

1 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

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	M/15/S/018
1.2	Reporting Year	From: 1 st April /2017 To: 31 st March/2018
1.3	Project Year (e.g. Year 1)	Year 3
1.4	Name of Lead Organisation (Grant Holder)*	UK Co-operative College
1.5	Name of Partner(s)*	COMSIP Co-operative Union, Mzuzu Coffee Planters Co-operative Union, Highlands Macadamia Co-operative Union
1.6	Name of Project*	Co-operative Enterprise Pathways for Economic and Environmental Sustainability
1.7	Project Description*	This project aims to deliver pathways that support the growing co-operative movement in Malawi to become more economically and environmentally sustainable and inclusive. It inspires young people to engage more in co-operative enterprises as a viable livelihood option; empowers women to put themselves forward for leadership positions in their co-operative; promote more environmentally sustainable methods of agriculture; create awareness on the use of renewable energy technologies; and facilitate the capacity building of co-operative support organisations through strengthening the national apex body and scoping the feasibility of a national co-operative college.
1.8	Project Country/ Region*	Malawi
1.9	Project Start & End Date*	Start: 1 st April, 2015 End: 31 st March, 2018
1.10	Total Project Budget*	£449,449
1.11	Total Funding from IDF*	£449,449

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1.12	<p>IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address</p> <p><input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Civic Governance</p> <p>Sustainable Economic Development <input checked="" type="checkbox"/> <input type="checkbox"/> Renewable Energy</p>						
1.13	<p>Supporting Documentation Check box to confirm key documents have been submitted with this report</p> <p>Up-to-Date Logical Framework (LF) summarising progress against relevant milestones for project activities, outputs, outcomes and impact. <input checked="" type="checkbox"/></p> <p>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"/></p> <p>Please indicate (check box) if the LF submitted has been approved by the Scottish Government. <input checked="" type="checkbox"/></p>						
	<p>End of Year Financial Report <input checked="" type="checkbox"/></p>						
	<p>Proposed Revised Budget (if applicable) <input type="checkbox"/></p>						
	<p>Please list any further supporting documentation that has been submitted</p> <p>Other, please detail</p>						
1.14	<table border="1"> <thead> <tr> <th>Response to Previous Progress Reviews</th> <th>Scottish Government's comments on previous reports (State which):</th> <th>Action taken since received:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Response to Previous Progress Reviews	Scottish Government's comments on previous reports (State which):	Action taken since received:			
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1.15	<p>Date report produced 2nd May,2018</p>						
1.16	<p>Name and position of person(s) who compiled this report</p> <p>[REDACTED] International Project Officer, UK Co-operative College</p> <p>[REDACTED] Malawi Project Manager</p>						
1.17	<p>Main contact details for project, if changed</p>						

Signed by **[REDACTED]** Date: 2nd May 2018

Designation on the Project : International Programmes Manager at Co-operative College

