

**Scottish Government**

**Malawi Development Programme 2015-2018**

**End of Year Report – Part 1 of 3**

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

**PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM**

<b>1. Basic Project Information</b> 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	<b>Project Reference Number</b>	
1.2	<b>Reporting Year</b>	<b>From:</b> dd/mm/yyyy <b>To:</b> dd/mm/yyyy
1.3	<b>Project Year</b> (e.g. Year 1)	
1.4	<b>Name of Lead Organisation (Grant Holder)*</b>	
1.5	<b>Name of Partner(s)*</b>	
1.6	<b>Name of Project*</b>	
1.7	<b>Project Description*</b>	
1.8	<b>Project Country/ Region*</b>	
1.9	<b>Project Start &amp; End Date*</b>	<b>Start:</b> dd/mm/yyyy <b>End:</b> dd/mm/yyyy
1.10	<b>Total Project Budget*</b>	
1.11	<b>Total Funding from IDF*</b>	
1.12	<b>IDF Development Priorities</b> Please tick the box next to the development priority/priorities that your block grant aims to address	<input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Civic Governance  <input type="checkbox"/> Sustainable Economic Development <input type="checkbox"/> Renewable Energy
1.13	<b>Supporting Documentation</b> Check box to confirm key documents have been submitted with this report	<b>Up-to-Date Logical Framework (LF)</b> <input type="checkbox"/> summarising progress against relevant milestones for project activities, outputs, outcomes and impact.  Please indicate (check box) if you have proposed amendments to your LF since your last report. If so, please detail any changes in Q3.2 <input type="checkbox"/>  Please indicate (check box) if the LF submitted has been approved by the Scottish Government. <input type="checkbox"/>

<b>1. Basic Project Information</b>			
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.			
		<b>End of Year Financial Report</b> <input type="checkbox"/>	
		<b>Proposed Revised Budget (if applicable)</b> <input type="checkbox"/>	
	Please list any further supporting documentation that has been submitted	Other, please detail	
1.14	<b>Response to Previous Progress Reviews</b>	<b>Scottish Government's comments on previous reports (State which):</b>	<b>Action taken since received:</b>
1.15	<b>Date report produced</b>		
1.16	<b>Name and position of person(s) who compiled this report</b>	Name, Position: Name, Position: Name, Position:	
1.17	<b>Main contact details for project, if changed</b>		

Signed by \_\_\_\_\_ Date \_\_\_\_\_

Designation on the Project \_\_\_\_\_

<b>2. Project Relevance</b>	
2.1	<b>Project Beneficiaries</b> Does the project remain relevant to the context and the beneficiaries with whom you are working? Please justify this in a short paragraph below.
2.2	<b>Gender and social inclusion</b> Please describe how your project has worked to ensure that women and girls, and other vulnerable groups (as appropriate) benefit from the project. Describe any challenges experienced in reaching vulnerable people and how these have been overcome.
2.3	<b>Accountability to stakeholders</b> How does the project ensure that beneficiaries and wider stakeholders are engaged with and can provide feedback to the project? What influence has this had on the project? What challenges have been experienced in collecting and acting on beneficiary feedback?

### 3. Progress and Results

This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.

#### 3.1 Changes to Project Status

Has the focus or delivery of your project changed significantly over the last financial year? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.

#### 3.2 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
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#### 3.3 Gaps in Monitoring Data

If baseline or monitoring information is not available, please provide an explanation below. Where monitoring data has been delayed (since previous report), please provide an indication of when and how it will be made available to the Scottish Government.

#### 3.4 Project Outputs

In the table below, please list each of your project outputs, and provide further detail on your progress and results over this reporting period. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data in line with logical framework, case studies, web-based information, reports etc) where possible.

**Output 1: Name of Output**

Output Indicator	Progress against Planned Milestone/ Target
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1.1 Name of Indicator	
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1.2	
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1.3	
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Please add additional outputs/ indicators as required

#### 3.5 Project Outcomes

In the table below, please list your project outcome, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.

