



Ministry of Health & Population



# Develop Guideline on Preparing AWPB in Health Sector, 2016

## Health Sector Transition and Recovery Programme

summary of the AWPB guideline



**Contents**

- Acronyms ..... 3
- 1. BACKGROUND..... 4
- 2. RATIONALE..... 4
- 3. OBJECTIVE ..... 5
- 4. PROCESS/METHODS ..... 5
- 5. TIMELINE..... 6
- 6. NHSSP’s CONTRIBUTION ..... 6
- 7. CONCLUSION ..... 7
- 8. ANNEX 1: Summary of the AWPB Development Porcess Outlined in the guideline..... 8
- 9. ANNEX 2 : OUTLINE OF THE UPDATED AWPB GUIDELINE ..... 10

## ACRONYMS

AWPB	Annual Work Plan and Budget
DFID	Department for International Development
DoHS	Department of Health Services
e-AWPB	Electronic Work Planning and Budgeting
LMBIS	Line Ministry Budget Information System
MoH	Ministry of Health
NHSS	Nepal Health Sector Strategy
NHSSP	Nepal Health Sector Support Programme
NHSP	Nepal Health Sector Program
NMICS	Nepal Multiple Indicator Cluster Survey
PME	Planning Monitoring and Evaluation
PPICD	Policy Planning and International Cooperation Division
TABUCS	Transaction Accounting and Budget Control System
TWG	Technical Working Group
UNFPA	United National Population Fund
UNICEF	United National Children Fund
USAID	United States Agency for International Development

## **1. BACKGROUND**

Nepal has a history of periodic planning from early 1950, which has been continued to the present Fourteenth Plan for the period from fiscal year 2016-17 to 2018-19. Health sector planning has matured and strengthened especially through the development and implementation of NHSP- I and NHSP- II till 2015 under the Sector-Wide Approach adopted since 2004. The health sector and the Ministry of Health strive to translate the current health policies, strategies, sector plans and implementation plan into the Annual Work Plan and Budget process. However, the feedback on current AWPB development effort has been that it has not been able to capture the policies, strategies, sector plans and implementation plan in an optimal and systematic way.

Annual Work Plan and Budgets are to be executed by district health offices and hospitals across the country. Each district has the mandate to prepare their annual work plan and endorse it by the District Development Councils as per the legal provisions of the Local Self Governance Act 1999 and Local Self Governance Regulation 2000 and its amendments. In practice, the plans are minimally reflected in the Central Plan of the Ministry of Health on the one hand and there are no elected local bodies to own and execute the district plan on the other hand. Hence, the planning has become a largely centralized affair at the Ministry and Department level.

## **2. RATIONALE**

The five-year Nepal Health Sector Strategy has been developed and endorsed in 2015. The NHSS-Implementation Plan (NHSS-IP), as the third Health Sector programme, has been finalized and is submitted to PPICD for endorsement and forwarding to the Secretary for approval by the Ministry of Health. The Joint Annual Review 2015 took the decision to amend the dates for implementation of NHSS to 2016-2021. The NHSS-IP needs to be translated into action through upcoming AWPBs throughout the five consecutive years of NHSS implementation. To meet this objective, there is a need to update the AWPB planning guidelines. This will facilitate effective AWPB development within the framework of NHSS by the Departments of the Ministry of Health, Central level Hospitals and including other central level authorities under the Ministry of Health.

In the AWPB development process, four areas primarily demand improvement (i) make it a bottom up approach capturing local needs and aspirations, (ii) allotting more time and wider engagement of the stakeholders in preparing the Annual Work Plan and Budget (iii) provide precise instructions on the guidelines to the Centres and Divisions responsible for planning, and (iv) capture the priorities of the sector that are explicit in the evidence-based sector programme and Implementation Plan.

### 3. OBJECTIVE

The objective of this assignment was to develop an updated national guideline for preparing AWPB that facilitates the Ministry Health, Departments (including Divisions and Centres), Central level hospitals and other central level authorities to prepare an evidence-based AWPB for health care delivery, particularly referencing the NHSS and its five-year implementation plan (NHSS-IP, 2016-2021). Also to be included are the frameworks and priorities of the sector explicit in the 14<sup>th</sup> Periodic Plan of National Planning Commission, the policies and strategies of the National Health Policy 2014, national goals, targets and milestones of the Sustainable Development Goals 2030 and the Plan of Action of the Government's Priority Programme.