2.	Project Relevance
2.1	<p>Project Beneficiaries Does the project remain relevant to the context and the beneficiaries with whom you are working? Please justify this in a short paragraph below.</p> <p>The project remains significant to the beneficiaries with whom we are working. As envisioned in the project overall goal of creating a better governed and more inclusive co-operative movement able to drive innovations and environmentally sustainable co-operative business development in rural areas across Malawi, the project continued working with women and the young people in co-operatives. The aim is to increase participation of women and young people in co-operatives in Malawi and ensure that they embrace environmentally sustainable production technologies thereby warranting environmental and economic sustainability. Thus, in the third year of implementation, the project remained focused to its intended context and beneficiaries.</p>
2.2	<p>Gender and social inclusion 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.</p> <p>As indicated in 2.1 the project is working with women and young people, with the aim of improving their participation in the co-operatives. During its inception, the project noted that women constitute a large proportion of membership but their participation in leadership was low. In this regard, the project worked towards increasing the number of women in leadership positions by training them in leadership skills and business management. While the project baseline revealed low participation of young people in co-operatives, the project implementation in the third year continued creating awareness on the critical need for including young people in co-operatives as a viable source of livelihoods. In the third year the project continued its outreach programmes reaching out to young people so as to ensure that they become members of existing co-operatives as well as encouraging them to form youth co-operatives from the local youth organisations and community technical colleges.</p> <p>Challenges experienced include dealing with issues around traditional cultural norms that dictate that women should defer to men's position in society and not challenge the status quo. This notwithstanding, we are noticing a change of mind-set within the members of co-operatives and communities that have been trained to empower women and girls.</p> <p>With regard to improving the involvement of young people in co-operatives, the major challenge is the ingrained view among older members that young people are too immature to be trusted. It should, however, be mentioned that the sensitisation training is bearing fruit in tackling this misperception. Members are particularly beginning to understand that young people are the future of co-operatives and if they are incorporated at this stage of their life, they contribute significantly to the co-operatives' sustainability.</p> <p>A continued challenge in the third year of project implementation has revealed that young people continue to prefer initiatives that generate speedy returns. Considering that in most rural settings agriculture remains the dominant livelihood option, the shift has been to encourage them venture into perennial crops that have long term returns on investment, such as coffee, macadamia and fruit tree like apples and mango. In addition, these types of crops are less labour intensive, so in the short term young people are encouraged cultivate horticultural crops like tomatoes and bananas that can help them achieve an income. However some young people have joined savings and investment co-operatives where they learnt to save and then accessed credit at affordable interest and have ventured into businesses like grocery and salon just to mention a few. The</p>

	<p>expectation is that it will be easy for them to venture into businesses with long term benefits once they embrace the co-operative concept.</p>
2.3	<p>Accountability to stakeholders 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?</p> <p>To ensure accountability to the stakeholders, the project is encouraging active participation of the beneficiaries especially women and young people who are the primary beneficiaries of the project. There is a focus on making sure that the beneficiaries know what the project intends to achieve during its lifetime which will enable them to assess if the project is meeting its objectives. The project team realises that access to information is critical for effective participation of both the beneficiaries and the wider stakeholder group. In this case, the project has developed a communication strategy which has ensured relevant information has been passed on to relevant stakeholders. For example, one of the important stakeholder groups identified to successfully report on the activities of the project are journalists who are aware of the importance of co-operatives and their role in Malawi.</p> <p>The project is also using participatory approaches when training or sensitising the primary project beneficiaries. In this regard, emphasis is on identifying community needs and how each particular community thinks that their challenges can best be addressed so as to give each community ownership of this process. A good example includes a community in Kasonga area of Ntchisi District in Central Malawi where women indicated that they were facing challenges to procure fertilisers because their produce was sold at very low prices. The price for 50kgs of maize (approximately £2.50) had fallen to well below that of an equivalent bag of fertiliser (approximately £22.00). The project responded by providing training in making organic fertiliser. This story was covered by a Malawi News Agency journalist, and the subsequent coverage reached a much wider community nationally. A follow-up was made and a documentary was produced which, resources permitting, could be shown in rural communities and potentially improve food security for many more beneficiaries.</p> <p>After learning how to make fertiliser and seeing the improvement in his production, a young member of Lupanda Producers and Marketing in Mzimba at Khosolo commented that his livelihood has improved to the extent that now he can consider settling down and starting a family. In these communities, the project is helping to empower the beneficiaries, helping them to make a living as well as training members in better methods of managing waste.</p> <p>Feedback from beneficiaries is helping the project to remain focused on its objectives, both to ensure that the intended target groups are benefiting from the project and to enable beneficiary feedback to be used to refocus the project activities when necessary. This has enabled the project delivery to take the flexible and responsive approach that is necessary to encourage more young people to participate in co-operatives.</p> <p>One challenge with beneficiary feedback is that some of the beneficiaries still harbour expectations that the project should be giving them seed capital for starting businesses. However, the nature of this project is not to give out start-up capital but to focus on capacity building. Therefore, members are encouraged to save the little that they are able to generate and invest accordingly, supported by additional training material on financial literacy and savings mobilisation through lead partners COMSIP Cooperative Union.</p>

