

Scottish Government

Malawi Development Programme 2015-2018

Mid Year Report

This narrative report should be submitted together with your updated logframe and financial report.

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

1. Basic Project Information	
Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.	
1.1	Project Reference Number MaSP 2015-2017
1.2	Reporting Year From: 01/04/2015 To: 31/03/2016
1.3	Project Year (e.g. Year 1) Year 1 of 2
1.4	Name of Lead Organisation (Grant Holder)* Scotland Malawi Partnership
1.5	Name of Partner(s)* Malawi Scotland Partnership
1.6	Name of Project* Malawi Scotland Partnership 2015-17
1.7	Project Description* Core funding for the Malawi Scotland Partnership as the national Malawian network, coordinating, representing and supporting Malawi's civic links with Scotland.
1.8	Project Country/ Region* Malawi
1.9	Project Start & End Date* Start: 01/04/2015 End: 31/03/2017
1.10	Total Project Budget* £151,058
1.11	Total Funding from IDF* £137,000
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address <input checked="" type="checkbox"/> Civic Governance N.B. As a networking and coordinating agency, MaSP adds value in all of the strands but it sits most directly within 'Civic Governance'
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report <input type="checkbox"/>
	Mid Year Financial Report <input checked="" type="checkbox"/>
	Please list any further supporting documentation Other, please detail

	that has been submitted		
1.14	Response to Previous Progress Reviews	Scottish Government's comments on previous reports (state which report) :	Action taken since the last report:
1.15	Date report produced	October 2015	
1.16	Name and position of person(s) who compiled this report	[Redacted]	
1.17	Main contact details for project, if changed		

Signed by: [Redacted] **Date** 30th October 2015

Designation on the Project: Project Manager

2. Progress and Results		
This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework. See Guidelines (Annex 1) for details.		
2.1	Changes to Project Status	
	Has the focus or delivery of your project changed significantly over the last six months? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.	
	No.	
2.2	Changes to the Logical Framework	
	If changes have been made to the logframe since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your logframe, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised logframe.	
	Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)
		Reason for Change
2.3	Baseline Data (for first 6 month report only)	
	Please confirm that your baseline is now complete (this is a requirement of the IDF). Please attach the full baseline report. If baseline data is not available please provide an explanation.	

2.4	Project Progress and Results In the table below, please provide a summary of the key areas of progress and results achieved over the last 6 months, <u>for each project output and outcome</u> . Describe in brief any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results.	
	Output/ Outcome	Summary of Progress and Results
<u>Output 1:</u> Raising awareness of, and promoting, Malawi's many links with Scotland, within Malawi	<ul style="list-style-type: none"> • MaSP website update work tendered. Tender awarded to [Redacted] By end of Sept 2015 website improvements 70% complete and systems in place to train MaSP staff on website management. • MaSP Annual Report published at June 2015 MaSP AGM as planned: http://scotland-malawipartnership.org/files/9314/5034/6822/MaSP_Annual_Report_2014-15.pdf • Social Media: 200 Twitter followers (45% increase since baseline - 138); 1,016 Facebook friends (32% increase since baseline – 767) • Representation: Malawi links with Scotland represented by MaSP at eight forums. • Media work around [Redacted], flood recovery grants, renewable energy symposium. Five pieces in the Malawian media • Video case studies of two MaSP members made. 	
<u>Output 2:</u> Coordinating Malawi's civic links with Scotland to increase impact and reduce duplication	<ul style="list-style-type: none"> • MaSP AGM hosted 15th June in Lilongwe, and attended by 65 members. • Teleconference meetings fortnightly with SMP. • MaSP bulletin sent to members fortnightly. Introduction of Mailchimp successful (incl. training of MaSP staff) 	
<u>Output 3:</u> Supporting the effective implementation and development of Malawi's links with Scotland.	<ul style="list-style-type: none"> • 51 enquiries handled by MaSP office in this period. • Communication and Resource Centres – all three fully open • Partnership Principles being promoted through forums. • Members' fundraising supported at regional meetings and through micro-grants programmes facilitated by MaSP. • Practical advice for Scots visiting Malawi offered, including visiting officials. Support given through the introduction of new visa systems. • Practical advice for Malawians visiting Scotland – new publication in draft. Daily assistance provided for visa applications. • Livingstone scholarships – all round one complete, round two nearing completion. 	
<u>Output 4:</u> Integrating Malawi's civic links with Scotland, with the Government of Malawi's priorities, policies and operations	<ul style="list-style-type: none"> • Symposium for SG-funded projects – last symposium January 2015, next one planned for Feb 2016 (awaiting date from SG). • Governmental and Parliamentary visits supported, including.. • Promoting GoM priorities at Symposium, AGM and energy conference. 	
<u>Output 5:</u>	<ul style="list-style-type: none"> • Member training courses planned for early 2016. 	

Building capacity of the Malawi's civic links with Scotland	<ul style="list-style-type: none"> • Peer learning promoted at MaSP forums and Symposiums.
<u>Output 6:</u> Developing MaSP's capacity, effectiveness and impact as a network	<ul style="list-style-type: none"> • Targeted membership campaign to increase proportion of members with active links to Scotland. • Member services targeted.

2.5 Risk Management			
If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?			
Issue/ Risk	On risk register?	Action Taken	Outcome
Increase in inflation	Yes	Inflation continues to rise alarmingly in Malawi. We have had to adjust the modes of delivery of some items to meet these new conditions, looking for lower cost ways of delivering the same results.	We continue to assess and may need to downscale some deliverables if inflation continues to rise.
Lack of budget for training course	Yes	The quotes for the member training courses are higher than anticipated as a result of inflation. The SMP has donated funds to MaSP in the interim and MaSP will likely be making an additional request of the SG for these courses towards the end of this financial year.	Will likely be making an additional request of the SG for these courses towards the end of this financial year.
Exchange Rate	Yes	The value of the kwacha continues to drop. Met with the SG to discuss this and agreed management policy for the Kwacha which reviews the rate used for budgeting every six months.	This policy is working well at present.
Please add additional issues as required			

3. Financial Report

The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to confirm actual spend to date for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year.

3.1	<p>Project Underspend</p> <p>Please note whether the project anticipates a significant underspend, and whether the project intends to request that some funds are carried forward with the agreement of the Scottish Government. Please provide justification for this underspend below.</p>
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	Please note that any carry-over of funds to the next financial year should be agreed with the Scottish Government by January 31 st of the current financial year.
	We are not anticipating any major underspend on the project

Annex 1: Guidance Notes: Mid Year Report

- This report is to be completed by all project managers/leaders 6 months into the next reporting year.
- Please complete this form electronically.
- Once complete please send this reporting form, by email to your Scottish Government project manager.
- The report should be submitted by the end of October following the financial year to which the report relates.

Question	Guidance
Basic Project Information	
1.1	The project reference number was given to you by the Scottish Government in your grant offer letter – please refer to it in all correspondence. This is a number unique to your project and helps the Scottish Government track information relating to your project within the system.
1.2	Insert the financial year for which you are reporting
1.3	Insert the year of your project (i.e. Year 1, 2 or 3)
1.4	Insert the name of your lead organisation responsible for managing the grant (based in Scotland). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.5	Insert the names of your partner organisations in Scotland and Partner countries. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.6	Insert the name of your project in the space provided. This should correspond with the name given in your grant offer letter. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.7	Provide a brief project description as per your grant offer letter.
1.8	Insert the geographical area in which your project is being implemented. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.9	Insert start and end dates. The start date is the date you received your first tranche of funding.
1.10	Insert the total project budget (including funding from other sources). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.11	Insert the total amount of funding received through the IDF for this project.
1.12	Indicate the theme that your project addresses (tick as many boxes that apply.)
1.13	Confirm that supporting documentation has been included with your report. Please tick those boxes that apply. Confirm whether any changes have been made to the logical framework, and whether the LF submitted has been approved by the Scottish Government (or is pending approval). Reports that do not include all required documentation will not be

	considered complete.
1.14	Please reference previous (actionable) feedback that you have received since your last report, and describe any action that has been taken in response/ since then.
1.15	Insert the date that your report was produced.
1.16	Insert the names and positions of the key person(s) involved in preparing your report.
1.17	It is essential that you let us know if any of your contact details have changed, either in Scotland or in Malawi.
Progress and Results	
2.1	If your Project has changed significantly in the focus of its delivery since your last report, please explain how and why, attaching copies of all relevant correspondence you have had with the Scottish Government about this. Please also describe and explain any changes to basic project information here.
2.2	If your Logical Framework has changed over the last Financial Year please detail and explain these here. This enables us to more quickly understand the changes and your progress, based on the most up-to-date information.
2.3	Baselines MUST be in place within the first 6 months of the project and must be reported on in the first Mid Year report. This question is only required for the first 6 month report (in the first year).
2.4	Please summarise key progress and results, providing explanations where required.
2.5	If progress towards delivering activity and outcomes has been slower than planned, please use this space to indicate the reasons why and whether any of the risks outlined in your application have impacted on the project.
Financial Reporting	
3	For this question, you will also need to complete the summary page of the budget spreadsheet. Please use the budget headings on the spreadsheet to provide a detailed breakdown of actual expenditure incurred during the financial year to which this report relates, against expenditure planned as well as expected expenditure for the next financial year. Please outline any reasons for any discrepancy in the budget spend. <i>N.B If the budget spend is more than 10% different from the original estimate please use the additional tabs on the budget spreadsheet to provide more detail.</i>
3.1	It is important for us to understand and learn from how projects budget, including reasons for underspend.

Scottish Government

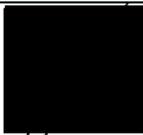
Malawi Development Programme 2015-2018

Mid Year Report – Part 1 of 2

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

1. Basic Project Information		
Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.		
1.1	Project Reference Number	MaSP 2015-2017
1.2	Reporting Year	From: 01/04/2016 To: 31/03/2016
1.3	Project Year (e.g. Year 1)	Year 2 of 2
1.4	Name of Lead Organisation (Grant Holder)*	Scotland Malawi Partnership
1.5	Name of Partner(s)*	Malawi Scotland Partnership
1.6	Name of Project*	Malawi Scotland Partnership 2015-17
1.7	Project Description*	Core funding for the Malawi Scotland Partnership as the national Malawian network, coordinating, representing and supporting Malawi’s civic links with Scotland.
1.8	Project Country/ Region*	Malawi
1.9	Project Start & End Date*	Start: 01/04/2015 End: 31/03/2017
1.10	Total Project Budget*	£151,058
1.11	Total Funding from IDF*	£137,000
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address	<input checked="" type="checkbox"/> Civic Governance N.B. As a networking and coordinating agency, MaSP adds value in all of the strands but it sits most directly within ‘Civic Governance’
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report	Proposed Revised Logical Framework, if applicable (see Q3.2) <input type="checkbox"/>
		Mid Year Financial Report <input checked="" type="checkbox"/>
	Please list any further supporting documentation that has been submitted	Other, please detail

1.14	Response to Previous Progress Reviews	Scottish Government's comments on previous reports (state which report) : Concern was raised about delayed MEL data from the MaSP full year 2015-16 report.	Action taken since the last report: The SMP met with the SG to discuss these concerns. An action plan was agreed, all missing data was collected (this had been the result of the MaSP AGM being pushed back two months) and the SG was satisfied that their concerns had been addressed.
1.15	Date report produced	October 2016	
1.16	Name and position of person(s) who compiled this report	[REDACTED], Scotland Malawi Partnership with [REDACTED], Malawi Scotland Partnership	
1.17	Main contact details for project, if changed		



Signed by: [REDACTED] Date 28th October 2016

Designation on the Project: Project Manager

2. Progress and Results		
This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework. See Guidelines (Annex 1) for details.		
2.	Changes to Project Status	
1	Has the focus or delivery of your project changed significantly over the last six months? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.	
	No.	
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	Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)
		Reason for Change

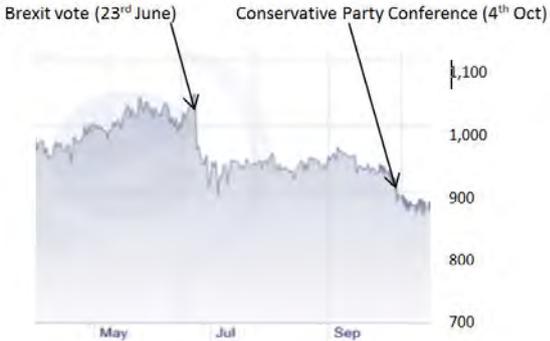
2. 3	Baseline Data (for first 6 month report only) Please confirm that your baseline is now complete (this is a requirement of the IDF). Please attach the full baseline report. If baseline data is not available please provide an explanation.		
2. 4	Project Progress and Results In the table below, please provide a summary of the key areas of progress and results achieved over the last 6 months, <u>for each project output and outcome</u> . Describe in brief any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results.		
	Output/ Outcome Output 1: Raising awareness of, and promoting, Malawi's many links with Scotland, within Malawi	Summary of Progress and Results MaSP website: - MaSP's website functioning well, with regular updates and strong user interface. - 2,229 engagements with the MaSP website between April and September 2016. Social Media: - 348 Twitter followers <i>[(74% increase in last 12 months (200); 152% increase since baseline (138))]</i> ; - 1,335 Facebook Likes <i>[32% increase in last 12 months (1,016); 74% increase since baseline (767)]</i> - SMP Media and Coms Officer, ██████████, travelled to Malawi to train MaSP staff and regional committee members in social media use. Since then, there has been a radical transformation in the way MaSP uses social media. Even a cursory glance at MaSP's Twitter and Facebook pages shows this difference: with MaSP now having amongst the most engaging social media profiles in Malawi, showing MaSP as a dynamic, transparent and outward-looking organisation. Representation: - MaSP continues to build its presence and profile within Malawi, representing Malawi's links with Scotland in various forums and working closely with CONGOMA, the NGO Board, NICE and other key national agencies. Media engagement: - Strong continued engagement with the key media houses in Malawi. - The Times Group, The Nations Publications and the state owned Malawi Broadcasting Corporation (MBC) all covered the Sir Andrew Cubie governance event for MaSP. - The Daily Times and The Nation helped cover the AGM on the 18 th June. - Responded to Zodiak Radio on the UK Visa application story. - MBC TV and Radio; Zodiac Broadcasting Station; Times (both print and TV) as well as Nations Publications all covered the Climate Justice Symposium on the 12 th August, with MaSP giving interviews to raise awareness of Malawi-Scotland links. Video case studies: The 2016 "Road Trip" allowed MaSP to get across Malawi, engaging with Malawian members on the ground and promoting the impact projects were having. The SMP donated cameras and ██████████	

	<p>travelled to Malawi to support the campaign and train MaSP staff and regional volunteers in photography, videography and editing. Eight Malawi-Scotland projects were visited and filmed, with the films being released individually, one every other week over the coming months. Three of the 100% Malawi-made films have been published so far.</p> <p><u>Central Region:</u></p> <ul style="list-style-type: none"> - Nkhoma Mission Hospital - Community Energy Malawi <p><u>Southern Region</u></p> <ul style="list-style-type: none"> - Classrooms Malawi- - AYISE - Responsible Safari Company <p><u>Northern Region</u></p> <ul style="list-style-type: none"> - First Aid Africa- - Grow Movement Malawi - Ekwendeni-North Berwick High
<p>Output 2: Coordinating Malawi's civic links with Scotland to increase impact and reduce duplication</p>	<p>MaSP AGM:</p> <ul style="list-style-type: none"> - MaSP's 2016 AGM took place on Saturday 18th June at Umodzi Park in Lilongwe, with 66 organisations and key individuals attending. - 93% of members that completed the feedback survey at the end of the event rated the AGM as “excellent” or “good”, 98% said MaSP was currently meeting their expectations. - MaSP’s accounts were presented by the independent auditors (KPMG), the office presented its operational updates, members fed into the needs and impact survey, and three new Board members were elected. <p>Regional events:</p> <ul style="list-style-type: none"> - The 2016 Road Trip allowed MaSP to meet requests from members to get out and engage projects on the ground, across the regions. Eight projects in total were visited, across all three regions. - All three regions had a three-day training course during this period, on Project Cycle Management. - 44 members attended the School Partnerships Northern Region mini-conference on the 22nd June in Mzuzu. - For the first time, one round of Strand Meetings (12-16 September) took place outside Lilongwe, this time in Blantyre, at the request of Symposium attendees. - MaSP hosted a regional interactive meeting for the central region cluster committee on 22 July, with 15 organisations attended. - MaSP and Christian Aid co-hosted a Scottish Government supported Climate Justice Fund Dissemination Symposium at the Mount Soche Hotel in Blantyre on 12th August, 2016. The symposium pooled together partners working in the Renewable Energy and Climate Justice Strand and other stakeholders including the Government of Malawi. - MaSP supported the solar lights research findings dissemination workshop organised by Mzuzu University and Glasgow Caledonian University on the 18th August in - In the 2016 Member Needs and Impact Survey 88% of MaSP members surveyed said the MaSP events/meetings/training they had attended this year were “Excellent” or “Good”. <p>Online membership directory:</p> <p>Through this period the online directory has been kept updated. A number of improvements have been made to the database but there</p>

