initiated, enhanced & implemented | Jan - Dec 20 | COM$30, 000.00 | FEMCOM-COMESACOM$10,000 | Cooperating PartnersCOM$20,000 |
| * 1. Mentoring and incubating entrepreneurs under the BIAWE project
 | Specialized incubation facilities and mentorship programs for women and youth implemented | Jan - Dec 20 | COM$5, 000.00 |  | BIAWE Project |
| * 1. Support women and youth cross border traders
 | Capacity building of CBTA on policy advocacy and creation of an enabling environment | Jan- Dec 20 | TBA |  | Cooperating Partners |
| * 1. Conduct monitoring and evaluation for the BIAWE project
 | 3 Monitoring visits undertaken to the pilot countriesone midterm review conducted | Jan- Dec 20 | COM$3, 000.00 |  | BIAWE Project |
| * 1. Facilitate technical advisory services missions to include strengthening, sensitization, capacity assessment and development of the FEMCOM Chapters
 | Tailor made technical support provided to the FEMCOM Chapters |  | COM$20, 000.00 | FEOMCOM-COMESA |  |
|   | * 1. Participate in the implementation of the 50million African Women Speak project
 | Operationalization of the digital networking platform | Jan - Dec 2020 | COM$7,000.00 | FEMCOM-COMESA | 50 Million African Women Speak ProjectTBA |
| **Strategic objective number 4 : *Trade and Investment Facilitation*** | * 1. Facilitate Women entrepreneurs participation in trade expos and forums from branded chapters
 | Increase regional market linkages for the booth, communication and marketing | Jan - Dec2020 | COM$5,000.00 | FEMCOM-COMESA |  |
|  | * 1. Set up a regional database of women in business
 | Database for Women in business developed | Jan - Dec 2020 | NA | FEMCOM-COMESA |  |
| **Strategic objective number 5: *Access to credit and capital*** | * 1. Facilitate establishment of credit guarantee scheme for women and youth in business through working with financial institutions including TDB and ADB
 | MSME credit guarantee scheme established | Jan - Dec 2020 | NA | FEMCOM-COMESA |  |
|  | * 1. Facilitate establishment of financial linkages and business networks and strengthening of financial institutions for women and youth in business
 | Digital financial linkages and business networks established | Jan - Dec 2020 | NA | FEMCOM-COMESA |  |
| **Strategic objective number 6 : *Influencing policy to empower women in business*** | * 1. Advocate for increased financial **assistance** for women in business constituencies
 | Policy advocacy missions and meetings through Ministry of Gender, Ministry of Finance and Central Banks | Jan - Dec 2020 | COM$3,000.00 | FEMCOM-COMESA |  |

The 2019 Draft Budget is to ensure the continuation of the activities of FEMCOM**.** The table below details the proposed 2020 budget for consideration by the Subcommittee on Audit and Budgetary matters.

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**NOTES TO THE 2020 DRAFT BUDGET**

1. The decrease in the staff emoluments is due to retirement of the former CEO whose salary scale was at P5 step 9 and the proposal to upgrade the position of Digital Communication Expert from P1 to P2. The new CEO salary scale is at P 5 step 1. This has resulted in the decrease in staff emoluments.
2. Overtime allowance has increased due to increase in members of staff at FEMCOM Secretariat in 2020.
3. The Recruitment and Repatriation budget line has decreased because it will not involve hiring a Consultant to carry out the work. The recruitment will be done will the assistance of the FEMCOM Board and COMESA Human Resource Unit.
4. The budget for Construction of Perimeter Fence has increased because the funds allocated in 2019 budget are not enough to fence the whole plot.
5. The budget line for Development of Strategic Plan has increase because FEMCOM Medium Term Strategic Plan will expire in 2020 and there is a need to engage a Consultant who will assist in the development of the new MTSP.
6. FEMCOM is requesting for a budget to cater to costs relating to translation in line with COMESA requirements.
7. Motor Vehicle Repairs and Maintenance budget line has increased because COMESA Secretariat donated a vehicle to FEMCOM whose year of make is 2005 and FEMCOM`s Motor vehicle was procured in 2011. This has resulted in increased costs of maintenance of the motor vehicles.
8. The reduction in the Travel expenses Contractual is because no FEMCOM Member of staff will qualify for Home Leave in 2020 in line with Rule 50 of the COMESA Staff Rules and Regulations.
9. There is an increase in the Annual General Meeting and Board Meeting budget line due to anticipated increase in air fares.
10. FEMCOM Secretariat has planned to procure a new Motor Vehicle in 2020. Currently FEMCOM has two Motor Vehicle who are fully depreciated.
11. FEMCOM Secretariat has planned to procure office furniture in the year 2020.