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.	
	The project focus has not changed and it is being implemented as it was originally planned.	
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	
	No changes	-
-	-	-
-	-	-
3.3	Gaps in Monitoring Data	
	If baseline or monitoring information is <u>not</u> 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.	
	All the information is available from field reports that are done after delivery of project activity.	
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: More women are leaders of their co-operatives and are engaging in a wider Co-operative network	
	Output Indicator	Progress against Planned Milestone/ Target
	1.1: Percentage of leaders sitting on co-operative boards at the Union Level are women	In third year of the project, the percentage now stands at 40.7%, marginally shy of the 41% target. This is a fantastic improvement on the baseline of 27%. This can be mostly attributed to the capacity building taking place on women's leadership and business management training sessions.
1.2: Percentage of leaders sitting on co-operative boards at the primary co-operative level are women	Again, the third year percentage is fractionally shy of the 65% target at 63.5%. This shortfall can mainly be attributed to the fact that most co-operatives hold their AGM after year-end reporting period, and hence have not yet voted in new board members post-training. Training	

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	women in leadership has had positive impact.
1.3: % increase in the income of women members	In the third year, women's average income increased by 9%, mainly due to there being a low price for farm gate produce. The accumulated increase now stands at 24.4% for the period in which the project has been implementing its training activities, meaning that women are now able to earn more than they were doing before the project started. The training in business management skills and environmentally sustainable agricultural practices has started making an impact that will remain well beyond the project life span.
Output 2: Young people are adopting co-operatives as a source of livelihood	
2.1: Number of young people engaged in co-operatives	In third year project managed to reach out to 722 young people (which is less than the targeted 1500). The primary issue in reaching this figure was that for two quarters the focus of the project was on the other areas where there was demand, and not on young people. However all efforts will be made to make up the gap during the extension period and we are confident the shortfall will be addressed. The project will also reach out to more co-operatives on youth inclusion. The number achieved so far is 2456.
2.2: % increase in the income of young people engaged in co-operative enterprise activities	In the third year, the income of young people increased by 23.6% against the baseline. Most co-operatives that we worked with on youth inclusion were in their infant stage and received training in better business management skills. This has meant that more young people appreciate the opportunities of working in co-operatives.
Output 3: Co-operatives are using environmentally sustainable technologies in production of goods and services	
3.1: Number of small holder farmers (co-operative members) supported to adopt environmentally sustainable agricultural practices.	1088 farmers against the planned third year target of 800 were supported to adopt environmentally sustainable agricultural practices. The target was surpassed as there was a marked increase in people undertaking training as it ensured food security and increased yields of various crops whilst significantly reducing costs of inputs. This was an over-achievement because the project worked in collaboration with other partners including the Ministry of Agriculture, Mzuzu Coffee Planter Cooperative Union and COMSIP Cooperative Union.
3.2: % increase in the incomes of co-operative enterprises through adapting	There is 6.7% increase from the second year earnings of co-operatives. One factor to explain

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environmentally sustainable methods	this underperformance is falling crop prices, but mainly it is the difference in reporting periods. At the time of writing this report, many co-operatives had not yet sold their produce and most of them had not yet harvested. Thus, their yearly incomes may be captured in the next six months.
3.3: Number of households accessing renewable energy	The project reached out to 1488 members of co-operatives and nearly all members that were reached have now accessed renewable solar by partnering with MAEVE and Community Energy projects. Beneficiaries were not limited to co-operatives but extended into surrounding communities. Statistics obtained from partner organisations indicate that between January and December 2017, 18,235 people have bought various portable solar lamps and solar for phone charging as well as some people running it as enterprise. The project's main role has been to provide linkages to increase accessibility of renewable energy technologies and the project is now working towards linking beneficiary co-operatives to become agents of the various solar technologies suppliers.
Output 4: Stronger co-operative organisations which are promoting, uniting and developing the co-operative movement in Malawi	
4.1: Strategic plan for the National Apex Body implemented	A draft strategic plan is in place to be endorsed by stakeholders. The project worked with its stakeholders to ensure that the strategic plan incorporates their views.
4.2: Scoped the viability of a national Co-operative College	This activity was undertaken in the second year of the project. The report on the findings, and subsequent recommendations, is in the process of finalisation.
4.3: Annual conferences	The project organised two regional meetings where information sharing and gathering was carried out. Emphasis was mainly on creating awareness on the role of co-operatives in attaining the Sustainable Development Goals (SDGs) by 2030. The first one brought together representatives of co-operatives from central and southern regions and the second one brought together co-operators in northern regions. These regional meetings took place in August, 2017.
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