		<p>is still further developments which are required to make it easier to find information about individual members.</p> <p>Teleconference meetings with SMP. Through this period there were regular teleconferences between the SMP and MaSP, and regular Malawian input by Skype facilitated by MaSP into SMP member forums.</p> <p>MaSP bulletin: In this six-month period a total of nine MaSP bulletins were sent out to members. The SMP continues to support MaSP in building capacity and technical experience for the preparation and sending of the members' bulletin.</p>
	<p>Output 3: Supporting the effective implementation and development of Malawi's links with Scotland.</p>	<p>Enquiries: MaSP continues to respond effectively to daily enquiries from the public, members, partners and government for information on and support for Malawi's links with Scotland.</p> <p>Communication and Resource Centres</p> <ul style="list-style-type: none"> - The CRCs continue to be well-used by MaSP members, supporting their links with Scotland by offering basic office facilities free of charge, including internet access and Skype. - A total of 770 visits were recorded between April and September 2016 (425 in Blantyre and 354 in Mzuzu). - In the 2016 Member Needs and Impact Survey 82% of MaSP members surveyed who had visited a CRC in 2016 said they were "Excellent" or "Good" <p>Partnership Principles: MaSP continues to promote the Malawi-Scotland Partnership Principles at events and forums, encouraging members to think about how their work compliments these principles.</p> <p>Fund-raising: MaSP has supported members to apply to the DFID Tilitonse Fund and the Scottish Government's Small Grants Programme in this period.</p> <p>Support for visiting Scots: MaSP has been supporting visiting Scots, including from Government. One example was the support MasP gave the visiting Open University PhD student [REDACTED] in April 2016 (see Appendix two, pp14-15).</p> <p>Support for Malawians visiting Scotland: MaSP has supported Malawians invited to Scotland, offering information and practical support in applying for a UK visa.</p> <p>Livingstone scholarships: With MaSP's support, almost all of the Livingstone Scholarships are now complete.</p>

<p>Output 4: Integrating Malawi's civic links with Scotland, with the Government of Malawi's priorities, policies and operations</p>	<p>Strand Meetings: Eight Strand Meetings took place April – September 2016 - 11th – 15th April, 49 organisations attended Strand Meetings in Lilongwe: - 11 at the Education meeting; - 10 at the Sustainable Economic Development meeting; - 13 at the Health meeting; and - 15 at the Renewable Energy meeting. - 12th – 16th September, 57 organisations attended Strand Meetings in Blantyre: - 15 at the Education meeting; - 12 at the Sustainable Economic Development meeting; - 17 at the Health meeting; and - 13 at the Renewable Energy meeting.</p>
<p>Output 5: Building capacity of the Malawi's civic links with Scotland</p>	<p>Member training courses: - Through August 2016 MaSP delivered three three-day Project Cycle Management training courses, in Blantyre, Lilongwe and Mzuzu, supporting members to design, implement and monitor successful inclusive projects. - A total of 103 organisations and individuals received this training, with: - 32 completing the Southern Region course – ██████████ - 28 completing the Central Region course – ██████████ - 43 completing the Northern Region course – ██████████ MaSP had a 99% attendee satisfaction rate with these courses: - 59% of participants rating the course “excellent” - 34% of participants rating the course “good” - 6% of participants rating the course “average” - Only 1% of participants indicating they were not satisfied. See Appendix two, page 14 for an unprompted testimonial from a course participant Member Peer Learning: - Peer learning between members was supported at the eight Strand Meetings hosted in this period and the various other regional engagements. - There was also good sharing between members and with government at the ██████████ governance think tank event, attended by 112 organisations and key individuals.</p>
<p>Output 6: Developing MaSP's capacity, effectiveness and impact as a network</p>	<p>Membership Growth: As at 30th September 2016, MaSP had a total membership of 347 (composed of 302 civil society organisations and 45 key individuals). Monitoring, Evaluation and Learning: - MaSP completed its annual Member Needs and Impact survey at its AGM. Headlines included: • 98% said MaSP was currently meeting their expectations • 71% said MaSP was “very useful” • 79% said MaSP was having “very significant” or “significant” impact strengthening sustainability, effectiveness</p>

		<p>and impact</p> <ul style="list-style-type: none"> • 91% said MaSP was having “very significant” or “significant” impact promoting links with Scotland • 75% said MaSP was having “very significant” or “significant” impact coordinating links • 73% said MaSP was having “very significant” or “significant” impact supporting links • 65% said MaSP was having “very significant” or “significant” impact integrating links with government • 55% said MaSP was having “very significant” or “significant” impact building capacity of members • 100% said MaSP had strengthened in the last year (60% said “significantly”; 36% said “moderately”; 4% said “marginally”) • 89% said they felt empowered by and in control of your link with Scotland thanks to MaSP (60% said “significantly”; 23% said “moderately”; 6% said “marginally”) • 94% said they felt their view were respected by Scotland thanks to MaSP (64% said “significantly”; 12% said “moderately”; 18% said “marginally”) <p><i>Full results of the Member Needs and Impact Survey can be found in Appendix Three, pp16-26).</i></p> <p>- MaSP sought testimonial case studies on the impact of MaSP from Government of Malawi Strand Leaders, members and key Partners, see results in Appendix two, pp 12-15)</p> <p>Organisational Development:</p> <p>- During this period MaSP consulted members, partners, Directors and staff in the development of its 2017-20 Strategic Plan.</p>
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2. 5	Risk Management If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?			
	Issue/ Risk	On risk register?	Action Taken	Outcome
Decrease in value of the pound	Yes/No (we forecast continued volatility in the Kwacha exchange rate but not the fact that this would be caused by a drop in the value of the pound).	<p>The GB Pound lost 13% of its value against the Kwacha in the days following the Brexit referendum vote (22 June – 1 July). A further 6.5% was lost when a hard Brexit looked likely in the days following the Conservative Party Conference (4-11 Oct). [Source: XE.com]</p>  <p>This drop in the value of the kwacha to the pound has meant we will have to reduce the exchange rate we are using for budgeting purposes in the last six months of this current grant.</p>	We have less Kwacha available and may have to adjust some areas of expenditure accordingly. At present we do not think this will seriously affect any of the major areas of delivery but budgets will be tighter.	
Increase in inflation	Yes	<p>Inflation rose through this period from 20.9% in April, to 23.5% in July, with an average of 22% for this six-month period. [Source: Trade Economics]</p>  <p>We have had to adjust the modes of delivery of some items to meet these new conditions, looking for lower cost ways of delivering the same results.</p>	We continue to assess and may need to adjust some deliverables if inflation continues to rise but so far we have found ways of working within tighter budgets.	
Increase in cost of the training courses	Yes	The training courses have proven extremely popular and have been adjusted to allow three times more people take part than originally envisaged. This has increased the costs of the courses. As highlighted in earlier reports the costs for course delivery has increased through this period.	The member training budget-line has been overspent but this has been recovered within the overall cost of the grant.	



3. Financial Report

The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to confirm actual spend to date for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year.

3.1 Project Underspend

Please note whether the project anticipates a significant underspend, and whether the project intends to request that some funds are carried forward with the agreement of the Scottish Government. Please provide justification for this underspend below. Please note that any carry-over of funds to the next financial year should be agreed with the Scottish Government by January 31st of the current financial year.

We are not anticipating any major underspend on the project.

As flagged in the Budget Summary submitted (also here as Appendix One, page 10), MaSP had £47,615 of expenditure April-Sept 2016 which is more than 50% of the total 2016-17 expenditure budgeted. This is the result of:

- i) Phasing. Increased activities planned for Q1+2 (as outlined in this report) than Q3+4.
- ii) Increased cost of member training.
- iii) Underspend from 2015-16.
- iv) Increased SMP contribution.

Appendix One: Summary of finances April – Sept 2016

**Assuming equal phasing between Q1/2 and Q3/4.*

	Programmed Budget*	Actual Expenditure	Narrative
Staff Costs			
Total for Scottish Staff	£ -	£ -	
Total for National Staff	£ 21,316	£ 19,467	Seeming underspend due to phasing of budget. As is common in Malawi, increased staff costs in Q4 as staff are supported at Christmas
Total for Other Staff		£ -	
Sub-Total Staff Costs	£ 21,316	£ 19,467	
Running costs in Country			
Office Costs + Overheads	£ 2,978	£ 2,855	Tracking well
Other	£ 1,010	£ 2,245	Overspend on this budget-line due to new Government of Malawi Fringe Benefit Tax which is a challenge for many NGOs in Malawi. We are confident that we can manage this through this grant, creating savings elsewhere, and will need to include in future budgetting.
Sub-Total Running costs in Country	£ 3,987	£ 5,100	
Travel - International			
International Airfares		£ -	
International staff other travel costs		£ -	
Sub-total international travel		£ -	
Travel - National			
in-country airfares		£ -	
In country travel (all other)	£ 2,434	£ 1,738	Some savings by reducing travel and SMP support for, e.g., vehicle maintenance and Road Trip petrol
Sub total National travel	£ 2,434	£ 1,738	
Subsistence**			

International staff		£	-	
National staff		£	-	
Sub-total subsistence		£	-	
Direct Project Costs for Implementation				
Promoting	£ 871	£	-	Phasing. Expenditure budgetted for Q3+4
Coordinating	£ 1,667	£	2,526	Phasing. Increased expenditure planned for Q1+2 than 3+4
Supporting	£ 5,028	£	6,847	Phasing. Increased expenditure planned for Q1+2 than 3+4
Integrating with Government	£ 1,334	£	998	Cost savings made
Building Capacity	£ 542	£	7,169	Increased expenditure due to increased cost of member training provision, as flagged in reports. Significant increase in bookings from membership; very strong feedback from participants; and decision that training best delivered by those with specific expertise
ME&L	£ 1,500	£	3,726	Phasing. Increased expenditure planned for Q1+2 than 3+4
Dissemination Costs		£	-	
Sub-total Implementation	£ 10,941	£	21,266	
Capital Costs	£ 29	£	44	
Sub-total Capital		£	-	
TOTAL	£ 38,707	£	47,615	

Scottish Government Contribution	£ 35,000
SMP Contribution	£ 3,707

Appendix Two: MaSP Impact Statements: June 2016

STRAND LEADERS:

██████████ for Sustainable Economic Development

“Malawi Scotland Partnership (MaSP) is a coordinating unit of the implementing agencies receiving funding from the Government of Scotland. **MaSP secretariat plays a fundamental role in strengthening the Malawi Scotland relationship.** Some of the important roles the MaSP Secretariat has successfully achieved are the following: holding of the Strand Meetings, THE Symposium and Annual General Meetings.

“Strand Meetings are held periodically with the aim of engaging the Government of Malawi and implementers. During the meetings the implementers present the progress reports. The forum also provides opportunities for the implementers to share experiences and learn best practices. The meetings also provide an opportunity for the implementers to highlight challenges they are facing in the course of their implementation. If the challenges require the regulatory or policy framework to be addressed, necessary steps are undertaken to ensure that favorable environment is created for their participation. During the meetings, MaSP Secretariat also keeps abreast members with any other new information and developments concerning the Malawi Scotland Partnership. The Strand Meetings have been successfully conducted under the auspices of the MaSP secretariat.

“MaSP Secretariat also plays a critical role in publishing the Malawi-Scotland Partnership. Many people in Malawi are now aware of the partnership. They have regional offices across the country and it encourages people to register as a member of the Malawi Scotland Partnership. This is evidenced in the increase in number of membership.

“MaSP Secretariat also organizes Annual Events such as General Meetings to bring together the entire stakeholder. The aim of the General Meetings is to present to the members the progress that has been made and also to present the financial statements. This is in spirit of the mutual accountability and transparency.

“MaSP Secretariat is playing a critical role in strengthening the Malawi Scotland Partnership. However, as a recommendation, MaSP Secretariat should continue with its advocacy role to all the districts so that many Malawians benefit from the Partnership. This can be done by opening resource centers across the country. As the same time, their website should be updated so that there is exchange of knowledge and information with our Scottish friend who are in Scotland but would like to have more information about Malawi.

██████████ Civic Society and Governance:

“There is no doubt that the establishment of the MaSP Secretariat in Malawi has had a positive effect on the facilitation and strengthening of Civil Society Organisation (CSO) links between Malawi and Scotland.

“Here below are some of the major achievements:

1. MaSP has **provided a forum for interaction** amongst its members that are implementing projects funded by the Scottish Government. “For us MaSP represents Scottish Government and we feel we are close to Scottish Government when we interact with MaSP on various issues which are again reported by MaSP through various means. This keeps the cooperation agreement between the 2 countries alive at all times and speeds up any action-taking on development challenges”. This is an example of the response from a CSO representative when the Scottish Government made various donations through CSOs during the 2015 national flood disaster;

2. MaSP has **provided room for assessing progress of projects, cross learning and sharing of best practices** through the quarterly strand meetings and the annual symposiums ;
3. The regular news bulletin by MaSP has **improved visibility of Scottish funded projects** as well as enlightened members of upcoming events and activities;
4. The establishment of Regional Resource Centers under MaSP has **strengthened coordination** between CSOs working in Malawi and Scotland and catered for Information, Communication and Technology (ICT) needs for CSOs working in Malawi;
5. MaSP has **created an opportunity for the Government of Malawi to backstop, review progress of projects and make necessary recommendations** in keeping with national development policies and strategies;
6. MaSP has **provided a platform for the identification of advocacy issues** emanating from project implementation and for providing the same to Government for action-taking. Such is not the case with some development projects where the link between Government and CSOs implementing the projects is missing;
7. Direct project implementation by MaSP through capacity building in Project Cycle Management has **provided members with knowledge and skills on project management**. This has resulted into formulation of quality projects that are in line with Government of Malawi's development policies and strategies."

Renewable Energy

"The Government of Malawi's Department of Energy Affairs and the Malawi Scotland Partnership are continuing to uphold the 150-year-old tradition of friendship and cooperation between Malawi and Scotland.

*"MaSP has recognised that sustainability and renewable energy are critical to Malawi's future development and prosperity and as such has formed a working group to discuss these issues. Not only does this group **highlight the high levels of collaboration** between the Scottish Government, the Government of Malawi and key groups across civic society in both countries, it also **allows those working on projects in Malawi to come together regularly and share experiences and thoughts on how to implement more successful and effective programmes.***

*"This year, in collaboration with the Scottish Government, we are starting to develop a Renewable Energy Strategy for Malawi. We hope that MaSP will play an important role in this project, **bringing together experts** in the field to discuss and debate how this strategy can work best for the people of Malawi."*

NGOs

Concern Universal

Scottish Partner: University of Strathclyde

Name of Project: Sustainable Off Grid Electrification for Rural Villages (SOGERV)

"The partnership is playing a very important role in Malawi, it enhances networking of organisations and individuals that have got links in Malawi.

"Through the partnership Concern Universal has managed to learn from Water for People, new technology of drilling boreholes with fresh water in Chikwawa which has salty aquifers. This was shared during the Renewable Energy strand which took place at Kamuzu College of Nursing in Lilongwe and organisations presented on the projects that are implemented with SG funds. The strand will help CU learn more from other organisations in order to sustain its energy unit which has just been established.

"The same strand meeting also gave Concern Universal an opportunity to meet with [REDACTED], who is SG's secondment to Malawi government to help in developing Malawi Energy strategy.

Members discussed the current energy policy and how Joss can help in lobbying government to consider some of the challenges implementing organisations meet. One notable issue was decentralization of the department of Energy, in order to have energy officers at district level. These officers are very crucial in coming up of Village development plans, which eventually reflect in the District Development Plans.”

VSO Malawi

“I joined VSO in April 2015 as Project Manager for Unlocking Talent project which is taking place in Kasungu district and being funded by Scottish Government.

“In the course of my work, I have attended two Malawi and Scotland Partnership Education strand meetings, two Annual General meetings, and one MaSP Symposium.

“**MaSP has enhanced collaboration and provided a learning forum for members** for example I have interacted with people from various organizations implementing projects funded by Scotland and I have learnt a lot from the activity presentations that have been made.

“The **networking has also been very useful** because it has provided a forum for implementing organizations to report to government the progress and challenges of the projects.

“The **Strand meetings have enabled me to improve on my reporting skills** through observing and learning how colleagues were presenting the progress of their projects.

