

**HARMONIZED DAILY SUBSISTENCE, FUEL AND TRANSPORT ALLOWANCES (DSA)  
APPLICABLE TO**

**EVENTS (workshops/trainings/seminars and alike)**

**MISSIONS (field trips and alike)**

**FINANCED UNDER DEVELOPMENT PARTNERS (DPs) PROGRAMMES IN MALAWI**

**CONTEXT**

Events such as workshops, training, seminars, and alike are intended to strengthen individual capacity and improve job performance while participation in missions is considered part of one's official duties. However, participation in such events and missions often came to be viewed as one method of supplementing an individual's salary.

These guidelines were developed to minimize the financial incentive associated with participating in such events and missions. Nevertheless, fully addressing the incentives associated with participation in events and missions requires comprehensive public service reform that compensates civil servants in a manner commensurate with their job performance. These guidelines therefore support, in a small way, the Government of Malawi's ambitious Public Service Reform initiative.

In principle, the Government of Malawi should bear allowance and transport costs for its officials' participation in events and missions to ensure that such events and missions are demand-driven. While this may not be feasible in the near-term, it remains the vision toward which DPs and the Government of Malawi shall work over the longer-term.

**GUIDING PRINCIPLES**

1. The necessity and duration of an event/mission must be obvious and justifiable.
2. Events shall be located in the city/district/area where the majority of participants reside.
3. Whenever possible the organising institution shall use its own or government or donor venues/offices/meeting rooms to minimise costs. When this is not feasible, the DP's agreement shall be sought in advance and documented.
4. The selection of venue for any event, including accommodation, must follow the applicable procurement rules.
5. The payment for hiring of facilities must be supported by an original invoice.
6. Only persons considered necessary for the successful outcome of the event are to be invited.
7. Only participants duly invited (or delegated) and actually present are eligible for reimbursements.
8. Accommodation shall be provided to participants only when returning home for the night cannot be considered reasonable.
9. Participation in an event shall be evidenced through signature of attendance sheets for each half day.
10. Allowances for missions shall in no case exceed the limits set in these guidelines.

11. Participants shall not receive sitting allowances.
12. Participants shall not receive payments for performing duties during events (e.g. workshop facilitation/presenting papers/etc.) for which they receive a salary.
13. Participants shall not receive allowances from other sources for costs covered by DPs (no "double dipping").
14. Transport needs to be organised with a view to minimising costs, maximising the sharing of vehicles, and the use of public transport.

## 1. EVENTS (WORKSHOPS/TRAININGS/SEMINARS/OTHERS)

- Definition: Events usually involve a large number of people, invited to the same location (expected not to be outside their usual place of assignment), in order to benefit or contribute to a specific activity, not always linked to the obligation to deliver specific outputs or report(s); where all (most) actual costs are known and/or can be calculated in advance and are expected to be paid by the organiser.

- In principle, the organising institution shall cover the actual costs related to the event.

- No allowances shall be paid to participants.

- Accommodation shall be paid at actual cost directly by the organising institution to the venue/hotel within the agreed maximum limit of MWK 43,000 per person per night.<sup>1</sup>

- In exceptional circumstances, when payment of actual costs is deemed not feasible, such as when an event is planned in rural areas, allowances for meals and/or accommodation may be paid for travel outside the place of employment within agreed maximum established limits.<sup>2</sup>

- Note on drivers: Drivers may be considered to be "on mission" (field trips/others) when they are working (see section 2 below). As such, they do not necessarily need to attend pre-arranged meals at events, though the organising institution may arrange for them to do so.

## 2. MISSIONS (FIELD TRIPS/OTHERS) IN MALAWI

- Definition: Missions usually involve a limited number of people, executing specific tasks within a defined framework to achieve expected results and provide (i) a report on pre-established deliverables and/or (ii) specific outputs in (various) location(s) but normally outside their usual place of

<sup>1</sup> Or the organising institution's negotiated corporate rate.

<sup>2</sup> These limits are:

Items	Rates
Lunch	MWK 2,500
Dinner	MWK 4,000
Accommodation (bed & breakfast)	MWK 13,500

While DPs apply the same rates to all grades of personnel, the combined total of MWK 20,000 lays between the Government of Malawi's lump sum subsistence allowances for employees at grades D and E, per an OPC memorandum dated 25 March 2011.

assignment; where all (most) actual costs are not always known and/or cannot be calculated in advance.

- In principle, the organising institution shall cover the actual costs related to the mission.
- When payment of actual costs is deemed not feasible, allowances for meals and/or accommodation may be paid for travel outside the place of employment within agreed maximum established limits.<sup>2</sup>

### **3. FUEL AND TRANSPORT – ALL EVENTS & MISSIONS IN MALAWI**

#### **Use of project's owned or fully seconded vehicles:**

- In principle, the organising institution shall cover the actual costs related to transport.

#### **Use of private/other vehicles:**

- Transport will be reimbursed at MWK 99 per km. for cars and MWK 35 per km. for motorbikes based on the actual distance travelled as recorded in a logbook or its equivalent.<sup>3</sup> The table of distances (annex1) can be used as a reference to cross-check the declared kms. or to determine a flat advance payment.

#### **Use of public transport:**

- In principle, public transport will be reimbursed on the basis of a ticket issued by the carrier.

### **4. INCIDENTALS ALLOWANCE – ALL EVENTS & MISSIONS IN MALAWI**

- For events/missions outside the place of employment, the organising institution may elect to provide a modest incidentals allowance up to a maximum of MWK 600 per day.<sup>4</sup>

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This document replaces and supersedes the agreement of 19 November 2013.

The maximum rates contained in this document apply as of 1 st October 2015 and remain in effect until review by the signatories.

The following Development Partners agree to adhere to these principles and guidelines:

African Development Bank, Canadian High Commission, DfID, Delegation of the European Union to Malawi, Flanders International Cooperation Agency (FICA), German Embassy, Icelandic International Development Agency (ICEIDA), Embassy of Ireland, Japan International Cooperation Agency (JICA), Royal Norwegian Embassy, United Nations, U.S. Government, and World Bank.

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<sup>3</sup> These rates are calculated based on fuel efficiency standards of 14 litres per 100 kms for cars and 5 litres per 100 kms. for motorbikes. For cars, the higher of the market prices for petrol and diesel is used; for motorbikes, the market price of petrol is used. Should the market price of fuel change, DPs may, at their individual discretion, choose to update these rates in accordance with the same fuel efficiency standards.

<sup>4</sup> This allowance is based on an estimate of the typical opportunity cost (foregone income) of a community member who must leave his/her employment (fields or market) to participate in an event. Nevertheless, for simplicity and ease of administration, all participants in events and missions are eligible for this allowance.