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	Outcome: A better governed and more inclusive Co-operative movement able to drive innovations and environmentally sustainable co-operative business development in rural areas across Malawi						
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3.6	<p>Project Impact</p> <p>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.</p> <p>Project Impact: Improved sustainability and viability of the co-operative movement in Malawi</p> <table border="1"> <thead> <tr> <th>Impact Indicator</th> <th>Progress against Planned Milestone/ Target</th> </tr> </thead> <tbody> <tr> <td>1. Proportion of active co-operatives running environmentally sustainable and viable businesses</td> <td>In third year, the project reached out to 118 co-operatives to build capacity with trainings on improving leadership, member participation in co-operative business, business management skills and use of environmentally sustainable technologies, exceeding the anticipated target by 60%. Many beneficiaries have indicated that this has had an extremely positive impact on the viability of their co-operative's activities, meaning that the benefits are sustainable beyond the project life span.</td> </tr> </tbody> </table>	Impact Indicator	Progress against Planned Milestone/ Target	1. Proportion of active co-operatives running environmentally sustainable and viable businesses	In third year, the project reached out to 118 co-operatives to build capacity with trainings on improving leadership, member participation in co-operative business, business management skills and use of environmentally sustainable technologies, exceeding the anticipated target by 60%. Many beneficiaries have indicated that this has had an extremely positive impact on the viability of their co-operative's activities, meaning that the benefits are sustainable beyond the project life span.		
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3.7	<p>Risk Management</p> <p>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</p>						

3. Progress and Results
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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
Parallel structures that confused members of co-operatives to understand the functions of the Federation of Co-operatives	Yes	The project continued with sensitisation activities among co-operatives and the general public.	There is now understanding among the co-operatives despite some resistance from some organisations.
Please add additional issues as required			

4. Sustainability

4.1	<p>Partnerships 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.</p> <p>COMSIP Co-operatives Union is the lead partner in Malawi. COMSIP's observation is that the project has really helped the co-operative movement in Malawi in the area of capacity building and has been able to pass on knowledge and skills on the subject of co-operatives at national level, remaining a key reference point for the movement. There have been challenges in the organisation in that it has been expanding its activities and its accounts office was overwhelmed, which led to a delayed submission of reports, which has since been rectified. COMSIP has greatly benefited from being a lead partner and fund manager as other donor organisations were able to partner with COMSIP based on the reputation gained from working with the UK Co-operative College in the implementation of this project. COMSIP has been participating in the implementation and review of the project activities and is part of the project steering committee which oversees implementation of the project. At certain points, due to workload and changes to the organisation it was difficult to take part in steering committee meetings, however the project manager gave detailed briefings on developments of the project. COMSIP considers that this project has had a challenge of human resources and vehicles in that there are only 3 officers covering large geographical areas (north, centre and south). Since the project does not have transport, it very difficult for the project officers to reach some parts of the country, therefore COMSIP has assisted the officers in reaching some remote areas by providing vehicles and lessening the implementation challenge.</p>
4.2	<p>Exit Strategy 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.</p> <p>The capacity building nature of the project should be self-sustaining as the knowledge and skills passed on to communities to adopt the co-operative ideology will remain. The self-help concept empowers member co-operatives to strengthen and run as independent, viable and</p>