“**MaSP also helped me to meet and interact with Scottish Government officials** before the annual Symposium in February 2016 when they visited one of the Unlocking Talent implementing schools in Lilongwe. “

Nkhoma Hospital:

[This is an email Nkhoma Hospital sent to their partners in Scotland after attending the MaSP Project Cycle Management Training]:

“Dear All,

██████ and I went to a 3-day training done by Malawi Scotland Partnership on Project cycle management, 10 – 12 August. The course was relevant as it highlighted other important aspects of project management such as logical frame work which helped me to understand it much better. The other area which I learned was about inclusive programming which made me to reflect on women from ██████. Thank you ██████ for alerting us to reach to them.

Thanks to MaSP for the opportunity of the relevant training

See attached photos.

Best regards,

██████”

SCOTTISH VISITORS:

Example of feedback from visitor to Malawi supported by MaSP

“**Subject: Thank you!**

Dear ██████████,

I hope you are all well. I am sorry it has taken me a few days to catch up with life, work, etc back home before I could write to you.

I just wanted to say thank you so very much for being so great in supporting me during my visit to Malawi. It was a pleasure meeting you and working with you while I was conducting my research.

It is true to say that without you, life and work would have many times more difficult for me and I probably would not have achieved as much as I did without your help and support. So much of that I owe to Happy for being awesome!!

In addition to professional support, it was great to have a base and 'colleagues', to have fun with and receive social support from. I really used to enjoy walking over to the office and being able to chat freely and bounce off ideas at same time.

I feel privileged to have had the opportunity to attend the strand meetings in April & observe first hand the amazing work that you guys are doing. In all the work I have done in South East Asia, West Africa and South America, I have never come across such a truly collaborative forum for a cooperative approach to strategic development programs as was organised by MSP.

As ██████ said one day: MSP is small, but it's BIG!!

I wish you every success in your personal and professional lives. I guess the Big Day is approaching for ██████ and I am looking forward to seeing the wedding photos! If I were in Lilongwe, I would toast them with a couple of Carlesberg Specials, but I'll do my best to find alternatives here in Exeter!

And thank you ██████ for sending the presentation from the Ministry of Hope.

Hope we stay in touch and, who knows, where and when we could meet again!

Warmest wishes,

██████

██████████

*PhD Research Candidate
The Open University"*

Appendix Three: 2016 MaSP Member Needs and Impact Survey:

June 2016 Summary of results

43 members completed the survey at the June 2016 MaSP AGM

37 of whom gave their name and details and 6 completed the survey anonymously

When asked “How do you rate today’s AGM?”:

- 42% said “excellent”
- 51% said “good”
- 7% said “average”
- 0 said “poor”
- 0 said “very poor”

When asked “What IMPACT do you think today’s meeting has had for you?”, members responded:

- *"Exposed me to many areas during the voting"*
- *"Getting to know knew members"*
- *"I have been enlightened on MaSP key initiatives"*
- *"I have knowledge of how MaSP works and plans ahead"*
- *"I have learned more about MaSP and its activities"*
- *"I have learnt how to organise AGMs"*
- *"I have more knowledge on how this MaSP operates"*
- *"I know the progress of MaSP"*
- *"Interaction with friends and organisations' updates"*
- *"Interaction with other members"*
- *"It had an update of what is happening in MaSP"*
- *"It has confirmed accountability and transparency including networking principles which MaSP strive to"*
- *"It has strengthened the mutual accountability in the implementation of MaSP activities"*
- *"It provided an indepth understanding of issues"*
- *"It was an eye opener on what is happening in MaSP as well as future plans"*
- *"MaSPs transparency is good"*
- *"More aware of improvements made during the past year"*
- *"More understanding how MaSP functions its programs and what is intends to achieve in support of the overall agreements between Malawi and Scotland"*
- *"Networking"*
- *"Networking"*
- *"Networking opportunities. The need to have clear voting procedures"*
- *"Open up"*
- *"Opportunity for consolidating interaction with other MaSP members"*
- *"The impact has been excellent"*
- *"The knowledge of stalk taking of the previous activities"*
- *"The meeting showed us MaSP future plans"*
- *"To attend strand meetings especially in health"*
- *"To have new contacts to be exposed and to learn"*
- *"Todays meeting has helped me understand as a broader perspective how MaSP"*

operates"

- "Very high impact"
- "Very impactful"
- "Was good to interact with the members and also have a view of AGM for SMP"
- "We have benefited alot with information and more updates"
- "With new board members, we hope to improve service delivery"
- "Understanding direction of MaSP"

When asked "Why did you decide to join MaSP?", members responded?

- "Because of the project we have with them which is changing our mother's lives"
- "Share information through linkages. To learn more on Scotland support"
- "I am employed by Grow Movement which has support from Scotland"
- "I joined for the sake of interaction and be involved in the sharing of the information concerning various projects that are developed and implemented by MaSP"
- "To share information as information is power that provides a learning process in an individual"
- "I am a member"
- "To broaden and widen my knowledge in charity work and maybe have the chance of some donations"
- "Because of links with UK Cooperative College so that the linkage is enhanced"
- "Lived in Scotland for 12 years then wanted to be part of community development or international "
- "To be part of a vibrant and successful network which aims to change peoples lives at grassroot level"
- "It is a coordinating unit for member organisations"
- "a platform of networks"
- "To coordinate with other organisations that receive funding from Scottish Government"
- "To link with friends in Malawi and Scotland"
- "Link with other partners"
- "As an organisation benefiting from Scotland to tap experience, ideas from other organisations with Scotland"
- "I am managing a project funded by Scottish Government"
- "Contribute to the development of Malawi"
- "To support our potential links with Scottisg donor organisations"
- "Because we want to find links from Scotland"
- "Because am in a Scottish Government funded project"
- "Through the project of IMMPAKQT between Stranclyde university and College of medicine"
- "Tearfund has greater links with Scotland as Malawi. This partnership has had alot of initiatives which has improved poor people's lives"
- "Looking for opportunities and collaboration"

- *"Establish my links and networks with Scotland and know other people that have links with Scotland"*
- *"To participate in the development agenda enshrined in MaSP vision and goals of Malawi Scotland agreement"*
- *"To learn and share information, network and access funding from Scottish Government"*
- *"Our organisation was invited and the agenda was so touching"*
- *"Increase and promote link partnership"*
- *"To increase and promote link partnership"*
- *"To learn and share information, network and access funding from Scottish Government"*
- *"To network with other Scottish government"*
- *"It was necessary to learn from others/other organisations playing their trade in various sectors"*
- *"To get networking with fellow"*
- *"Since we have supporting partners from Scotland we thought it wise to also link up with MaSP"*
- *"By virtue of my role in government have to see to it that the partnership that was established are working according to the plan"*
- *"The organisation I am working for is linked with Scotland Government on one of the projects we are conducting. I need to be updated with this MaSP"*
- *"To strengthen Malawi Scotland Partnership"*
- *"Keep my links with Scotland alive"*

When asked "is MaSP currently meeting this expectation?":

- 1 member said "Yes" and "No". When asked to expand on this they said *"Hiding information"*
- **98% of members said "Yes"**. They said:

- *"It gives updates and share ideas and way forward"*
- *"We have managed to have greater appreciation on the way of cooperation between Malawi and Scotland."*
- *"It has made us implement and carry out all what was suppose to be done"*
- *"This shows that there is transparency and accountability"*
- *"MaSP does not do things on its own without consulting its members"*
- *"I still feel there is need for more sharing from projects"*
- *"Yes because there is oneness and it will help us to work together and share the little which is there amongst ourselves"*
- *"For our organisation to reach out to cooperatives and to build capacities we need the linkages"*
- *"By encouraging the intergration linking partners"*

- *"MaSP is a network of organisations and individuals in various fields and working at improving the lives of poor Malawians"*
- *"It is able to organise strand meetings quarterly, annual general meeting and national symposium"*
- *"It is fulfilling by connecting us to other partners in Scotland"*
- *"Am able to link with friends within Malawi through MaSP"*
- *"Deliberations as required/expected"*
- *"Learning from colleagues from other organisations how they conduct their business interms of project implementation; also the face to face meeting with strand lead from Government to share progress of project activities"*
- *"MaSP has given the research institute an opportunity to be submitting its winning proposals for funding"*
- *"From today we will have some links which will be working hand in hand with what we are doing"*
- *"MaSP is ensuring active coordination of those with links to Scotland. Advocacy on issues that matter promoting Scotland and Malawi relationship"*
- *"It provided an opportunity to meet different players from other sectors"*
- *"When I was applying for my study visa to UK. SMP came in and helped to facilitate"*
- *"Providing opportunity for strands to meet and share experience, Opportunity to partner with Scotland institution and exchange ideas for professional development"*
- *"Has been able to sustain and increase membership"*
- *"We have known that there is an organisation which we can intervene in our partnership"*
- *"It give a chance of making new links"*
- *"Involvement"*
- *"Through the strand meetings"*
- *"It brings together people with a similar backgrounds interms of support"*
- *"They are regulary conducted and it is quite important for the strenghening of the partnership"*
- *"The presentations today were actually highlighting the operations of MaSP, the achievements made and the challenges that are being faced"*
- *"Alters the platform for the link to flauvorish"*

When asked "How would you rate your membership of MaSP?":

71% said "Very useful"

27% said "Quite useful"

2% said "not very useful"

0% said "not useful at all"

0% said "Cannot comment"

When asked "What is the most useful service MaSP offers you?", members said:

- *"Networking with other members"*
- *"Information access to inform about services and activities"*
- *"Networking among members"*
- *"Information Resource"*
- *"Information"*
- *"Linkages"*

- *"Linking me up with some other useful organisations"*
- *"Guidance and advocacy"*
- *"Linking partners knowing what is happening"*
- *"Networking facilities and internet"*
- *"CRC"*
- *"Linking our organisation with other development partners"*
- *"Strand meetings"*
- *"Provision of links"*
- *"Linkages"*
- *"Capacity building training"*
- *"Pooling of organisations in very strands to further and share experiences in the strand"*
- *"Required guidelines and information for use as we implement our project activities"*
- *"Capacity building training"*
- *"The most useful service MaSP offers is support on links"*
- *"Through MaSP our organisation had a chance of receiving computers for our organisation"*
- *"Links and networking with other members"*
- *"Advocacy- Learning. Our meetings provide opportunity to learn what others are doing including engaging government"*
- *"Networking"*
- *"Share information about Scotland and grant arrangements with Scottish Government"*
- *"Networking and learning of development activities funded by Scottish Government"*
- *"Training, knowledge sharing and networking opportunities"*
- *"Provision of Bulletin"*
- *"Frequent updates"*
- *"Frequent updates"*
- *"Communicate with other"*
- *"Networking and library"*
- *"Updates on current development"*
- *"Very useful"*
- *"Compliment good efforts"*
- *"At the moment not so much"*
- *"information about Scotland"*
- *"Information"*

When asked "How would you describe the impact MaSP has?", members said:

- *"It allows sharing of progress and challenges and how to deal with some challenges"*
- *"Great impact- We have made contacts with new partners. We have learnt a lot through newsletters"*
- *"It has been successful"*
- *"The impact is on the results"*
- *"It would have more impact if there was sharing and learning"*
- *"It helps to join the organisations to work together for one common goal- serving the needy"*
- *"Very useful"*
- *"It is very useful"*
- *"MaSP is contributing greatly to learning among member organisations and"*

collaboration to avoid duplication"

- *"Useful"*
- *"Very positive"*
- *"It helps in development of some parts in Malawi"*
- *"Manage to get funds somewhere"*
- *"Helping organisations share experiences/ideas/management of resources"*
- *"Provision of a learning circle for participating partners"*
- *"Good impact"*
- *"MaSP has a huge impact because it has supported links for quite a number of NGOs"*
- *"Very successful and motivating"*
- *"Brought organisations together to share experience. Platform for advocacy. Livarage of skills and resources"*
- *"It has helped to bring different practioneers together and share best practices"*
- *"Profiling Scotland in Malawi and Profiling Malawi in Scotland through SMP"*
- *"Coordinating various players towards one common goal and creating of learning/resource centers"*
- *"It has been impactful in so many years. It has provided me with an opportunity to market my organisation"*
- *"Very strong impact on MaSP members"*
- *"Very good"*
- *"Very good"*
- *"Global interaction"*
- *"Not very promising but its progress hoping to be perfect in the next round of the strategy"*
- *"Has much important to the rural communities"*
- *"The coordination of the activities is important to avoid duplication"*
- *"Great especially making Malawi Known"*
- *"Overall good"*

When asked "What impact overall has MaSP had for your organisation/your link with Scotland in terms of your sustainability, effectiveness and impact?", members said:

58% said "Very significant"

21% said "Significant"

19% said "Moderate"

0% said "Marginal"

2% said "None"

When asked "What impact has MaSP had with the promotion of Malawi's links with Scotland?", members said:

48% said "Very significant"

43% said "Significant"

7% said "Moderate"

0% said "Marginal"

2% said "None"

When asked "What impact has MaSP had helping to coordinate your links with Scotland?", members said:

35% said "Very significant"
40% said "Significant"
13% said "Moderate"
10% said "Marginal"
2% said "None"

When asked "What impact has MaSP support had with your organisation/your link with Scotland?", members said:

43% said "Very significant"
30% said "Significant"
13% said "Moderate"
5% said "Marginal"
9% said "None"

When asked "What impact has MaSP had in helping you integrate your work with Government of Malawi?", members said:

39% said "Very significant"
26% said "Significant"
19% said "Moderate"
8% said "Marginal"
8% said "None"

When asked "What impact has MaSP had in helping build capacity of your organisation/link with Scotland?", members said:

42% said "Very significant"
13% said "Significant"
24% said "Moderate"
8% said "Marginal"
13% said "No"

When asked "Do you think MaSP has developed as an organisation since last year?", members said:

60% said "Yes significantly"
36% said "Yes moderately"
4% said "Yes marginally"
0% said "No it has stayed the same"
0% said "No it has deteriorated"
0% said "Cannot comment"

When asked "What do you think MaSP could do to develop next year?", members said:

- *"Capacity building of its members visiting different projects and see what they are doing"*
- *"Strategise on the trainings and field work"*
- *"Improve capacity building"*

- *“Continue with what they are doing”*
- *“Proactivity in seeking more funding & doing more”*
- *“Conducting more meetings”*
- *“To facilitate the members' trainings in the coming financial years”*
- *“Having more interface meetings with members”*
- *“MaSP need to engage in some networking work for member organisations at field level to appreciate the progress of work and impact at the grassroots”*
- *“Develop innovative strategy”*
- *“Learn from other networks”*
- *“Bring on board new from members”*
- *“Take into consideration recommendations made by members e.g. Strand meetings on rotations basis (i.e. Venue)”*
- *“More meetings should be organised and involve more malawi citizen”*
- *“MaSp has to capitalise on resource mobilisation by developing a sustainable funding strategy”*
- *“To improve gender equality and setting board members”*
- *“Slot in entertainment portion”*
- *“Ensure central region cluster is working. Ensure government is committed to support”*
- *“Focus in building capacity of its members on strong development”*
- *“Identify other financiers/financial aid resources to make it more sustainable”*
- *“It should increase its visibility. It should broaden its sources of funding. It should help its members to access funding. It should strengthen its monitoring of education”*
- *“Implement trainings as scheduled”*
- *“Improve communication and logistics”*
- *“Improve communication and logistics”*
- *“Open up more training”*
- *“Communication- Improve in awareness”*
- *“Strengthen visits to its partners”*
- *“Strengthen the communication strategy if they have any”*
- *“In their update they should be including activities that are taking place in Malawi”*
- *“Increase visibility and membership participation”*

When asked “Do you have an existing link with Scotland?”, members said:

73% said “Yes”

27% said “No”

When asked “Do you feel empowered by and in control of your link with Scotland?”, members said:

60% said “Yes significantly”

23% said “Yes moderately”

6% said “Yes marginally”

6% said “No”

5% said “Cannot comment”

When asked “Do you feel your views are respected in your links with Scotland?”, members said:

64% said “Yes significantly”
12% said “Yes moderately”
18% said “Yes marginally”
0% said “No”
6% said “Cannot comment”

When asked “Have you attended a MaSP event/meeting/training in the last year?”, members said:

61% said “Yes”
39% said “No”

When asked “Which one?”, members said:

- *“2016 symposium and strand meetings”*
- *“MaSP symposium and Luncheon”*
- *“Cluster meeting”*
- *“AGM”*
- *“Cluster meetings and symposium”*
- *“Strand Meetings and national symposium”*
- *“Strand Meetings and national symposium”*
- *“Strand meeting (education)”*
- *“Annuu symposium and education strand meeting”*
- *“2016 symposium and strand meetings”*
- *“Strand meetings and AGM”*
- *“Symposium”*
- *“Symposium, Board Meeting and AGM”*
- *“Network lunch”*