**Outcome: Name of Outcome**

Outcome Indicator	Progress against Planned Milestone/ Target
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### 3. Progress and Results

This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.

	1 <i>Name of Indicator</i>			
	2			
	Please add additional indicators as required			
3.6	<b>Project Impact</b>			
	In the table below, please list each of your project outcomes, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.			
	<b>Project Impact: Name of Impact</b>			
	<b>Impact Indicator</b>	<b>Progress against Planned Milestone/ Target</b>		
	1 <i>Name of Indicator</i>			
	2			
3.7	<b>Risk Management</b>			
	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?			
	<b>Issue/ Risk</b>	<b>On risk register?</b>	<b>Action Taken</b>	<b>Outcome</b>
Please add additional issues as required				

### 4. Sustainability

4.1	<b>Partnerships</b>
	Provide a brief description of the roles and responsibilities of all partners, including in M&E. Have roles and responsibilities changed or evolved? Please provide a brief assessment of your partnership, including its strengths, areas for improvement and how this will be addressed. This section should be completed by lead partners based in Scotland and Malawi.
4.2	<b>Exit Strategy</b>
	Describe the key components of your exit strategy and outline progress towards achieving it. Provide any other achievements or progress towards ensuring that your project remains sustainable in the longer term (including in relation to local ownership and capacity, and resourcing). Describe any challenges and how these will be addressed.

### 5. Learning and Dissemination

5.1	<b>Lessons Learned</b>
	Describe briefly any lessons learned during this reporting period, and how it will influence the project and your work moving forward.

<b>5. Learning and Dissemination</b>	
5.2	<b>Innovation and Best Practice</b> Summarise briefly any examples of innovations/ innovative approaches or best practice demonstrated by your project during this reporting period. Please explain why these are innovative or best practice, and detail any plans to share these with others.
5.3	<b>Dissemination</b> Summarise briefly your efforts to communicate project lessons and approaches to others (e.g. local and national stakeholders in Scotland and Malawi, academic peers etc). Please provide links to any learning outputs.
5.4	<b>Wider Influence</b> Briefly describe any intended or unintended influence on development outcomes beyond your project. For example influence on local and national policy, contribution to debate on key development issues, uptake by other projects etc.

<b>6. Financial Report</b>	
<p>The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex2). Please fill in the Budget Spreadsheet to: (a) confirm actual spend for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year, (b) detail programmed spend for next year.</p> <p>Please note that any carry-over of funds to the next financial year should have been agreed with the Scottish Government by January 31<sup>st</sup> of the current financial year.</p>	
6.1	<b>Project Underspend</b> Please note whether the project has reported a significant underspend, and whether the Scottish Government has agreed to this being carried forward. If this has been agreed, please provide copies of or links to relevant correspondence. Please indicate whether the underspend is the result of currency fluctuations or other issues with project delivery.
6.2	<b>Cost Effectiveness and Efficiency</b> Please detail any efforts by the project to reduce project costs, whilst maintaining the quality of the project – for example through managing projects costs, efficient resourcing, working with and learning from others etc.
6.2	<b>Co-finance and Leverage</b> Please provide details of any co-finance or leverage that has been obtained for the project during the reporting period, including how the funds/ resources will contribute to delivering more and/or better development outcomes.

## 7. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

### 1. IDF Programme – Poverty and Vulnerability (compulsory)

1.1	Indicator 1.1 Total number of people <u>directly</u> benefitting from the project				
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)
	State the evidence that supports the progress described				
1.2	Indicator 1.2 Total number of people <u>indirectly</u> benefitting from the project				
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)
	State the evidence that supports the progress described				