### 4. PROCESS/METHODS

The updated guideline was developed with the leadership and coordination of Planning Section of Policy Planning and International Cooperation Division (PPICD) of the Ministry of Health. A consultant was recruited for the task with funding from NHSSP to support the MoH in developing the updated guideline. The following activities were carried out;

1. **Formation of Technical Working Group:** To develop the updated guideline the Ministry of Health formed a technical working group (TWG) with representatives from different divisions, departments and development partners. The chief of the policy and planning section of PPICD coordinated the working group. The technical group members were as below;

Coordinator: Mr. Bhakta Raj Joshi, The Chief, Planning Section/PPICD, MoH

Member:

- Ms. Yesoda Aryal, Public Health Administrator, Ministry of Health
- Mr. Jhabindra Psd Pandey, Public Health Administration, Monitoring and Evaluation Division/MoH
- Mr. Rajan Adhikari, Computer Officer, Planning Section/PPICD, MoH
- Mr. Sagar Prasad Ghimire, The Chief, Planning Section, Management Division/DoHS
- Dr. Ishwor Prasad Upadhyaya, National Health Training Center/DoHS
- Mr. Kapil Timilsina, Director (Planning and Monitoring Section), Child Health Division/DoHS
- Dr. Sharad Kumar Sharma, The Chief, Demography Section, Family Health Division/DOHS
- Mr. Gyan Bahadur BC, Logistics Management Division/DOHS
- Representatives from development partners;
  - Mr. Shuseel Lekhak, PME Officer, WHO Nepal Country Office
  - Dr. Ashish KC, Child Health Specialist, UNICEF Nepal Country Office
  - Ms. Latika Maskey Pradhan, Assistant Representative, UNFPA Nepal Country Office

- Mr. Nur Prasad Pant, Senior Health Adviser, USAID Nepal
  - Mr. Deepak Kumar Karki, Health Adviser , DFID
  - Mr. Saurav Bhattarai, Senior Programme Officer, GIZ
  - Mr. Sagar Dahal, Health Policy and Planning Adviser, NHSSP/MOH
2. **Reviewing the Guiding Instruments:** The consultant was asked to review the relevant policies, strategies and other documents that offer overall guidance for the sector for the upcoming five year period. Specifically, and as stated above , the National Health Policy 2014, National Health Sector Strategy 2016-2021, and its Implementation Plan (final draft), 14<sup>th</sup> Periodic Plan of National Planning Commission, national goals, targets and milestones of the Sustainable Development Goals 2030 were reviewed while preparing the guideline in order to identify the sector priorities along side the overall planning frameworks provided by National Planning Commission(NPC) and Ministry of Finance (MoF).
  3. **Agreement on the outline of the updated guideline:** Based on the document review an outline of the updated AWPB guideline was prepared, discussed and finalized in the TWG.
  4. **Drafting of the updated AWPB guideline :** As per the agreed outline of the AWPB guideline, the consultant prepared the draft updated guideline with overall guidance from the planning section of PPICD.
  5. **Discussion and Finalization:** The draft updated guideline was circulated amongst TWG members for their review , comments and feedback through e-mail. In two consecutive TWG meetings discussion and consensus over the comments and feedback received were made. TWG meeting unanimously decided to finalize the draft with incorporation of the comments.
  6. **Final Refinement of the Updated Guideline:** The consultant further refined the draft updated guideline as per the decision of TWG meeting in close consultation with Planning Section, PPICD and the NHSSP-HPP advisor in order to finalize the updated AWPB guideline.
  7. **Submission:** A final e- copy of the of the updated AWPB guideline ( an outline of the document is attached in Annex 2 ) was submitted to the coordinator of the TWG for the process of endorsement by MoH.
  8. **Current Status:** Planning section has already initiated the process of endorsement from the Secretary MOH.

## 5. TIMELINE

The timeline set for this task was for November-December 2016. However, the final copy was submitted to MoH on 22<sup>nd</sup> January 2017.

## 6. NHSSP'S CONTRIBUTION

In developing the updated AWPB guideline, NHSSP recruited a consultant to work in close collaboration with the Policy and Planning section of MoH. As a Technical Working Group member NHSSP contributed

throughout in the deliberations, technical review and refinement of the draft updated guideline. The NHSSP Advisor maintained technical oversight of the progress of the consultant, providing review and feedback. NHSSP will also provide support for roll out of the updated AWPB guideline.

## **7. CONCLUSION**

The updated AWPB guideline has been prepared in congruence with the framework and priorities outlined by the NHSS and its Implementation Plan. It requires preparatory work beforehand, specifically offers guidance in setting and defining priorities; and provides step by step guidance in AWPB development outlined in overall fourteen steps. Thus, the guideline will serve as a tool to facilitate the annual planning exercise at MoH, Division/Department level and Central Level Government Hospitals.

## **8. ENGLISH TRANSLATION**

The approved updated AWPB guideline will be translated into English to meet the needs of external partners. This should be ready by the end of February.