When asked “How do you rate your experience?”, members said:

25% said “Excellent”
63% said “Good”
9% said “Average”
3% said “Poor”
0% said “Very poor”

When asked “What could make future similar engagements more useful for you?”, members said:

- *“Giving more time for sharing ideas”*
- *“Visiting and learning experiences to other organisations”*
- *“Alternating the meetings to be in all the regions”*
- *“Proper communication”*
- *“Nothing new”*
- *“More time and preparing”*
- *“At national symposium there is need to showcase/display our work at least few chosen organisations”*

- *"Poor attendance from strand members mostly due to venue of meeting"*
- *"Show case our project posters and products"*
- *"Presentations by one selected member"*
- *"Invite more private organisations for more networking"*
- *"More displays of member activities"*
- *"Make the meetings a forum for strand partners to show case their activities and impact they are making"*
- *"Improvement during time management during these events"*
- *"Altanating the meetings to be in all the regions"*
- *"Include organisations on presentations"*
- *"Change venue"*
- *"MaSP should be monitoring on the projects conducted in Malawi and also assist in the challenges that organisations are facing"*

When asked "Have you used MaSP Communication and Resource Centre in the last year?", member said:

24% said "Yes"
76% said "No"

When asked "How would you rate your experience?", members said:

47% said "Excellent"
35% said "Good"
18% said "Average"
0% said "Poor"
0% said "Very poor"

When asked "What could make future similar engagements more useful for you?", members said:

- *"Use of computers and skype"*
- *"Gaining more skills and knowledge"*
- *"If we had a separate centre than the same office for the secretariat"*
- *"Use of communication and resource centre"*
- *"Invitations of various meetings should be extended to LOMADEF"*
- *"Would want more people from Malawi also visit Scotland and the same for Scottish." "We could be hosting such events once every three years"*
- *"MaSP should sensitise the members on the resource centers that are available for use"*

When asked "What Services would like MaSP to deliver 2017-2020 to support Malawi's links with Scotland?", members said:

- *"Identify partners from Scotland and link with them in Malawi."*

- *“Internet support, documentation, newsletter, skype calls with partners, support communication especially computers if possible”*
- *“Capacity building”*
- *“Linkages, Coordination and Networking”*
- *“Capacity building for members”*
- *“To improve on cultural and tourism development exchanges between the two countries”*
- *“Trainings, Networking and partnership meetings”*
- *“More Strand meetings”*
- *“Retain and improve on its current status quo”*
- *“Link and more capacity building”*
- *“MaSP should strengthen its activities with various organisations in Malawi”*

- *“To view all partners in Malawi and to see what they are doing in the organisation/Associations”*
- *“Training services in different activities within strands”*
- *“Brochure, Newsletters”*
- *“Trainings in impact assessment”*
- *“Provide more information to members for collaboration and networking”*
- *“More support and show casing members case studies, advocacy, sustainable development goals-advocacy”*

- *“Continue to identify sites in Malawi that can see development to highlight work of Dr David Livingstone. Advocate for continued sustainability of financial resources from Scotland for Malawian institutions to continue supporting development agenda of goals.”*
- *“It should cement its links with government and help government of Malawi in effective management and delivery of its programmes through close collaboration”*
- *“Implement trainings and continue information delivery”*
- *“More support to organisations by visiting them”*
- *“Open up more links”*
- *“Capacity building for its members”*
- *“To promote various sectors in the country”*
- *“Capacity building”*
- *“Improve on publicity of MaSP”*
- *“Conducting meetings which the members can present what they are engaged in in that include success stories and challenges”*
- *“Twinning of Malawi-Scotland organisations. Quarterly magazines in print for rural CBOs on schools with links to Scotland”*
- *“MaSP should strive to be self sustained, it should explore other funding other than the Scottish Government”*

MID YEAR REPORT

APRIL TO OCTOBER 2017

Introduction

In accordance with **section 4.5** of the offer of grant for the Malawi Scotland networking support in Malawi, 2017-2020; the Malawi Scotland Partnership (MaSP) is supposed to submit a midyear report on the implementation of the project activities. This is a narrative report articulating the activities which have been implemented by the MaSP from **April to October 2017**.

1. Governance and Board Engagement

With consultations from the SMP and the SG, it was decided that some changes be effected at the MaSP secretariat. Such changes included the upgrading of the roles of members of staff as follows:

- From national coordinator to the Chief Executive Officer
- From Programme Officer to Programme Manager
- From CRC assistants to Regional Coordinators
- From Finance Associate to Finance and Administration Officer

These decisions were duly communicated to staff members but it was only the post of the chief Executive Officer which was going to be externally advertised. During the meeting aimed at informing the staff on the changes and various board decisions, the board chairman, [REDACTED] articulated the vision of the board to the secretariat. He also communicated that MaSP offices will be moving from Kamuzu College of nursing (KCN) to a bigger place to be identified. He also made it clear that the duties of each member of staff will change to reflect the new positions. Following this communication, the position of the Chief Executive Officer was advertised in April 2017 but interviews were only conducted in June 2017. [Redacted] was the successful candidate and she reported for duties on 15th June 2017.

The second Board meeting for this financial year was scheduled for the 7th of July, 2017 a day ahead of the Annual General Meeting (AGM) at the Kamuzu College of Nursing (KCN) Board Room. Unfortunately, only five Directors made themselves available and as a result therefore, the meeting was cancelled. Directors were just briefed on highlights from the secretariat as well the order of events for the AGM the next day. It was therefore NOT a meeting of records. The next board meeting is scheduled for November 2017. The secretariat continued to engage with the Board, especially those in the Audit and Finance committee for direction on resource mobilization strategy as well as other strategic elements of the organization. The Board also provided direction on HR issues and the impending governance project.

The MaSP has undergone various changes in the past couple of months but it has been long since board sub committees met to discuss matters to do with the MaSP. The board actually has more committees than necessary and most Directors are inactive. The following would be possible suggestions on how board sub committees can be restructured to support the secretariat better:

- Audit, Finance and Administration Committee
- Technical Committee
- Strategy and Resource mobilization committee

Following the resignation of [REDACTED] who worked as a part time Finance Manager, the board in collaboration with SMP decided to engage the services of [Redacted], an SMP Board member who sits on the SMP's Audit and Finance Committee of the board to support [REDACTED] the finance and Administration officer on the accounts. This was agreed upon following the recommendations from secretariat that it would be best to obtain support from someone who already knows the MaSP/SMP/SG system and financial reporting procedures. [Redacted] produced a thorough report on his support to [REDACTED] as well as a way forward and this was duly submitted to SMP as well. [REDACTED] still requires technical support on the Quick Book system.

2. Supporting inter-governmental Cooperation

In May 2017, MaSP conducted strand meetings for the Education sector and this was attended by 6 organizations, the Health sector and this was attended by 7 organizations, the Sustainable Economic Development sector and this was attended by 10 organizations and for the Energy sector and this was attended by 5 organizations and lastly for the Civic Governance sector and this was attended by 4 organizations. Of late however, MaSP has noted that strand leads which are expected to be senior government officials do not attend meetings and if they do send representation, it is someone who does not have sufficient knowledge on government policy and plans thereby compromising government participation and input.

In this regard therefore, MaSP in championing its civil society coordination role is of the view that the strand meetings must still be chaired by the government officials but must be co-chaired by a CSO network organization in that sector.

Following these developments, MaSP took the matter up with the Government of Malawi through the Ministry of Foreign Affairs and International Corporation. The ministry convened a meeting with strand leads at its offices to find out why they were not committed to attending strand meetings. It was discovered that MaSP was communicating to the ministries through emails which are not the official mode of communication but hard copy letter delivered by hand. But we have since been advised that since the Principal Secretary (PS) is the Strand Lead and that he/she then delegates to 'a sufficiently knowledgeable' personnel to attend meetings, all communication must be sent to the PS and they will ably delegate to a deserving individual to attend strand meetings. The next strand meeting is scheduled for mid-November 2017.

During this meeting we also learnt that the Ministry of Foreign Affairs and International Corporation received a draft Corporation Agreement from the Scottish Government in February 2017. Since then however, the Malawi Government had not yet submitted its comments on the same and the secretariat took up the role of engaging the ministry to discuss the same and have it finalized. Key issue for MaSP is to find out from both governments what role would the MaSP/SMP play in the implementation of the agreement and that should there be a specific role, this must be clearly stipulated in the agreement. A meeting was held at the ministry of Foreign Affairs on 30th August 2017 attended by the Ministry of Health, Energy, Finance, Economic planning, Foreign Affairs and MaSP. The ministry of Finance was tasked to incorporate all the comments that members presented and submit the final draft by end of September

2017. It is envisaged that the new CA shall be signed by the President of the Republic of Malawi and First Minister of Scotland during next year's symposium in February of March 2018.

The MaPS Board chairman and the CEO met with [REDACTED] who is the [REDACTED] in the Scottish Government on the evening of the 24th September, 2017 at Capital Hotel in Lilongwe. [REDACTED] was in the country to visit some projects funded by the Scottish Government. He also had plans to meet with officials in the Malawi Government and MaSP thought it would be good to touch base with [REDACTED] to clear up on some of the elements MaSP had regarding implementation of activities, reporting templates and monitoring and evaluation among others.

The CEO also had the privileged of meeting Malawi's High Commissioner to London [Redacted] in Malawi when he came for holiday in August. He complained that while he is aware of the work of SMP from the Scottish side, he was blank as to the activities of MaSP in Malawi and would like to be involved and offer his office's support in any way he can. It was also agreed that the MaSP should be updating the Commission on a monthly basis and flag out any issues of concern as and when they occur.

3. Providing Practical Support for Malawi's links with Scotland

MaSP Supported SMP in providing input for an Agricultural and Food Security Meeting that was held in Edinburgh, Scotland and had representation from the Lilongwe University of Agriculture and Natural Resources (LUANAR) which sent [REDACTED]. This meeting was held on 3rd August 2017 as part of SMP's 2017-2020 plans to support members to do more in the area of agriculture and food security in Malawi. In this regard, MaSP collected 4 videos that were sent to Scotland ahead of the meeting to showcase the work members are doing in the area of Agriculture, nutrition, land management and food security in Malawi with financial support from the Scottish government.

MaSP and Sungani Zakwathu Cultural Organization are working with Ministry of Culture on the David Livingstone project. There is an opportunity of funding going to the tourism Ministry from the African Development Bank but the opportunity to access such funds is dependent on MaSP or its members working with the ministry to submit a joint proposal to the ADB. Government through Tourism is in receipt of the proposal. The proposal will focus on developing a cultural product that will have an impact on Tourism and its marketing. Currently the ministry of Tourism is looking into the proposal and preliminary feedback indicates that MaSP may have under budgeted some key elements of the same.

The southern and northern region CRCs continued to provide support to members by offering free internet access, video conferencing, access to conference facilities as well as the provision of technical support wherever necessary. For the southern region CRC however, members have not had access to internet for close to three months since the theft of computers in June this year. However, these will be duly replaced by end of October 2017 and the CRC can get back to normal operation.

4. Supporting good governance and Leadership

Ahead of the Governance Project to be implemented by MaSP, various meetings with stakeholders to be involved in the same were conducted. These included meetings with Evangelical Association of Malawi

(EAM) as well as the Malawi Economic Justice Network (MEJN) and government officials. This piece of work has not yet been incorporated in the budget being implemented at present and discussions are underway between the SMP and the SG in this regard. When an approval is sought, MaSP may have to recruit two officers to anchor this project and this may also have implications on the current organogram and structure at the secretariat.

As a way of undertaking discrete 'soft advocacy' to promote a culture of transparency, accountability and volunteerism within Malawi civil society, MaSP advertised for internship opportunities through the social media for three vacancies at the secretariat. The three were expected to commence work in October 2017. For now however, only 2 interns have been engaged. It is envisaged that by recruiting three young people, MaSP will be setting a good example to its members on the promotion of leadership as well as building the capacity of young people in terms of their employability levels. In the long run MaSP will also be making a significant contribution towards the reduction of unemployment and volunteerism in Malawi because the interns will only be getting a modest stipend at the end of the month. Funds in this regard will come from the resource mobilization activities which MaSP is currently undertaking e.g. renting out office space.

5. Regional Networking and Coordination

Cluster/regional networking activities continue to take place with the Regional Offices acting as secretary to the same. In October this year, the Regional Coordinator for the north organized a basic IT training for schools in Karonga who have partnerships in Scotland but have challenges to use the internet for active communication. The meeting was well attended and participants indicated that they had benefitted from the same. Cluster elections will be held in October 2017 for the southern region and the secretariat is using such opportunities to notify members on the partnership principles which underpin the work of MaSP.

In June 2017, the CRC in Blantyre was robbed and 5 monitors, 3 CPUs and 2 Webcams were stolen. We are pleased to report that the insurers have since reimbursed the MaSP for the stolen items with a cheque of about **MK1, 573,645.60**.

The southern region cluster members held a regional meeting on 19th of October 2017 at Grace Bandawe Conference center in Blantyre to discuss among others areas off collaboration among MaSP members, partnership principles, reporting mechanisms, challenges and opportunities and how they can generally improve their work. The meeting was well attended and members said it will be best if they were meeting at least once in every quarter as this meeting provided them a platform to learn and share experiences with each other.

6. Communication and Media

The secretariat has continued to produce news bulletins every month in the period under review and these are circulated to all members. The coming in of the new CEO at the secretariat also provided MaSP with free publicity in the Nation Newspaper and her subsequent participation in the fundraising sleepover challenge at Zingwangwa Health Centre also had the same effect. It is this event that inspired the British

High Commissioner [Redacted] to also go and participate in the sleepover challenge when she went and slept on the veranda at Limbe Health Centre in Blantyre.

7. Youth and Schools Out reach

[REDACTED] SMP's [REDACTED] visited Malawi from the 8th to the 25th of September 2017. Her official engagement with MaSP however commenced on the 18th September 2017. During her visit, MaSP outlined its plans and understanding on school partnership programmes. And it was also imperative that [REDACTED] visit key stakeholders in the education sector to understand ways of working, curriculum development, methods of teaching, teachers experiences among other things. Meetings were held with Civil Society Education Coalition, a network organization which coordinates all CSOs in the education sector, UNICEF as well as the district education management office.

The following were key highlights from [REDACTED] visit:

- Enhanced understanding of the partnership principles by the MaSP team
- That the school partnership programme is actually pivotal to inspiring the next generation and presents hope for the future in as far as dealing with most social ills is concerned
- That most schools with links to Scotland didn't understand that there is a lot they can impact/impart to their counterparts in Scotland until when the team visited to explain the fundamentals of a partnerships with emphasis on the fact that this is a two way type of a relationship where everyone wins
- Most schools require partners in Scotland
- Schools with links require MaSP's support to make the partnerships work effectively
- Partnership principles must be at the center of MaSP's work across the nation
- There is a lot of research and reviews happening in the education sector and MaSP needs to ensure that it is well up to date in this regard
- There is need to update the database of schools with links and find out the ones whose partnership is still working and those requiring support

8. Consolidated MaSP's organizational development and Administrative functions

A member online survey covering feedback from members on the Annual Symposium as well as tracking the impact that MaSP has on members was conducted in April 2017 with Assistance from SMP. Participation by members was very good and the results and report were produced and [shared with members](#). As usual, the monitoring, evaluation and learning (MEL) form MaSP is yet to be developed as secretariat is still waiting for final approval of budget and the MEL framework which may also incorporate all activities that are to be monitored.

MaSP has developed a Resource Mobilization Strategy which is being reviewed by the Board of Directors currently. The strategy aims at diversifying MaSP income streams by investing in channels for new income generating activities. This will include exploring options for sub-letting office space and other possible income generating activity. In September 2017, MaSP moved into its new offices in the scripture Union

House, in Area 14. A total of four rooms are available for renting and priority was first given to MaSP members. The tenants will be Association for Mid Wives (AMAMI) and the Social Enterprise Academy. Each room is costing MK70, 000 for now and this includes all utilities minus internet services.

While it is imperative that we build the capacity of the organization we must also try and build the capacity of the staff members as well. Therefore due to the gap that was created after the part time Finance Manager had resigned in June 2017, the Finance and Administration Officer [REDACTED] had to step in almost immediately to fill the vacuum. However, his capacity in this regard was a bit low and in liaison with the SMP, [REDACTED] was linked [Redacted] an SMP board member who was here in Malawi for technical financial support. Additionally, [REDACTED] is undergoing trainings in the use of Accounting package Quick Books for the next six months. It is expected that MaSP's account shall be update and that all financial report will be submitted to the SMP on time going forward.