### 2. IDF Programme – Civic Governance and Society (optional)

2.1	Indicator 2.1 Number of formal legal institutions supported to improve citizens' access to justice and human rights						
	Baseline		Total		Brief description (e.g. paralegal service)		
	State the evidence that supports the progress described						
2.2	Indicator 2.2 Number of people who have directly benefitted from improved access to judicial and paralegal services						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. widows)
	State the evidence that supports the progress described						
2.3	Indicator 2.3 Number of organisations with increased awareness of good governance and human rights						
	Baseline		Total		Brief description (e.g. paralegal service)		
	State the evidence that supports the progress described						
2.4	Indicator 2.4 Number of people with increased awareness of good governance and human rights						
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)		
	State the evidence that supports the progress described						
2.5	Indicator 2.5 Number of people who are engaged in advocacy for improving citizens' rights						
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)		
	State the evidence that supports the progress described						
<b>3. IDF Programme – Education (optional)</b>							
3.1	Indicator 3.1 Number of schools with improved management and resourcing for provision of quality education						

## 7. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

	Baseline	Total		Brief description (e.g. primary school)			
	State the evidence that supports the progress described						
3.2	Indicator 3.2 Number of children/ learners benefitting from improved management and resourcing of schools						
	Baseline	Female	Male	Total	Brief description (e.g. girls, visually-impaired)		
	State the evidence that supports the progress described						
3.3	Indicator 3.3 Number of people trained in improved school inspection and/ or improvement services						
	Baseline	Female	Male	Total	Brief description (e.g. government staff)		
	State the evidence that supports the progress described						
3.4	Indicator 3.4 Number of new teachers qualified to provide quality education that is safe, equitable and accessible to all children						
	Baseline	Female	Male	Total	Brief description (e.g. primary)		
	State the evidence that supports the progress described						
3.5	Indicator 3.5 Number of people entering into higher education						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. secondary, vocational)
	State the evidence that supports the progress described						
4. IDF Programme – Health (optional)							
4.1	Indicator 4.1 Number of health professionals with up-to-date skills, knowledge and qualifications in essential healthcare						
	Baseline	Female	Male	Total	Brief description (e.g. nurses)		
	State the evidence that supports the progress described						
4.2	Indicator 4.2 Number of women <u>who have access to</u> improved maternal and neonatal healthcare services						
	Baseline		Total		Brief description		
	State the evidence that supports the progress described						
4.3	Indicator 4.3 % births assisted by a skilled provider						
	Baseline		Total		Brief description		
	State the evidence that supports the progress described						



## 7. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

4.4	<b>Indicator 4.4 Number of people <u>directly reached by</u> improved essential health services</b>						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. malaria)
	State the evidence that supports the progress described						
4.5	<b>Indicator 4.5 Number of people <u>who have access to</u> improved essential health services</b>						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. maternal health)
	State the evidence that supports the progress described						
4.6	<b>Indicator 4.6 Number of institutions with improved essential health services</b>						
	Baseline		Total		Brief description (e.g. district clinic)		
	State the evidence that supports the progress described						
4.7	<b>Indicator 4.7 Number of people with increased awareness of determinants of health</b>						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. malaria prevention)
	State the evidence that supports the progress described						
<b>5. IDF Programme – Sustainable Economic Development (optional)</b>							
5.1	<b>Indicator 5.1 Number of people supported to establish or improve business/ economic activities</b>						
	Baseline	Female	Male	Total	Brief description (e.g. agriculture marketing)		
	State the evidence that supports the progress described						
5.2	<b>Indicator 5.2 Number of people accessing credit</b>						
	Baseline	Female	Male	Total	Brief description (e.g. widows)		
	State the evidence that supports the progress described						
5.3	<b>Indicator 5.3 % increase in household income</b>						
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)		
	State the evidence that supports the progress described						