**9. ANNEX 1: SUMMARY OF THE AWPB DEVELOPMENT PROCESS OUTLINED IN THE UPDATED GUIDELINE**

<b><u>Summary of the Process for Preparing the AWPB for the Health Sector</u></b>			
(to be done by the Ministry of Health and its Central Level Authorities)			
S.N.	Activities/Process	Responsibility	Venue
<b>(A) Preparatory Work for Preparing AWPB</b>			
1.	List the activities to be carried in the coming FY	Programme Chief	Concerned Office
2.	Prioritize the activities and list down accordingly	Office In-charge and Programme Chief	Concerned Office
3.	Categorize the activities by Regular and New	Programme Chief	Concerned Office
4.	Write evidence-based justification for the new/special activities	Programme Chief	Concerned Office
5.	Identify target group and location of the activities to be implemented	Office In-charge and Programme Chief	Concerned Office
6.	Set an evidence-based target for each activity	Programme Chief	Concerned Office
7.	Estimate human resources, commodities and physical infrastructure (additional requirement)	Programme Chief	Concerned Office
8.	Prepare annual procurement plan for service, commodity and construction	Programme Chief	Concerned Office
9.	Estimate the budget for each activity by source, and by recurrent and capital cost	Programme Chief	Concerned Office
10.	Review and ensure that the total budget is within the budget ceiling provided by the MoH	Office In-charge and Programme Chief	Concerned Office
11.	Quarterly breakdown the target of the activity and budget (including district-wise breakdown)	Programme Chief	Concerned Office
12.	Prepare annual work plan	Programme Chief	Concerned Office
<b>(B) Activities for Preparing AWPB</b>			
1.	Review the preparatory work of the AWPB referring the budget ceiling and guideline	Office In-charge and Programme Chief	Concerned Office
2.	Enter the proposed AWPB into e-AWPB system	Programme Chief	Concerned Office
3.	Meeting on the proposed AWPB at the DoHS (Each Division and Center of DoHS)	Office In-charge and Programme Chief	Management Division/DoHS



## Summary of the Process for Preparing the AWPB for the Health Sector

(to be done by the Ministry of Health and its Central Level Authorities)

S.N.	Activities/Process	Responsibility	Venue
4.	Refine the proposed AWPB in the e-AWPB as per the correction made in the meeting held at DoHS	Programme Chief	Concerned Office
5.	Meeting on the proposed AWPB at the MoH	Office In-charge and Programme Chief	Concerned Office
6.	Refine the proposed AWPB in the e-AWPB as per the correction made in the meeting held at the MOH and enter it into the LMBIS system	Programme Chief	Concerned Office
7.	Transfer the proposed AWPB (from LMBIS) to NPC and Ministry of Finance	Ministry of Health	Ministry of Health
8.	Meeting on the proposed AWPB at the National Planning Commission	Office In-charge and Programme Chief	National Planning Commission
9.	Refine the proposed AWPB in the LMBIS as per the correction made in the meeting held at the NPC	Programme Chief	Concerned Office
10.	Meeting on the proposed AWPB at the Ministry of Finance	Office In-charge and Programme Chief	Ministry Finance
11.	Refine the proposed AWPB in the e-AWPB and LMBIS as per the correction made in the meeting held at the Ministry of Finance	Programme Chief	Concerned Office
12.	Look at the approved AWPB in the LMBIS and make necessary correction if any in the e-AWPB	Programme Chief	Concerned Office
13.	Make a print the AWPB (Form No. 6.04.01) from LMBIS and get signed by the Authorized Officials as stated in the Form	Programme Chief	Concerned Office
14.	Issue AWPB authorization (from e-AWPB) to the cost center after getting approval from the MoH	Office In-charge and Programme Chief	Concerned Office

## **10. ANNEX 2 : OUTLINE OF THE UPDATED AWPB GUIDELINE (Table of Contents)**

Preface

Summary of the Process of Preparing AWPB for Health Sector

1. Introduction
2. Policy related Provision
3. Nepal Health Sector Strategy and Its Implementation Plan
4. Some Key Activities to be Incorporated in the AWPB for the Fiscal Year 2074/75 (2017/18)
5. Overall Guidelines on Preparing Annual Programme and Budget
6. Process of Preparing Annual Programme and Budget
  - 6.1. Preparatory Work for Preparing AWPB
  - 6.2. Timeline for Preparing Annual Programme and Budget
  - 6.3. Process of Preparing Annual Programme and Budget
    - a) Electronic Work Planning and Budgeting (e-AWPB)
    - b) Transaction Accounting and Budget Control System (TABUCS)
    - c) Line Ministry Budget Information System (LMBIS)
7. Role of the Ministry of in Preparing Annual Programme and Budget
8. Forms used for the Annual Programme and Budget

### Annex

- 1) Scope of the Ministry of Health
- 2) Indicators and Targets in Health and Nutrition Sector set in the 14<sup>th</sup> Periodic Plan of National Planning Commission
- 3) Strategic Activities identified for Health and Nutrition Sector in the 14<sup>th</sup> Periodic Plan of National Planning Commission
- 4) National Goals and Targets sets in line with the Sustainable Development Goals 2030
- 5) Summary of the Collaborative Framework for Strengthening Local Health Governance in Nepal, 2013
- 6) Elements of Basic Health Service Package
- 7) Name of Budget Sub-Heading Number of Programme/Project of the Nepal Health Sector
- 8) Code Number and Budget Source (including Supporting Agencies)
- 9) Technical Working Group for Preparing Annual Work Plan Budget of Health Sector

### List of Reference Documents