As stated earlier, we are pleased to report that following the upgrading of staff posts, the salaries were also raised to reflect those changes and this has further motivated the staff and increased staff morale.

The changes in salaries are as follows:

Previous role	New role	Old Salary	New Salary
National Coordinator	Chief Executive Officer	MK 1,309,541.66	MK1,426,745.83
Program Officer	Program Manager	MK 670,108.33	MK 676,358.33
Finance Associate	Finance and Administrative Officer	MK 252,639.17	MK 416,666.67
Resource Center Assistant	Regional Coordinators	MK 187,350.00	MK275,404.50

After the SG approved the MaSP funding agreement for the 2017 to 2020 programme, the secretariat noticed a few anomalies on the same and thus prepared two budget options for SMP's consideration. One budget option considered the issue of Fringe Benefit Tax and the other budget did not incorporate the Fringe Benefit Tax. The Secretariat had also noted that thee budget had omitted the benefits for the Finance and Administration officer [REDACTED] and had indicated his salary as a clean wage as if he will be working on part time basis. The MaSP proposed some changes in this regard and we are yet to get feedback on the final approved budget.

The MaSP purchased a second hand reconditioned Nissan Xtrail 2009 model vehicle for office use in August 2017. The old Nissan hard body will be disposed of soon and proceeds thereof will be kept in an investment account as we consult the SMP and SG further on how best to reallocate the same.

During this year's audit exercise which commenced on 15th June 2017, the auditors discovered that MaSP had been over paying Fringe Benefit Tax (FBT) to the Malawi Revenue Authority (MRA). MRA confirmed that we overpaid FBT taxes for the past three years. The total tax overpaid was **MK 3,850,290.14**. However they found that we used wrong rates when charging Withholding tax resulting to underpayments of **MK 945,840.05** and a penalty of **MK 189,168.01** totalling to **MK 1,135,008.06**. Therefore MRA deducted **MK**

1,135,504.06 from the **MK 3,850,290.14** leaving us with a balance of **MK 2,715,282.08**. MRA accepted that we can offset our subsequent taxes with the amounts they owe us (**MK 2,715,282.08**).

Currently MaSP has a total membership of **372 from 364** as of April 2017. In the year 2017 to 2018, while looking to increase the membership base, MaSP will also be redefining its purpose of existence; answering the critical question as to who MaSP exists to serve. MaSP will focus on managing expectations of members who do not have links with Scotland mainly to ensure that it does not over promise what it cannot deliver. In this year therefore, we will work on how we can realistically scale up the membership with a sure focus on innovative coordination and cooperation between the two nations. We will emphasize the fact that cooperation can be at many levels, and it is possible to initiate cooperation of high impact without massive funding or indeed with a minimal budget.

In September 2017, the CEO travelled to Scotland and following her meeting with the Scottish Government and the SMP, the focus of MaSP's activities has been reviewed and this has resulted in the compression of the previously seven outcomes into 5. Under this new direction, the outcomes will be as follows:

Impact: *Vibrant, diverse and productive civic links between the peoples of Malawi and Scotland.*

- **Outcome 1:** Increased awareness and understanding of Malawi's links with Scotland and the role of MaSP
- **Outcome 2:** Increased coordination of Malawi's links with Scotland, both within MaSP membership and across wider stakeholders
- **Outcome 3:** Increased impact of members' work as a result of MaSP practical support, training and the championing of partnership values and principles
- **Outcome 4:** Implementation of the Scottish Government's new International Development Strategy supported in Malawi
- **Outcome 5:** Enhanced sustainability and impact of MaSP through organizational development

9. Strategic change issues

The following will be key areas of focus in 2017 to 2018:

- Increase MaSP's resource base by developing an income diversification strategy.
- Get the Governance project off the ground
- We need to bring together the many Scottish people living and working in Malawi
- We need to work with SMP to coordinate research students from Scotland coming into Malawi so they can work with local students
- We need to rebrand MaSP in the eyes of stakeholders; most people look at MaSP as a board room type of organization that is only good at organizing forums. We need to show that MaSP can be a channel for meaningful and visible change.

- We need to reposition Malawi through MaSP not as a developmental tourist destination, but as a fertile land for investment, knowledge and learning
- We need to effectively communicate our results and purpose through a communication strategy
- We need to enhance our advocacy responsibilities over our members by encouraging them to send their success stories highlighting best practices as well as challenges and how they contained them. These will eventually be posted on our websites and other social media platforms
- We need to organize ad hoc trainings aimed at meeting specific purposes like how to write a winning proposal, results based reporting and theory of change among other things
- In terms of Malawians living in Scotland, MaSP needs to start engaging them, probably through SMP. They can also contribute to the work of MaSP and ultimately the development of Malawi as some of them have rare expertise which they we can contribute in terms of advice, input to documents as well as training and conference facilitation whenever they are in Malawi or even through the creation of videos
- We will take deliberate efforts and action to enhance coordination of those members who already have links with Scotland
- We need to interface with Malawi Parliament
- Need to inspire the next generation by getting more involved with youth activities through the schools programme
- We need to reposition the partnership principles as guiding tools across MaSP structure down to its members
- Enhance coordination with strand leads as well as other government ministries and departments like the MITC
- We need to create a working ME&L tool which will also eventually guide our Civil society members on how best they can capture the critical voices of the people, how they can measure results and how they can graduate into becoming a source of critical analyses in this nation
- Partnership development is the bedrock of MaSP's work; and so we will leverage those partnerships to benefit the people and organisation of Malawi and Scotland
- And lastly, realizing that MaSP staff members are a critical resource to the success of all that has been laid out here, we will work at fostering the energy of our staff members, building their capacity as and when it shall be required, to ensure that they are a motivated force eagerly prepared, at all times, to champion the objectives of the organisation

Scottish Government

Mid-Year Report – Part 1 of 2

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

<p>• Basic Project Information</p> <p>Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.</p>		
1.1	Project Reference Number	MaSP 2017-2020
1.2	Reporting Year	From: 01/04/2018 To: 31/09/2018
1.3	Project Year (e.g. Year 1)	Year 2 of 3
1.4	Name of Lead Organisation (Grant Holder)*	Scotland Malawi Partnership
1.5	Name of Partner(s)*	Malawi Scotland Partnership
1.6	Name of Project*	Malawi Scotland Partnership 2017-20
1.7	Project Description*	Core funding for the Malawi Scotland Partnership as the national Malawian network, coordinating, representing and supporting Malawi’s civic links with Scotland.
1.8	Project Country/ Region*	Malawi
1.9	Project Start & End Date*	Start: 01/04/2017 End: 31/03/2020
1.10	Total Project Budget*	£397,556
1.11	Total Funding from IDF*	£355,554
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address	<input checked="" type="checkbox"/> Civic Governance N.B. As a networking and coordinating agency, MaSP adds value in all of the strands but it sits most directly within ‘Civic Governance’
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report	Proposed Revised Logical Framework, if applicable (see Q3.2) <input type="checkbox"/>
		Mid-Year Financial Report <input checked="" type="checkbox"/>
	Please list any further supporting documentation that has been submitted	Other, please detail
	(Empty space for further details)	(Empty space for further details)
1.14	Response to Previous Progress Reviews	This is a new SG core grant but we have had continuing discussions about MaSP’s MEL and future reporting. -

		The 2017-20 log frame has not yet been signed off so, at the SG's request, this report focusses on quick operational updates in this first six month period.
1.15	Date report produced	October 2017
1.16	Name and position of person(s) who compiled this report	[Redacted]
1.17	[Redacted]Main contact details for project, if changed	

[Redacted]

Signed by: [Redacted]**Date** 12th November 2018

Designation on the Project: Project Manager

<p>• Progress and Results</p> <p>This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework. See Guidelines (Annex 1) for details.</p>		
2.	Changes to Project Status	
1	Has the focus or delivery of your project changed significantly over the last six months? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.	
	No.	
2.	Changes to the Logical Framework	
2	If changes have been made to the log frame since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your log frame, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised log frame.	
	Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)
		Reason for Change
2.	Baseline Data (for first 6 month report only)	
3	Please confirm that your baseline is now complete (this is a requirement of the IDF). Please attach the full baseline report. If baseline data is not available please provide an explanation.	

2. 4	Project Progress and Results In the table below, please provide a summary of the key areas of progress and results achieved over the last 6 months, <u>for each project output and outcome</u> . Describe in brief any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results.	
	Outcome (OUTCOME 1) Increased awareness and understanding of Malawi's links with Scotland and the role of MaSP	Summary of Progress and Results MaSP has gone to great lengths to ensure that there is increased awareness and understanding of the role MaSP as an organisation and the many civic links that it coordinates between Malawi and Scotland. This has been done through: <ul style="list-style-type: none"> • Kick-starting the strategic planning process which will include a comprehensive communication, resource mobilization, M&E and growth strategies • Re-developing and launching the new website which has seen an increase in traffic • Production of member videos as an advocacy tool for the work supported by the SG • Active engagement of print and online media • Maximising media opportunities around culture and shared history, including: <ul style="list-style-type: none"> - Dr Heather Livingstone's 205th birthday, - Commonwealth Big Lunch, - Queen's Birthday Party, - Malawi's 54th Independence celebrations - Scottish Ceilidh Night celebrations attended by both Scottish and Malawians • Posting of news on the website and social media platforms, encouraging debate and responding to questions • Engaging young people (115 girls) from five schools aged between 12 to 20 by providing computer lessons at the Lilongwe CRC • Launching a fellowship/internship programme in all three offices of the MaSP to provide critical technical skills to young people so as to increase their employability
	(1.1) New communications plan delivered, maximizing media engagement and social media impact	MaSP started a strategic planning process which is envisaged to be completed by the end of December 2018 and will have the following elements: <ul style="list-style-type: none"> • A comprehensive communication plan • A comprehensive resource mobilization plan • A monitoring and evaluation plan • A growth strategy MaSP has actively engaged the media both print and electronic in the period under review for the following activities: <ul style="list-style-type: none"> • Dr David Livingstone's birthday • 54th Malawi's Independence celebrations • SG's new round of funding announcement • Blantyre CRC relaunch • Launch of the Youth Climate Leaders Project • 2018 AGM • 2018 High Level meeting MaSP has increased its social media presence as follows: <ul style="list-style-type: none"> • Have generated 352 new likes in the period under review on Facebook • We tweeted 59 times and generated 50,618 twitter impressions, 1,605 profile visits, 142 mentions and 207

	<ul style="list-style-type: none"> new followers The MaSP website has had over 4,000 views in this period
(1.2) MaSP website re-developed: more dynamic and engaging content, and more member profile info	<p>MaSP has completely redeveloped its website. The new site was officially launched by the PS Foreign Affairs at the July 2018 MaSP AGM. Since the launch there has been a significant increase of web traffic and increased member engagement.</p> <p>MaSP was able to deliver the new website at very significantly reduced costs thanks to <i>pro bono</i> support from Mzuzu University.</p>
(1.3) Members' stories shared and amplified, through videography, photography, case studies and social media	<p>MaSP shared and amplified member stories as an advocacy tool through videography, photography, case studies and social media. This included:</p> <ul style="list-style-type: none"> The production of a video for the Association of Malawi Midwives who are in partnership with Edinburgh Napier University on a project regarding Respectful Maternal Health The production of a video for Mzuzu Coffee, Malawi's finest coffee producers The production of a video for the Chairperson of Public Affairs Committee to feed into a Faith Links Meeting for the SMP The production of a video to articulate the expected impact of the SG's new round of funding to Malawi Live-streaming MaSP's 205th Livingstone Borthday Celebrations from Blantyre, with [Redacted], the first Piper to perform in every country Having a live WhatsApp photostream between the Commonwealth Big Lunch in Malawi and the Commonwealth Big Lunch in Scotland Photographing and uploading of event pictures on the MaSP social media platforms for events in all regions (BT CRC Launch, Dr David Livingstone's birthday, Mzuzu faith links meeting, Southern region mapping exercise, new staff recruitment, AGM advertising, High Level Meeting adverts, Commonwealth Big lunch and Queen's birthday celebrations among others) Compiling of case studies for 8 schools with links to Scotland
(1.4) Scotland-Malawi shared history celebrated, finding new audiences	<p>MaSP facilitated and was also invited to a number of events aimed at celebrating the shared history which Scotland and Malawi has as articulated in (1.5) below</p>
(1.5) Two-way cultural sharing supported (Burns night, St Andrews, diaspora engagement, independence day)	<p>We celebrated of events as a way of sharing culture and history between Malawi and Scotland as follows:</p> <ul style="list-style-type: none"> Dr David Livingstone's birthday and we were joined by [Redacted]the piper, Commonwealth Big Lunch at the British High Commissioner's residence Queen's birthday at the British High Commissioner's Residence, Malawi's 54th Independence Celebrations at STEKA in Blantyre. The event was also attended by 20 Scottish nationals working in the southern part of Malawi Scottish Ceilidh Night celebrations at Chameleon's Bar Reception in honour of Hon. Ben Macpherson on his visit to Malawi

<p>(1.6) Youth engaged and informed through pro-active outreach</p>	<p>MaSP engaged young people and encouraged them to be more engaged in Scotland. Specifically, MaSP:</p> <ul style="list-style-type: none"> • Re-opened the Blantyre CRC which is also a hub and a meeting place for young people with links to Scotland as well as resource poor member organisations around Blantyre • Launched the internship and fellowship programme which has seen the temporary employment of 22 young people across Malawi as a way of reducing unemployment levels among the youth but also to increase their skills capacity and employability • Provided computer lessons to 115 young people from 5 member organizations at the Lilongwe CRC • Engaged 100 young girls from Lilongwe urban communities through Eye of the Child to talk about issues of Child and Human Trafficking. • [Redacted] was Guest of Honour and was also appointed as Patron for the initiative • MaSP participated in the 'Girls Take over Initiative' organised by Plan International. The initiative was meant to inspire girls to aspire for greater heights in society and so girls were sent to several offices to learn things in a work place. The 12 year old girl assigned to MaSP acted as CEO for a couple of hours • Organised youth participation in the 'Malawi and Scotland: Together for Sustainable Development' conference, including youth-led discussions and a Q&A with both Ministers
<p>(OUTCOME 2) Increased coordination of Malawi's links with Scotland, both within MaSP membership and across wider stakeholders</p>	<p>MaSP continued with its role of fostering coordination and supporting organisations that have links with Scotland as well as those interested to join the partnership.</p>
<p>(2.1) Fortnightly news bulletin sent to members and key partners</p>	<p>17 news bulletins were produced in this period and shared among the members and stakeholders which includes both the Scottish and Malawi Governments, the SMP and the British High Commission, and Board members from both MaSP and the SMP</p> <p>There has been increased positive feedback from and engagement with members regarding news items in the bulletin.</p>
<p>(2.2) Malawi-Scotland links mapped to District level</p>	<p>Recognizing that there are many Scottish links beyond the major Malawian cities of Lilongwe, Blantyre, Zomba and Mzuzu, which do not currently engage MaSP, MaSP embarked on a major mapping and outreach exercise. This work has looked to take stock of its members within the region and to encourage district-level coordination which will in turn feed into the regional level coordination. The mapping was done as follows:</p> <ul style="list-style-type: none"> • The southern region exercise managed to reach out to 60 more members who have links to Scotland but had never engaged in any MaSP activities • The norther region mapped out 63 organisations in total • The central regional mapping exercise will be conducted

		from November 2018
	(2.3) District-level collaborations encouraged and supported	MaSP members in Thyolo, Nkhatabay and Karonga have started meeting at district level following the mapping exercises that were conducted in the two regions
	(2.4) Quarterly regional meetings and programme of regional events	Two regional meetings were conducted for each region (six in total), with one additional meeting in the north specifically for members with Faith links
	(2.5) Locally elected regional clusters devolving ownership and decision-making	The regional cluster elections were conducted in November last year and the committees will hold their position until April 2019. However, there will be a slight change in the executive membership of the Blantyre Cluster committee because two its members now sit on the MaSP Board
	(OUTCOME 3) Increased impact of members' work as a result of MaSP practical support, training and the championing of partnership values and principles	MaSP is continuing to provide practical support to members to enhance their effectiveness as well as to ensure that best practices are not only known to others but that they are scaled up and shared among the membership.
	(3.1) Partnership principles used to encourage a values-led approach and a different way of working	The partnership principles were used to encourage a value-led approach and a different way of working among the membership on the following occasions: <ul style="list-style-type: none"> • During the reopening ceremony of the Blantyre CRC office • During the July 2018 Annual General Meeting • During all regional meetings • During the mapping exercises • 50 schools in southern region alone received partnership principles training in this period
	(3.2) School partnerships supported through practical assistance, speakers, materials and partnership values	MaSP supported schools with links to Scotland through practical assistance and motivational speaking. The following are the schools and the regions: <ul style="list-style-type: none"> • In the southern region, four schools with links to Scotland [Redacted] were supported during this period and they also received Partnership Principles training. • The Henry Henderson Institute (HHI) partnership was also revived; this is where we held the Dr David Livingstone's birthday celebrations in April 2018 • In the central region MaSP facilitated a school partnership link between Christian Heritage School and Little Mill Primary School • In the northern region, MaSP facilitated the establishment of new school partnerships for Katoto secondary school and Hutchesons Grammar school, Loudon Primary and secondary schools for the deaf with Isobel Nair school and Family care centre and lastly, Njakwa primary school with Scoraig Primary school <p>In the northern region, the following schools were supported through visits and dissemination and training of partnership principles:</p> <ul style="list-style-type: none"> • Bandawe primary school and Bandawe secondary school with a links to Doon fort Primary and Alloway Primary respectively • Doroba Primary school with a link to Dunbog Primary school • Katawa primary school with a link to Caledonia Primary school