## 7. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

5.4	<b>Indicator 5.4 Number of small holder farmers supported to adopt environmentally sustainable agricultural practices</b>			
	Baseline	Female	Male	Total
	State the evidence that supports the progress described			
5.5	<b>Indicator 5.5 % increase in agricultural yield</b>			
	Baseline	Female	Male	Total
	State the evidence that supports the progress described			
<b>6. IDF Programme – Renewable Energy (optional)</b>				
6.1	<b>Indicator 6.1 Number of public institutions e.g. clinics, schools accessing renewable energy</b>			
	Baseline		Total	
	State the evidence that supports the progress described			
6.2	<b>Indicator 6.2 Number of households accessing renewable energy</b>			
	Baseline	Female	Male	Total
	State the evidence that supports the progress described			
6.3	<b>Indicator 6.3 Number of individual lamps/ lanterns sold</b>			
	Baseline		Total	
	State the evidence that supports the progress described			
6.4	<b>Indicator 6.4 Number of community based 'mini-grids' that have been established</b>			
	Baseline		Total	
	State the evidence that supports the progress described			

## Annex 1: Guidance Notes: End of Year Report

<ul style="list-style-type: none"> <li>• This report is to be completed by all project managers/leaders at the end of the financial year.</li> <li>• Please complete this form electronically.</li> <li>• Once complete please send this reporting form, by email to your Scottish Government project manager.</li> <li>• The report should be submitted by the end of April following the financial year to which the report relates.</li> </ul>	
Question	Guidance
<b>Basic Project Information</b>	
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). <b>Reports that do not include all required documentation will not be considered complete.</b>
1.14	Please reference previous (actionable) feedback that you have received in your last MY and EY 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.
<b>Project Relevance</b>	
2.1	Provide a brief update on the context in which your project is working, and describe briefly how your project remains relevant to your project beneficiaries.
2.2	Working towards gender equity and social inclusion is considered essential to any projects funded through the IDF. Please describe briefly how your project is delivering this.
2.3	Please describe briefly how beneficiaries are engaging with the project (if at all) and what effect that is having, as well as any challenges in engaging with them.
<b>Progress and Results</b>	
3.1	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.
3.2	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.
3.3	An update on any delays or challenges in monitoring will help us to understand the information presented in the report and logframe.
3.4	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> Looking again at the <i>output indicators</i> outlined, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome. This should include a narrative (where relevant) as well as quantitative data – indicating clearly the milestones (including dates) and progress to date using the same measurement unit (e.g. number/percentage) provided for the baseline etc. should be outlined using a percentage or number. E.g. By end March 2016, 5 wells have been dug in the last year against a milestone target of 4.
3.5	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> Looking again at the <i>outcome indicators</i> outlined in your original application, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome.
3.6	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> Please comment on the overall impact of the project to date, including any challenges and how these were overcome.
3.7	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.
<b>Sustainability</b>	
4.1	Provide a brief update on how your partnership is working and evolving.
4.2	Detail briefly your progress towards ensuring that your project will be sustainable in the longer term. We would like you to refer back to your exit strategy in your application form) as well as reflect on other elements of sustainability.
<b>Learning and Dissemination</b>	
5.1	The Scottish Government is very interested to hear of lessons you may have learnt during any aspect of the project and may use your experience in future policy consideration.

5.2	The Scottish Government is very interested to hear of any innovations or examples of best practice, and how projects are sharing good practice more widely.
5.3	The Scottish Government would like to know how the work of the project is being communicated more widely to a range of stakeholders in Scotland and beyond.
5.4	The Scottish Government would like to know if your project (whether intended or unintended) is likely to have an influence on policy.
<b>Financial Reporting</b>	
6	<b>For this question, you will also need to complete the summary page of the budget spreadsheet.</b> 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>
6.1	It is important for us to understand and learn from how projects budget, including reasons for underspend.
6.2	The Scottish Government is interested in how projects are working efficiently and effectively.
6.3	Please detail if the project has succeeded in sourcing additional funds to enable it to extend its work.
<b>IDF Programme Monitoring</b>	
7	The Scottish Government needs to understand who is being reached by the IDF and how therefore it is essential that projects contribute to programme monitoring.

**Annex 2: Budget Spreadsheet Report**