**RECRUITMENT OF RESOURCE MOBILISATION OFFICER AND DIGITAL COMMUNICATION OFFICER**

**Justification of Two FEMCOM POSITIONS for approval**

The revised organisation structure of FEMCOM, there are 24 positions of which only 4 have been filled up. Through time, the FEMCOM Secretariat has had to implement its mandate with limited human resource capacity. The consequence of this has been a huge strain in the discharge of its responsibilities. Below is the revised organisation structure:

**FEMCOM ORGANOGRAM**



The 39th COMESA Council of Ministers meeting held in 2018 approved the recruitment of two experts to fill the Positions of resource Mobilisation officer and Communication expert. Upon reviewing the responsibilities by the new CEO, the required functions have been upgraded to tackle the task of moving FEMCOM forward with its crucial responsibilities. FEMCOM is expected to mobilize resources to build its headquarters in the land given by the Malawi government and brand chapters from 16 member nations in the upcoming two years. Therefore, the need for ICT and PR expert has been merged as “Digital Communication Expert” and the “Resource Mobilization Officer” duties have been upgraded to demand a higher-level expert.

1. **Resource Mobilisation Officer**

The Resource mobilization Officer (RCO) will focus on creating partnerships built on trust and mutual accountability to attract adequate and more predictable resources (both financial and technical) for supporting the implementation of FEMCOM’s strategic plan. RCO will establish good working relations with the international donor community and cooperating partners with a view to getting support and mobilizing resources for FEMCOM.

The Resource Mobilisation officer will oversee all resource mobilization activities for the FEMCOM to meet the resource mobilization target, including the development of regional resource mobilization strategy and action plan. Study the mandates and interests of donors and prepare minutes of discussions with partners, keep records of consultations with donors; following up implementation of projects regularly; collect information to ensure donor funds are properly utilized; and preparing briefs to help management to keep donors informed of FEMCOM activities and developments and prepare consolidated reports monthly and quarterly.

The Thirty-Ninth COMESA council of Ministers meeting held in 2019 approved the recruitment and salary for supporting the Position of Resource Mobilisation Expert at P2 level. However, this RCO responsibilities will be the key integral part that drives the functions and ensure survival of the secretariat as it’s preparing to build the headquarters and meaningfully involve, brand and support all FEMCOM chapters in the 21 member nations. In this regard, there is a need to **upgrade the position from P2 to P3** to source out a higher-level expert.

1. **Digital Communication Specialist (Communication Expert Position)**

The COMESA Council of Ministers approved in the 2019 budget a position of the **Communication Officer at P1** to be based at FEMCOM Secretariat. The Communication Officer will be responsible for the implementation of the communication strategy of the organization in close liaison with the Chief Executive Officer. He/she will advise the Chief Executive Officer on publicity and visibility matters, corporate branding and corporate communications in general.

However, based on the needs of the FEMCOM Secretariat, the position has been revised to meet the Technology expert needs of the secretariat as well. Therefore, the position will incorporate two responsibilities merged to meet both the **organisational Information Communication Technology (ICT) and Public Relations** **(PR)** needs. The proposed position is **Digital Communication specialist at Professional level Grade P2.**

**PROPOSED BUDGET FOR RECRUITMENT OF THE TWO POSITIONS**

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