	<ul style="list-style-type: none"> • Luwinga secondary school with a link to Balwearie • Viyele primary school with a link to Corstorphine Primary • St Peters secondary school with a link to St Matthews Academy
(3.3) Experience and expertise harnessed across the membership	<p>It is MaSP's role to ensure that members are taking advantage of the wide expertise within the membership by sharing information and experiences as follows:</p> <ul style="list-style-type: none"> • Social Enterprise Academy provided support to a number of members willing to engage in social enterprise activities • United Purpose shared information regarding the business model they are using on their renewable energy project • Nkhoma hospital is running a successful project which provides support to women with cervical cancer. They are also providing technical support to four other African countries and the members felt they needed to develop a social enterprising model to help sustain their project and these plans are currently underway • <i>The 'Malawi and Scotland: Together for Sustainable Development' conference had members sharing experience and learning across the seven groups</i>
(3.4) Reciprocal visits supported through visa assistance, training, welcoming and practical assistance	<p>MaSP and its regional offices get inquiries weekly regarding visa application and other assistance from members. UK visa applications are done online so members use the CRCs to access free internet in this regard.</p> <ul style="list-style-type: none"> • Regional coordinator in Mzuzu assisted [Redacted]who is Mamie Martin Fund Manager, [Redacted]who is studying at Queen Margaret University and [Redacted] Coffee Officials who went to Scotland from the Fair Trade launch, and [Redacted]. All these required support on visa application • We also assisted 10 Scottish officials from First Aid Africa whose visas in Malawi had expired and they risked deportation to extend their stay in Malawi by another two weeks
(3.5) Communication and Resources Centers supporting resource-poor links, and becoming regional hubs	<p>CRCs in all three regions are well patronised now. MaSP has ensured that:</p> <ul style="list-style-type: none"> • The CRC in Blantyre was reopened in a new building after closing down for three months due to robbery • The Lilongwe CRC is not easily accessible to members, especially those with mobility challenges. To increase access MaSP has supported local schools with Malawi links to have dedicated access times • Ensuring that rentals and internet bills are paid on time to avoid disconnections • Members are also using the CRCs to conduct their own meetings relating to their links with Scotland. This service has become increasingly popular
(3.6) Practical support	We provide responses to inquiries especially from individuals and

through management of day-to-day enquiries and requests for assistance	<p>organisations looking for partners in Scotland and those looking for information on SG funded project and small grant applications.</p> <ul style="list-style-type: none"> • MaSP supported Tearfund manage the negative media reporting around safeguarding.
(OUCTOME 4) Implementation of the Scottish Government's new International Development Strategy supported in Malawi	MaSP continues to support the implementation of the Scottish Government's International Development in Malawi
(4.1) SG-funded projects mapped and info disseminated, efforts made to look at sustainability and scaling-up	<ul style="list-style-type: none"> • We have mapped out all SG funded projects across Malawi. With data obtained from the district mapping exercise, the database is being updated to ensure that at a click of a button, all information related to SG funding is available. • Members have for a long time argued that the SG funding impact is not visible in Malawi and MaSP has been disseminating information regarding successful project implemented across Malawi with SG funding through the news bulletins, videos and photographs shared on our social media platforms and website • MaSP was active through the Malawi and Scotland: Together for Sustainable Development conference and the Ministerial visit to build awareness of and support for SG-funded projects in the media
(4.2) Annual Symposium hosted bringing together all SG funded grant partners	The symposium was conducted in February 2018. The next one is due in February 2019.
(4.3) Bi-annual Strand Meetings for sustained, focused sharing between SG funded grant partners	<ul style="list-style-type: none"> • Five strand meetings (for civic governance, sustainable economic development, energy, health and education) were held in May 2018. To encourage Government of Malawi's active participation, all the meetings were held at the Capital Hill except for the Energy one which was held at the Ministry's Department office in City Centre. • Members in the Gender and Water sectors have since requested the establishment of strand in both water and gender arguing that they do not adequately fit in the above mentioned five strands. These will be established for the November 2018 strand meetings
(4.4) New Cooperation Agreement supported, with active involvement from Malawian civil society	<ul style="list-style-type: none"> • The President of the Republic of Malawi, [Redacted] and his counterpart in Scotland the First Minister Nicola Sturgeon signed a new Cooperation Agreement between the two nations on 23rd April 2018 in Scotland. • The '<i>Malawi and Scotland: Together for Sustainable Development</i>' conference which was held in September 2018 looked to operationalise the contents of the new cooperation agreement and ensure that government, civil society and parliament have clear roles in the attainments of objectives enshrined in the agreement
(4.5) Closer working relationship between MaSP and the Malawian Government and Parliament	<p>MaSP enjoys a good working relationship with the Scottish Government through the SMP but locally we also have a very good working relationship with the following government ministries:</p> <ul style="list-style-type: none"> • Ministry of Energy • Ministry of Health • Ministry of Education, Science and Technology

	<ul style="list-style-type: none"> • Ministry of Finance and Economic Development • Ministry of Justice and Constitutional Affairs <p>And more recently, working relationships have been developed with the following ministries:</p> <ul style="list-style-type: none"> • Ministry of Foreign Affairs • Ministry of Gender • Ministry of Agriculture, Irrigation and Water Development • Ministry of Environmental Affairs and Climate Change • Ministry of Youth, Sports and Culture • Malawi Police Services
(4.6) The SG's capacity building programmes supported by MaSP	<p>MaSP is supporting each of the Scottish Government Capacity Building programmes, each was present at the 'Malawi and Scotland: Together for Sustainable Development' conference, able to share their work and connect with others.</p> <p>MaSP has had an especially active role supporting the Malawi Police Service capacity building programme. It is providing independent project monitoring services to a gender based violence and child protection Project being implemented by Malawi Police in partnership with the Scottish Police with funding from the Scottish Government. MaSP role is to determine value for money for the project</p>
(OUTCOME 5) Enhanced sustainability and impact of MaSP through organizational development	<p>MaSP works to provide a positive example for its members in governance, impact and sustainability.</p>
(5.1) MaSP's mission and core focus clarified and emphasised	<ul style="list-style-type: none"> • MaSP continues to clarify its role to the membership at any meeting and activity to manage expectations. The new website has further helped to offer clarity as to MaSP's function.
(5.2) MaSP becoming a champion of partnership principles and values, challenging established norms	<ul style="list-style-type: none"> • Promoting the partnership principles among the membership and stakeholders and ensuring that all staff members both permanent and temporary are aware of the same • Ensuring that the values and dynamism of the partnership which Malawi has with Scotland are appreciated and understood by members and stakeholders alike • The 'Malawi and Scotland: Together for Sustainable Development' conference was a key opportunity to highlight the distinctive features of the bilateral relationship as key values and the partnership principles
(5.3) Increased remote participation through innovative new modes of communication and technology	<ul style="list-style-type: none"> • We have purchased teleconferencing equipment which is assisting us in conducting staff meetings with regional officers, as well as during board meeting when other Directors are unable to travel to Lilongwe. • Communication via WhatsApp also continues to provide affordable, easy and quick communication within the partnership • MaSP continues to support live linking with meetings in Scotland through WhatsApp, Skype and also video pre-records
(5.4) Income diversified through innovative resource mobilization strategy, looking at social enterprise model	<p>As stated earlier, MaSP is developing a 5 year strategic plan which will also contain a comprehensive resource mobilization strategy. Certain elements of the resource mobilizations strategy have already started being implemented as follows:</p> <ul style="list-style-type: none"> • Production and selling of the MaSP chitenje cloth

	<ul style="list-style-type: none"> • Selling of other merchandise like MaSP ties and T-shirts • Renting out of extra office space at the secretariat • Various items which were produced from the MaSP cloth were sold at the High Level meeting in September 2018 and at the SMP AGM in October 2018 and continue to be sold • Introduction of membership fees (members not only voted to introduce fees in July 2018 but also passed a member-led motion to increase fee levels beyond the Board's proposal) • Obtaining management fees from the joint implementation of the Climate Youth Leaders Project with the 2050 Climate Group and the Project in support of the Scottish Police
(5.5) Staff capacity and impact increased through CPD training, support and performance management	<p>MaSP does not have a budget for staff CPD Training even though training is a critical element to enhanced performance.</p> <ul style="list-style-type: none"> • No staff member attended any training in the period under review due to unavailability of funds • However, in April 2018, MaSP staff underwent a Team Building Exercise facilitated by an external consultant • The consultant further provided one-on-one coaching sessions with staff members on how they can perform better in their roles. This exercise has proved effective for all staff • All staff underwent staff performance appraisals at the end of September 2018 • Recruited a Project Coordinator for the Climate Youth Leaders Project and an intern • Recruited an intern to anchor the monitoring aspect of the Scottish Police and Malawi Police project on Gender based violence and child protection • Recruited two event planners to work at the MaSP secretariat from August to October 2018 to assist in the planning of the High Level Meeting • [Redacted]the Finance and Admin officer represented MaSP at the SMP's AGM which was held in Glasgow on 6th October. He also had time to work in the office to learn other things as well as other meetings with SG officials.
(5.6) MaSP AGM developed as energetic annual conference celebrating Scottish links and partnership principles	<ul style="list-style-type: none"> • The 2018 AGM was held on 20th July 2018 at Kamuzu College of Nursing New Lecture Theatre. • 95 people attended the AGM. • [Redacted]represented the SMP • The Principal Secretary in the Ministry of Foreign Affairs [Redacted]presided over the event as Guest of Honour • The AGM endorsed membership fees and change of auditors • Five new Board members were voted onto the Board
(5.7) Targeted core membership growth, actively managing expectations and focusing on core purpose	<ul style="list-style-type: none"> • From April 2018, the MaSP membership has grown from 401 as at 1st April 2018 to 424 as at 26th October 2018 • This represents a 8.9% member increase • MaSP is targeting members who already have links with Scotland to join the partnership as a way of managing expectations
(5.8) Increased member ownership through regular feedback, regional clusters	<p>From the Regional meetings it is clear that MaSP members own the organization and this is evidenced by:</p> <ul style="list-style-type: none"> • An increase of offering support to MaSP for meeting

	and clarity over shared vision	<p>space for regional meetings</p> <ul style="list-style-type: none"> • A donation of two desk top computers which was made to the Blantyre CRC • A recommendation was made to members to introduce membership fees. Our proposed rates were MK5000 for schools, churches and individuals, MK12,000 for local organizations and MK15,000 for international organizations • The proposed fees for individuals, school and churches were adopted as such, but the one for local organizations was increased from MK12, 000 to MK15, 000 and the one for international organizations was increased from MK15, 000 to MK50, 000. • This shows that there is growing increase ownership of the partnership by members
	(5.9) Monitoring, evaluation and learning structures established and agreed with funder	<p>The MEL tool will be part of the strategic plan</p> <ul style="list-style-type: none"> • The Audit for the 2017/2018 Financial year was completed and MaSP got an unqualified report on its finances • Members at the 20th July 2018 AGM approved a recommendation by the secretariat to change auditors from Delloite and Touché to AMG Global. This was facilitated by an increase in price by Delloite and Touché.
	(5.10) Increased clarity over governance structures, including across and between board, staff, CRCs and cluster	<ul style="list-style-type: none"> • Two board meetings were conducted in the period under review. All Board meetings were quorate. • One extra ordinary board meeting was also conducted in this period to resolve a critical matter that needed Board's engagement • There was one Board orientation session facilitated by the NGO Board to orient new board members and clarity of roles between the board and the secretariat were articulated at length • MaSP held a Governance Forum in April 2018 which was co facilitated by [Redacted]. Following this meeting, a concept note was developed on how a MaSP led Governance piece of work could look like
	(5.11) Increased connections and collaborations with other networks	<p>In the period under review, the MaSP has reached established working partnerships with the following organizations:</p> <ul style="list-style-type: none"> • Malawi Police Services • Scottish Police • 2050 Climate Group • The NGO Board of Malawi • Youth Net and Counselling (YONECO) • Eye of the Child • UNICEF Malawi • LTSM Chitikuko Limited which is linked to LTS International Limited in Scotland • Scotland International Development Alliance • Plan International • Oxfam Malawi
2.5	<p>Risk Management If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have</p>	

been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?			
Issue/ Risk	On risk register ?	Action Taken	Outcome
Delays in transfer of funds	No	SMP able to advance funds	Still causing some difficulties
Lack of funds for CPD (training) for staff	No	Raised it in report	Waiting for feedback
Procurement and authorisation systems slowing delivery at times	No	Board and Audit and Finance Committee are reviewing systems to help increase efficiencies while continuing to meet the highest governance standards. Part of [Redacted] (Finance Officer's) trip to Scotland involved sharing of finance systems between SMP and MaSP	Waiting for feedback from MaSP Board
Safeguarding has become an enhanced priority, and potential reputational risk, for all in the sector in this period	No	Safeguarding was a key part of the Lilongwe conference and MaSP is working closely with the SMP and the Scottish Government to explore what more MaSP could do to offer its members support in this area	Discussions are on-going

• **Financial Report**

The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to confirm actual spend to date for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year.

3.1	<p>Project Underspend</p> <p>Please note whether the project anticipates a significant underspend, and whether the project intends to request that some funds are carried forward with the agreement of the Scottish Government. Please provide justification for this underspend below. Please note that any carry-over of funds to the next financial year should be agreed with the Scottish Government by January 31st of the current financial year.</p>
	<p>We are not anticipating any major underspend on the project.</p> <p>As flagged in the Budget Summary in Appendix One, MaSP had £67,776 of expenditure in this six-month period against a budget of £54,145. This is largely a phasing issue, with increased activity in Q1+2.</p>

Appendix One: Summary of finances April – Sept 2018

	Programmed Expenditure (Total for financial year) SG budget based on 50% phasing	Actual Expenditure (Year to date)	Variance (unspent budget)
Staff Costs			
Total for Scottish Staff	-	-	
Total for National Staff	22,947	23,647	-700
Total for Other Staff	1,158	1,136	22
Sub-Total Staff Costs	24,105	24,783	-678
Running costs in Country			
Office Costs + Overheads	8,590	8,550	40
Other	6,158	6,020	138
Sub-Total Running costs in Country	14,748	14,569	178
Travel - International			
International Airfares		1,645	-1,645
International staff other travel costs			
Sub-total international travel		1,645	-1,645
Travel - National			
in-country airfares			
In country travel (all other)	2,833	3,572	-739
Sub total National travel	2,833	3,572	-739
Subsistence** <i>This is attached to activities</i>			
International staff			

National staff			
Sub-total subsistence			
Direct Project Costs for Implementation			
Outcome 1	1,745	1,549	196
Outcome 2	740	1,674	-934
Outcome 3	5,367	11,900	-6,533
Outcome 4	579	907	-328
Outcome 5	2,431	5,604	-3,172
M&E&L	0	21	-21
Dissemination Costs			
Sub-total Implementation	10,862	21,655	-10,793
Capital Costs	1,597	1,552	45
Sub-total Capital	1,597	1,552	45
TOTAL	54,145	67,776	-13,631

Budget Narrative:

1) Staff Costs

- Staff costs had a **£ -678.02** variance because June 2018 salary for the CEO was paid but instead of deducting the amount from our standard bank account the bank returned the funds into our account thereby increasing our bank account balance. After internal review they discovered the anomaly and notified us. We went through the bank statement and verified that they had indeed paid our bank account instead of deducting. With that effect we charged the CEO's salary budget line with the same amount. Without the bank system failure we could not have any variance in this line. The other variance in the staff cost is to do with two new born babies for MaSP staff who were included in the medical premium in the course of the year thereby increasing our medical cover expense which was not budgeted for.

2) Running costs in Country

- During the last six months we had an underspent amounting to £ 178 this came about because we managed to find cheap suppliers for office consumables.

3) Travel – International

- Expenditure of £1,645 incurred that was not in original budget

4) Travel – National

- Overspend of £739 mainly as a result of higher vehicle service and maintenance costs

Direct Project Costs for Implementation

Output 1

- During the first six months we had a budget amounting to £ 1,745 and we have spent £1,549.

Output 2

- During the first six months we had a budget amounting to £ 740 however we spent £ 1,674 due to increased numbers of meetings and regional engagements in this period. This resulted us in having an overspent amounting to £ 934

Output 3

- During the first six months we had a budget amounting to £ 5,367 however we spent £11,900. This was due to the costs associated with the mapping exercise, district meetings and CRC refurbishments. This resulted in having an overspent amounting to £6,533

Output 4

- During the first six months we had a budget amounting to £ 579 and we spent £ 907. We had an overspent amounting to £328. This is due to high cost incurred during strand meetings due to increased participation of members.

Output 5

- During the first six months we had a budget amounting to £ 2,431 but we spent £ 5,604, with an overspent amounting to £ 3,172. This was the result of the member training which had strong update from members.

[Redacted]

Scottish Government

Mid-Year Report – Part 1 of 2

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

<p>• Basic Project Information</p> <p>Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.</p>		
1.1	Project Reference Number	MaSP 2017-2020
1.2	Reporting Year	From: 01/04/2019 To: 31/09/2019
1.3	Project Year (e.g. Year 1)	Year 3 of 3
1.4	Name of Lead Organisation (Grant Holder)*	Scotland Malawi Partnership
1.5	Name of Partner(s)*	Malawi Scotland Partnership
1.6	Name of Project*	Malawi Scotland Partnership 2017-20
1.7	Project Description*	Core funding for the Malawi Scotland Partnership as the national Malawian network, coordinating, representing and supporting Malawi’s civic links with Scotland.
1.8	Project Country/ Region*	Malawi
1.9	Project Start & End Date*	Start: 01/04/2017 End: 31/03/2020
1.10	Total Project Budget*	£397,556
1.11	Total Funding from IDF*	£355,554
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address	<input checked="" type="checkbox"/> Civic Governance N.B. As a networking and coordinating agency, MaSP adds value in all of the strands but it sits most directly within ‘Civic Governance’
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report	Proposed Revised Logical Framework, if applicable (see Q3.2) <input type="checkbox"/>
		Mid-Year Financial Report <input checked="" type="checkbox"/>
	Please list any further supporting documentation that has been submitted	Other, please detail
	(Empty space for further details)	(Empty space for further details)
1.14	Response to Previous Progress Reviews	This is a new SG core grant but we have had continuing discussions about MaSP’s MEL and future reporting. -

		The 2017-20 log frame has not yet been signed off so, at the SG's request, this report focusses on quick operational updates in this first six month period.
1.15	Date report produced	October 2017
1.16	Name and position of person(s) who compiled this report	[Redacted]
1.17	Main contact details for project, if changed	

[Redacted]

Signed by: [Redacted] **Date:** 6th November 2019

Designation on the Project: Project Manager

<p>• Progress and Results</p> <p>This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework. See Guidelines (Annex 1) for details.</p>		
2.	Changes to Project Status	
1	Has the focus or delivery of your project changed significantly over the last six months? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.	
	No.	
2.	Changes to the Logical Framework	
2	If changes have been made to the log frame since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your log frame, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised log frame.	
	Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)
		Reason for Change
2.	Baseline Data (for first 6 month report only)	
3	Please confirm that your baseline is now complete (this is a requirement of the IDF). Please attach the full baseline report. If baseline data is not available please provide an explanation.	

2. 4	Project Progress and Results In the table below, please provide a summary of the key areas of progress and results achieved over the last 6 months, <u>for each project output and outcome</u> . Describe in brief any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results.													
	<table border="1"> <thead> <tr> <th data-bbox="245 376 609 416">Outcome</th> <th data-bbox="609 376 1417 416">Summary of Progress and Results</th> </tr> </thead> <tbody> <tr> <td data-bbox="245 416 609 1021"> (OUTCOME 1) Increased awareness and understanding of Malawi's links with Scotland and the role of MaSP </td> <td data-bbox="609 416 1417 1021"> Over the past six months, MaSP has undergone a robust strategic planning process. A consultant was recruited at the recommendation of the MaSP Board to facilitate the data collation process which had been internally generated. The strategic plan has been shared with the SMP, the SG as well as other key stakeholders to get their buy-in as well as their input into the process. The plan shall have a communication strategy which will articulate how we shall communicate and share impact, a monitoring and evaluation strategy which will describe how we shall monitor progress and collect data for key performance indicators, a resource mobilization strategy which will describe how we shall fund activities as well as a growth strategy which shall describe how we shall develop MaSP as an organization to support the achievement of SG priorities as well as to set it up as a sustainable organization. We have had an increased number of inquiries on Scotland and SG funded projects in the period under review of up to 120. Most people wanted to know more about the 2050 Climate change project, the small grants as well as scholarships by Master Card </td> </tr> <tr> <td data-bbox="245 1021 609 1397"> (1.1) New communications plan delivered, maximizing media engagement and social media impact </td> <td data-bbox="609 1021 1417 1397"> <ul style="list-style-type: none"> • A new communication plan is now in place. It is part of the overall 5-year strategic plan of MaSP • We only engaged the media five times in the period under review a number lower than the same period last year because then we had the high level meeting as well as SGs announcement on new round of funding which attracted a lot of media attention. • In this period under review however, Malawi has experienced post-election violence and demonstrations that have taken the focus of the media • We, however, envisage that the media engagement will increase in the remaining period before the year ends </td> </tr> <tr> <td data-bbox="245 1397 609 1621"> (1.2) MaSP website re-developed: more dynamic and engaging content, and more member profile info </td> <td data-bbox="609 1397 1417 1621"> <ul style="list-style-type: none"> • Over the past six months, we have actively engaged our audience with member stories, profiles, news and announcements and impacts of the Scottish Government International Development initiatives in Malawi. • We have generated about 7,288 views in the period under review which is about 82% increase from the 4001 views during the same period in the previous year </td> </tr> <tr> <td data-bbox="245 1621 609 1800"> (1.3) Members' stories shared and amplified, through videography, photography, case studies and social media </td> <td data-bbox="609 1621 1417 1800"> <ul style="list-style-type: none"> • We have amplified a total of 42 member stories as follows: <ul style="list-style-type: none"> ✓ 10 on website ✓ 15 in the bi-weekly news bulletin ✓ 17 on social media handles </td> </tr> <tr> <td data-bbox="245 1800 609 2024"> (1.4) Scotland-Malawi shared history celebrated, finding new audiences </td> <td data-bbox="609 1800 1417 2024"> <ul style="list-style-type: none"> • We celebrated Malawi's 55th Independence which had a total number of 210 because they took place at schools or an orphanage as in the case of Blantyre. The events took place follows: <ul style="list-style-type: none"> ✓ In Lilongwe (60) we went to celebrated with poor widows in a poor informal settlements of Mtandire satiated about 3 kilometres from the </td> </tr> </tbody> </table>	Outcome	Summary of Progress and Results	(OUTCOME 1) Increased awareness and understanding of Malawi's links with Scotland and the role of MaSP	Over the past six months, MaSP has undergone a robust strategic planning process. A consultant was recruited at the recommendation of the MaSP Board to facilitate the data collation process which had been internally generated. The strategic plan has been shared with the SMP, the SG as well as other key stakeholders to get their buy-in as well as their input into the process. 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It is part of the overall 5-year strategic plan of MaSP • We only engaged the media five times in the period under review a number lower than the same period last year because then we had the high level meeting as well as SGs announcement on new round of funding which attracted a lot of media attention. • In this period under review however, Malawi has experienced post-election violence and demonstrations that have taken the focus of the media • We, however, envisage that the media engagement will increase in the remaining period before the year ends 	(1.2) MaSP website re-developed: more dynamic and engaging content, and more member profile info	<ul style="list-style-type: none"> • Over the past six months, we have actively engaged our audience with member stories, profiles, news and announcements and impacts of the Scottish Government International Development initiatives in Malawi. • We have generated about 7,288 views in the period under review which is about 82% increase from the 4001 views during the same period in the previous year 	(1.3) Members' stories shared and amplified, through videography, photography, case studies and social media	<ul style="list-style-type: none"> • We have amplified a total of 42 member stories as follows: <ul style="list-style-type: none"> ✓ 10 on website ✓ 15 in the bi-weekly news bulletin ✓ 17 on social media handles 	(1.4) Scotland-Malawi shared history celebrated, finding new audiences	<ul style="list-style-type: none"> • We celebrated Malawi's 55th Independence which had a total number of 210 because they took place at schools or an orphanage as in the case of Blantyre. 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		<ul style="list-style-type: none"> city centre ✓ In Mzuzu (50) we were in Ekwendeni School for the Blind ✓ In Blantyre (100) we were at STEKA House • We celebrated Dr David Livingstone's birthday at Mbuka Primary School in April. About 120 school kids and their teachers were involved • We also made videos as a MaSP contribution towards the David Livingstone Centre in Blantyre, Scotland, which will reopen after a major re-development. We were asked by the Livingstone Trust through the Scotland Malawi Partnership to develop inspiring videos for the last and largest room in the center, which will now explore Livingstone's contemporary legacy. We therefore approached experts in Malawi from both Government and Civil society to give interviews of which we took videos and sent over to Scotland.
	<p>(1.5) Two-way cultural sharing supported (Burns night, St Andrews, diaspora engagement, independence day)</p>	<ul style="list-style-type: none"> • We celebrated Malawi's Independence Day as articulated in 1.4 above • We shall celebrate St Andrews Day in November this year
	<p>(1.6) Youth engaged and informed through pro-active outreach</p>	<ul style="list-style-type: none"> • We have engaged a total of 23 youth centred organizations and schools in the period under review. The figure exceeds the target for the period under review for the following reasons: <ul style="list-style-type: none"> ✓ Some of the youth engagement was centred on preparations for the next phase of the Youth Climate Leaders project being implemented in partnership with the 2050 Group of Scotland. During this second year, we are expected to recruit an additional number of young leaders to raise the same to 40 ✓ Some of the young engagement activities were aligned to plans in preparation for the Youth Network to be launched in October 2019 • We had 14 schools outreach programmes with a total number of 950 attendees as follows: <ul style="list-style-type: none"> ✓ Central region we were at Mwenyekondo and Mbuka Primary Schools. These were the only schools that do not have a link with Scotland but sought our assistance on training regarding partnership principles. The two have partners in Norway. ✓ Northern region we were at St Peters and Katoto Secondary Schools, St Mary's and Katawa Primary Schools ✓ Southern region we were in Mpeni, Njale, Nansato, Mpalatapata, Nancholi, Thondwe and Sonzowa Primary Schools and Namadzi Community Day Secondary School.
	<p>(OUTCOME 2) Increased coordination of Malawi's links with Scotland, both</p>	<p>MaSP continued with its role of fostering coordination and supporting organisations that have links with Scotland as well as among the wider membership in Malawi. During the time of the</p>

<p>within MaSP membership and across wider stakeholders</p>	<p>disaster that was resulted from the cyclone Idai last year, MaSP members coordinated to bring about the much needed support especially in water and sanitation as well as safeguarding the lives and health of women and children in affected areas. These efforts contributed significantly to the elimination of cholera for the first time in history during such disasters as well as unlocked more funding both from the Scottish government and organization as well as other donors.</p> <p>We had 15 meetings to support coordination of effort among the membership in this period under review.</p> <p>MaSP continued to engage members on their projects through the creation of platforms and forums for sharing and learning as a way of reducing duplication of efforts as well as sharing of best practices within the membership. The bulletin continued to be published and shared among members so that everyone is away of who is doing what and where thereby increasing interest in collaboration and coordination.</p>
<p>(2.1) Fortnightly news bulletin sent to members and key partners</p>	<ul style="list-style-type: none"> • 12 news bulletins were published in the period under review and shared to an average of 645 members both within Malawi and in Scotland.
<p>(2.2) Malawi-Scotland links mapped to District level</p>	<ul style="list-style-type: none"> • We finalised the mapping exercise in the period under review with a total of 81 members being mapped out • We conducted legacy meetings following the High level Meeting that was conducted in September 2018 and used this opportunity to further map out members we had missed • In the north we mapped out 8 and in the south we mapped out 7 and 6 in the central region • We have currently undertaken a process of developing a map of members following this mapping exercise using their geospatial data
<p>(2.3) District-level collaborations encouraged and supported</p>	<ul style="list-style-type: none"> • We have supported 7 district level engagements in the period under review. Most members must still be encouraged to use their own resources to conduct meetings.
<p>(2.4) Quarterly regional meetings and programme of regional events</p>	<ul style="list-style-type: none"> • One regional meeting was conducted for each region. The reason for this was postponement of the same due to demonstrations that have been happening in the country since the 21st May elections. • We had a total number of 86 participants for the regional meetings as follows: <ul style="list-style-type: none"> ✓ Central region 17 ✓ Northern region 46 ✓ Southern region 23 • We also conducted two regional member trainings in the period under review as follows: <ul style="list-style-type: none"> ✓ Central region, training for M&E and attended by 40 ✓ Southern region, Leadership training and attended by 53
<p>(2.5) Locally elected regional clusters devolving ownership and decision-making</p>	<ul style="list-style-type: none"> • No cluster elections were held in this period as office bearers are still running their terms of office

<p>(OUTCOME 3) Increased impact of members' work as a result of MaSP practical support, training and the championing of partnership values and principles</p>	<p>MaSP continued to enhance its impact in a bid to remain relevant as a coordinator of the civic linkages which Malawi has with Scotland. The people to people principle that we champion continues to attract other stakeholders with some demanding trainings in partnership principles and general partnership management. We have harnessed expertise within the membership to provide the much needed training to our members and the communication and resource centres in the three regions continue to provide support to our resource poor members. On a daily basis, we offer practical assistance to members on visa applications, work permits in Malawi, responding to inquiries on their membership, working with government of Malawi and Scottish Government International Development agenda in the country. We have provided direct support and training to over 219 members in this period.</p>
<p>(3.1) Partnership principles used to encourage a values-led approach and a different way of working</p>	<ul style="list-style-type: none"> • In the period under review, we have developed in partnership with the Scotland Malawi Partnership a partnership guide which highlights the 11 Partnership Principles • This guide is a go-to tool we are using each time we have an engagement with our members • In the period under review, 108 people have received training in the partnership principles as follows: <ul style="list-style-type: none"> ✓ Central region, 40. It is worth noting that the ones who received this training in the region do not yet have links with Scotland but do have them with other countries but they demanded the same because they believe that it is a good model of working in partnership ✓ Southern region, 30 ✓ Northern region, 38
<p>(3.2) School partnerships supported through practical assistance, speakers, materials and partnership values</p>	<ul style="list-style-type: none"> • 13 schools were visited in this period as follows: <ul style="list-style-type: none"> ✓ Central region, 2 schools ✓ Northern region, 3 schools ✓ Southern region 8 schools • 13 school training was conducted in this period in all the regions
<p>(3.3) Experience and expertise harnessed across the membership</p>	<ul style="list-style-type: none"> • We engaged with Mary's Meals officials to facilitate trainings in Lilongwe and Blantyre on Monitoring and Evaluation as well as Leadership respectively • We also engaged the finance and administration officer to support the social enterprise academy on financial management and reporting
<p>(3.4) Reciprocal visits supported through visa assistance, training, welcoming and practical assistance</p>	<ul style="list-style-type: none"> • We supported [Redacted], a man with albinism with his UK visa application. He was travelling to Scotland to perform at the SMP's AGM this year • We also supported St Peter's secondary where a team of 5 were travelling to Scotland, however, their visa application was turned down but the trip has since been rescheduled and it is our sincere hope that the visas shall be granted • In Blantyre we supported 2 members with their online visa application process, giving them information and access to internet at the CRC
<p>(3.5) Communication and Resources Centers supporting resource-poor links, and becoming regional hubs</p>	<p>CRCs in all three regions are well patronised now. MaSP has ensured that:</p> <ul style="list-style-type: none"> • Rentals are paid on time • The internet and library services are active • Meetings for members are scheduled to allow everyone

		<p>who needs to access the same for meetings to do so</p> <ul style="list-style-type: none"> • A total of 695 members have visited the CRCs in all regions • The CRCs also hosted a total number of 16 members meetings, with the secretariat alone hosting 12 of these in this period
	<p>(3.6) Practical support through management of day-to-day enquiries and requests for assistance</p>	<p>We provide responses to inquiries especially from individuals and organisations looking for partners in Scotland and those looking for information on SG funded projects and small grant applications. Additionally, in this period, we have had more inquiries regarding the young climate leader's recruitment processes. In this period, we have managed a total of 106 inquiries. The increase is justified by a growing interest from young people to engage with the climate leader's project. The other justification is on the increase in the number of people making inquiries regarding MaSP Board membership</p>
	<p>(OUCTOME 4) Implementation of the Scottish Government's new International Development Strategy supported in Malawi</p>	<p>MaSP continues to support the implementation of the Scottish Government's International Development Strategy in Malawi through the following ways:</p> <ul style="list-style-type: none"> • By bringing together grant holders to forums where they learn and share experiences from each other. • By bringing together Government of Malawi and the civil society organization especially those implementing Scottish government funded projects. • By ensuring that the government of Malawi allocates resources for the monitoring of Scottish government projects across the country. • By ensuring that all grant holders are implementing their projects within policy guidelines as stipulated in government overarching policies per sector • By creating and sustaining good rapport with key government ministries and departments. • By amplifying the work of Scottish Government funded projects in the country • We conducted an online survey among our members in April 2019 where about 90% of members gave positive feedback stating that MaSP was ably delivering on the 5 key outcomes
	<p>(4.1) SG-funded projects mapped and info disseminated, efforts made to look at sustainability and scaling-up</p>	<ul style="list-style-type: none"> • 81 members have been mapped so far most of which are implementing Scottish government funded projects or have ever implemented a project before. • Information on the mapping has been disseminated among members as well as government of Malawi who used the same in April 2019 to monitor projects across the country • We are also in the process of developing a map of Scottish government projects across Malawi using geospatial data collected • The website carried out 9 stories on Scottish government projects in Malawi and impact thereof • The MaSP website site has a general landing page with updated information on Scottish government international development projects in Malawi • We had a total number of 15 engagements which created an opportunity for MaSP to amplify the Scottish Government intervention in the country • The 15th meeting was when the [Redacted] met with the

	<p>new Minister of Foreign Affairs and International Cooperation Hon Francis Kasaila, MP to hand-over a copy of the High Level Meeting report of 2018 to his ministry as well as one to the President of the republic of Malawi through the minister as one way of increasing knowledge to the government on the Scottish/Malawi linkages</p> <ul style="list-style-type: none"> • We also engaged with the National Assembly when the Scottish MPs came to Malawi to interact with their Malawian counterpart's conduction trainings among other activities. There was a reception at the British High Commissioner in their honour and we met some MPs over dinner a number of days later interacting with them one on one of the Scottish Malawi linkages
(4.2) Annual Symposium hosted bringing together all SG funded grant partners	<ul style="list-style-type: none"> • The annual symposium will be conducted in February 2020
(4.3) Bi-annual Strand Meetings for sustained, focused sharing between SG funded grant partners	<ul style="list-style-type: none"> • Seven strand meetings (for civic governance, sustainable economic development, energy, health, water and sanitation, gender and education) were held between June and July 2019 • Originally these meetings were expected to be conducted in May 2019 but were postponed to June due to the general elections in May 2019 as well as post-election demonstrations • A total number of 56 members attended the strand meetings. We have seen a significant decrease in the number of attendees for strand meetings in this period. This can be largely attributed to the fact that most members are not implementing SG funded projects at the moment • The next set of strand meetings shall be held in November 2019
(4.4) New Cooperation Agreement supported, with active involvement from Malawian civil society	<ul style="list-style-type: none"> • The agreement was signed in April 2018 and it is still in effect for the next 5 years.
(4.5) Closer working relationship between MaSP and the Malawian Government and Parliament	<p>MaSP enjoys a good working relationship with the Scottish Government through the SMP but locally we also have a very good working relationship with the following government ministries:</p> <ul style="list-style-type: none"> • Ministry of Energy on energy strand issues • Ministry of Health on health strand issues • Ministry of Education, Science and Technology, on education strand issues as well as the upcoming project on language • Ministry of Finance and Economic Development, on SG funded projects monitoring and on sustainable economic development strand issues • Ministry of Justice and Constitutional Affairs, on civic governance strand issues • Ministry of Gender, Disability and Child Welfare on gender strand issues • Ministry of Foreign Affairs and International Cooperation • Ministry of Gender, Disability and Child Welfare as courtesy on international development matters • Ministry of Agriculture, Irrigation and Water Development on the WASH strand as well as during cyclone Idai days • Department of Environmental Affairs and Climate

	<ul style="list-style-type: none"> Change on the youth climate leaders project Ministry of Youth, Sports and Culture, on the youth climate leaders project Malawi Police Services on the work they do with the Scottish Police Department of Immigration on visas and work permits for members coming in from Scotland
(4.6) The SG's capacity building programmes supported by MaSP	<p>MaSP is supporting the Scottish Government Capacity Building programmes by ensuring that members have adequate capacity to deliver on their targets. In the period under review, the following capacity building initiatives took place:</p> <ul style="list-style-type: none"> a needs assessment exercise on the capacity gaps conducted a leadership training after members cited leadership deficit as one of their challenges in the southern region Conducted an M&E training in the central region, but was also attended by some members in the northern region following member's complaint on their inability to monitor and report on results during implementation By conducting regional meetings as well, members get to learn things they never knew. We have also engaged a consultant on safeguarding issues who is engaging members on this topic in our quest to come up with an inclusive safeguarding package for the country
(OUTCOME 5) Enhanced sustainability and impact of MaSP through <u>organizational development</u>	<p>MaSP works to provide a positive example for its members in governance, impact and sustainability. We have endeavoured to develop MaSP as an organisation to support the achievement of SG priorities as well as to set it up as a sustainable organization with staff who are well-trained and well-motivated. A consultant was recruited to assist in the strategic planning process of the organization as well. The MaSP cloth produced last year, carries a strong message of what we do as an organization, each time members wear it, they are inherently amplifying our work and what we stand up for.</p>
(5.1) MaSP's mission and core focus clarified and emphasised	<ul style="list-style-type: none"> MaSP continues to clarify its role to the membership at any meeting and activity to manage expectations. This is done as a way of enhancing legitimacy of the organization as a coordinator for the Scotland and Malawi civic linkages We have had 15 engagements externally in which MaSP had the opportunity to clarify on its role We have had 5 internal (board and staff) forums where this issues has also been clarified
(5.2) MaSP becoming a champion of partnership principles and values, challenging established norms	<ul style="list-style-type: none"> Promoting the partnership principles among the membership and stakeholders remains at the core of what we do We have had 15 opportunities in the period under review to talk about the partnership principles
(5.3) Increased remote participation through innovative new modes of communication and technology	<ul style="list-style-type: none"> We use WhatsApp technology to communicate and share information with members. There are various groups which have been created for regional engagements, cluster executive members as well as strand groups. Young climate leaders also has a WhatsApp group through which they interact Therefore about 155 members interact remotely from

	<ul style="list-style-type: none"> across the country There are times we engage with members from Scotland via the same technology as well
(5.4) Income diversified through innovative resource mobilization strategy, looking at social enterprise model	<p>As stated earlier, MaSP has developed a 5 year strategic plan which will also contain a comprehensive resource mobilization strategy. In the period under review, MaSP has had the following income apart from the core-grant from the Scottish Government:</p> <ul style="list-style-type: none"> Membership fees: £1074 Office rentals: £589 MaSP Cloth sales: £28, the decrease in the cloth sales are due to the fact that members want the cloth distributed for free Management fee for Climate justice project: £3000 Management fee for language project: £800 Management fee on safeguarding project: £1500 Interest on restricted account: £351 <p>A total of £7342 has been raised in the period under review</p>
(5.5) Staff capacity and impact increased through CPD training, support and performance management	<p>MaSP members underwent trainings as part of their Continuous Professional Development as follows:</p> <ul style="list-style-type: none"> [Redacted], Regional Coordinator for the north underwent a week long training on 'Time to event data analysis' offered by the University of Malawi, Chancellor College [Redacted], Regional Coordinator for the south's preferred training will be offered in November 2019 by the University of Malawi, Chancellor College [Redacted] went to the Institute of Chartered Accountants in Malawi annual general meeting in August 2019 [Redacted], enrolled for the CEO's breakfast mentoring club in April 2019 [Redacted], the programme officer will undergo an M&E training in November 2019 7 performance appraisals have been conducted in the period under review, no major performance issues were noted [Redacted] attended the member awards ceremony organized by the SMP and attended by Her Royal Highness Princess Anne of The Great Britain
(5.6) MaSP AGM developed as energetic annual conference celebrating Scottish links and partnership principles	<ul style="list-style-type: none"> This year's AGM was postponed in June to October 2019 due to the security situation in Malawi and advice not to travel unless essential
(5.7) Targeted core membership growth , actively managing expectations and focusing on core purpose	<ul style="list-style-type: none"> From April 2019 to date, the membership has increased with 17 members 5 of which have active links with Scotland raising the total number of members to 450
(5.8) Increased member ownership through regular feedback, regional clusters and clarity over shared vision	<p>From the Regional meetings it is clear that MaSP members own the organization and this is evidenced by:</p> <ul style="list-style-type: none"> Over 80% of members who attend MaSP forums completing the feedback forms bringing the total number to 140. This total number includes figures from the annual online impact survey conducted in April this year.

		<ul style="list-style-type: none"> • The willingness for members to start paying membership fees also shows ownership of their organization • We have had 45 non-written feedback from different groups be it at forums or through walk in meetings to the secretariat or regional offices on the impact MaSP is having on their work
	<p>(5.9) Monitoring, evaluation and learning structures established and agreed with funder</p>	<p>The MEL tool was developed as part of the strategic plan</p> <ul style="list-style-type: none"> • in April 2019, we conducted an online impact survey in which 95 people participated stating that MaSP was delivering excellently on the 5 outcomes • 45 members also completed feedback forms on how we have been conducting our duties in this period bringing the total number to 140 • The Audit 2018/2019 audit report was also '<u>Unqualified</u> • ON 17th May, we received a grant letter from the Scottish Minister of European, Migration, and International Development, Hon, Ben Macpherson, informing us that the SG had decided to core-fund the MaSP again for another period of 3 years from the year 2020. The letter went further to state that from the year 2020, MaSP shall be receiving funding from the SG directly • Following the RAG process by the SG in this period, the MaSP was also rated 'green' signifying that it had delivered '<u>outstandingly</u>' on its core mandate • We have developed a Theory of Change that will act as a guide and checklist on the outcomes we need to deliver on year in and year out
	<p>(5.10) Increased clarity over governance structures, including across and between board, staff, CRCs and cluster</p>	<ul style="list-style-type: none"> • Three board meetings were conducted in the period under review. One of which an extra ordinary board meeting aimed at discussing the strategic plan as well as making changes to the standard procedures on Board appointments • MaSP staff conduct Monday morning weekly meetings every week and the regional coordinators link in via skype and WhatsApp calls
	<p>(5.11) Increased connections and collaborations with other networks</p>	<p>In the period under review, the MaSP has reached established working partnerships with the following organizations:</p> <ul style="list-style-type: none"> • Mzuzu E-hub on engagements of young people • National Youth Council on the youth network launch and young leader's climate change project • Abundant Life Centre as a new member with links • Scottish Football Supporters Association on their links with malawi grassroot football • Bhubesi Pride Foundation/ Rugby in Africa on youth rugby in Malawi • Association of Malawians Living in Scotland on how they can give up to others in Malawi

2. 5	Risk Management			
	If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?			
	Issue/ Risk	On risk register ?	Action Taken	Outcome
	Delays in transfer of funds	No	SMP able to advance funds	Still causing some difficulties
	Lack of funds for CPD (training) for staff	No	Raised it in report	Waiting for feedback
	Procurement and authorisation systems slowing delivery at times	No	Board and Audit and Finance Committee are reviewing systems to help increase efficiencies while continuing to meet the highest governance standards. Part of [Redacted] (Finance Officer's) trip to Scotland involved sharing of finance systems between SMP and MaSP	Waiting for feedback from MaSP Board
Safeguarding has become an enhanced priority, and potential reputational risk, for all in the sector in this period	No	Safeguarding was a key part of the Lilongwe conference and MaSP is working closely with the SMP and the Scottish Government to explore what more MaSP could do to offer its members support in this area	Discussions are on-going	

<ul style="list-style-type: none"> Financial Report <p>The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to confirm actual spend to date for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year.</p>	
3.1	<p>Project Underspend</p> <p>Please note whether the project anticipates a significant underspend, and whether the project intends to request that some funds are carried forward with the agreement of the Scottish Government. Please provide justification for this underspend below. Please note that any carry-over of funds to the next financial year should be agreed with the Scottish Government by January 31st of the current financial year.</p> <p>We are not anticipating any major underspend on the project.</p> <p>As flagged in the Budget Summary in Appendix One, MaSP had £67,776 of expenditure in this six-month period against a budget of £54,145. This is largely a phasing issue, with increased activity in Q1+2.</p>

Appendix One: Summary of finances April – Sept 2019

	Programmed Expenditure (Total for financial year) SG budget based on 50% phasing	Actual Expenditure (Year to date)	Variance (unspent budget)
Staff Costs			
Total for Scottish Staff			
Total for National Staff	29,538	23,093	6,445
Total for Other Staff		1,001	(1,001)
Sub-Total Staff Costs	29,538	24,094	5,444
Running costs in Country			
Office Costs + Overheads	10,466	11,622	(1,156)
Other	4,218	4,731	(513)
Sub-Total Running costs in Country	14,684	16,353	(1,669)
Travel - International			
International Airfares			
International staff other travel costs			
Sub-total international travel			
Travel - National			
in-country airfares	1,591	1,877	(286)
In country travel (all other)	941	823	118
Sub total National travel	2,532	2,700	(168)
Subsistence** <i>This is attached to activities</i>			
International staff			

National staff			
Sub-total subsistence			
Direct Project Costs for Implementation			
Outcome 1	3,240	2,791	449
Outcome 2	990	1,031	(41)
Outcome 3	5,541	7,150	(1,609)
Outcome 4	2,005	582	1,423
Outcome 5	5,334	5,013	321
Dissemination Costs			
Sub-total Implementation	17,110	16,567	543
Capital Costs	878	1,366	(488)
Sub-total Capital			
TOTAL	64,742	61,080	3,662

Budget Narrative:

1) Staff Costs

- Staff costs had a budget amounting to **£ 29,538** and we actually spend **£ 23,093**. We did not spend the balance of **£ 6,445** because we had a vacant post of programme officer during the months of June and July 2019. The second reason is that some personnel expenses such as gratuity and leave grant are done at the end of the financial year.

2) Running costs in Country

- During the last six months we had an overspent amounting to **£ 1,669** this came about because in September 2019 we paid in advance office rentals for October to December 2019 as requested by the landlord for our secretariat office. We also bought toner in bulk at a cheaper price because sometimes it is scarce to find it at that cheap price.

3) Travel – International

- We had no budget under this line.

4) Travel – National

- During the first six months we had a budget amounting to **£ 2,532** and we spent **£ 2,700**. This resulted to an overspend amounting to **£ 168** because we made an advance fuel loading for the October 2019. We do purchase fuel directly from PUMA fuel company and one of the conditions is to preload the funds in the card prior to the month of spending so that the fuel company can process the transaction in time so we normally do it ten days before the end of each month.

Direct Project Costs for Implementation

Output 1

- During the first six months we had a budget amounting to **£ 3,240** and we have spent **£ 2,791** which resulted to an underspent amounting to **£ 449**. The reason for this underspent is because we intensified much in the use of MaSP social medial sites which made us save advertising costs whenever we had adverts and other publicities.

Output 2

- During the first six months we had a budget amounting to **£ 990** however we spent **£ 1,031** due to increased numbers of meetings and regional engagements in this period. This resulted us in having an overspent amounting to **£ 41**.

Output 3

- During the first six months we had a budget amounting to **£ 5,541** however we spent **£ 7,150** this was due to the advance rental payments and internet subscriptions for Mzuzu and Blantyre Communication and Resource Centres for October to December 2019 as requested by landlords. This resulted in having an overspent amounting to **£ 1,609**.

Output 4

- During the first six months we had a budget amounting to **£ 2,005** and we spent **£ 582**. We had an underspent amounting to **£ 1,423**. This is because a big part of this budget line will be used for 2020 Symposium hence we did not spent much funds on it.

Output 5

- During the first six months we had a budget amounting to **£ 5,334** but we spent **£ 5,013** which resulted to an underspent amounting to **£ 321**. This is because two staff training schedules collided with crucial office activities like Audit and regional meetings hence they were postponed. MaSP is planning to send the remaining staff for the training during the next six months.

Capital Costs

- Under this budget line we had **£ 878** and we spent **£ 1,366** this is because we opted of buying mobile phones and one laptop for the secretariat and CRC's. This resulted to an overspent amounting to **£ 488**. This overspent will be normalised in the next six month because the annual budget for this line is **£ 1,756**

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