	<p>sustainable businesses and once capacity is built, to become less dependent on external financial support. In three years the project's focus has been to empower women and young people, and lay a solid foundation to ensure sustainability. In the Malawian context, women are the custodians of tradition, and it is therefore anticipated that the project's focus on women will ensure that they will pass the co-operative legacy on to their children. By focusing on young people, the project is also building sustainability since they will grow up adopting co-operatives as a source of livelihood. The pinnacle of achievement for project sustainability is in the establishment of the Malawi Federation of Co-operatives (MAFECO), the apex institution for co-operatives. It is anticipated that MAFECO will generate income to assist it in undertaking its activities, through generating membership contributions from co-operative unions, charging for services and in applying for funds. This will take some time, but with proper planning and commitment this a reliable path for cultivating self-reliance and sustainability.</p> <p>Local ownership is guaranteed considering that beneficiaries are encouraged to implement initiatives that are profitable within their communities. In this case, the project has encouraged use of locally available resources which means that beneficiaries do not have to walk long distances or spend much money to source inputs. Where resources are not locally available, the project encourages linkages to be built with trusted suppliers to develop lasting relationships and thereby sustainability. Once communities have fully adopted the concept of co-operatives, the focus on self-help will place them in a better position to mobilise finances from their members and invest in viable businesses. Thus, the exit strategy is already part of the project implementation.</p>
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5. Learning and Dissemination	
5.1	<p>Lessons Learned Describe briefly any lessons learned during this reporting period, and how it will influence the project and your work moving forward.</p> <p>The third year of project implementation has made us aware of the importance of sharing knowledge and skills with other existing government structures to ensure that the knowledge transfer and skill-sharing goes beyond the lifespan of the project. The project also worked with the film unit in the Ministry of Information to come up with online films that can be shared beyond the project beneficiaries to transfer knowledge to the wider public. Some of the news stories were captured on various online media pages, such as Malawi national online newspapers, which means the numbers of indirect beneficiaries continues to grow.</p>
5.2	<p>Innovation and Best Practice 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.</p> <p>The project continued to partner with other stakeholders when implementing its activities to share costs and maximise budgets, such as using partner organisation's vehicles and contributing to fuel costs. Through collaborations, the project has also benefitted from knowledge sharing and improving the efficiency and effectiveness of interventions, such as the organic fertiliser training, a technology that we learned from our partners. In the third year we partnered with MAEVE project, supported by GIZ, to scale up the adoption of portable solar lamps, phone charging and battery charging. Using co-operatives as a springboard to reach out to wider communities, this helped us link the co-operative members to a wider range of suppliers of various solar technologies.</p> <p>In order to improve the environmental sustainability of our interventions, the project staff attended permaculture training to support smallholder farmers. This had the benefit of promoting organic methods that are cheaper and easier to use as well as sharing advice on controlling various pests that have developed resistance to chemical pesticides. The training was provided Kusamala Farm Institute project partners in the Mwana Alirenji project</p>

5. Learning and Dissemination	
	<p>supported by William Food Jackson Group through the UK Co-op College.</p> <p>Through partnering with the lead partner COMSIP the project team was funded to train 32 primary COMSIP co-operatives, totalling 2654 people, of which 577 were men and 2077 women. This means were still working towards engagement of more and out of this number there is pool of women leaders as some the new co-operatives are women.</p>
5.3	<p>Dissemination 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.</p> <p>The project regularly attended the Malawi Scotland Partnership (MaSP) Network Strand Meetings to share information with different stakeholders. Under MaSP, we have biannual meetings which are used as a platform for disseminating information. During this year's MaSP symposium there was a video competition for projects that are implementing sustainable initiatives where projects were asked to submit a three minute video. The CEPEESM film was voted number one out of the eleven contestants.</p> <p>The project is also disseminated information through using journalists to cover our activities (www.manaonline.gov.mw; www.mwnation.com) which has helped to spread awareness of the project and bring it to the attention of policy makers. In some cases local leaders have also been used to disseminate information in communities. In Malawi, traditional leaders are the custodians of culture and in recognising this, the involvement of traditional leaders is very important to spreading information. Traditional leaders have been used to encourage communities to embrace co-operatives as a source of livelihoods.</p>
5.4	<p>Wider Influence 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.</p> <p>The project has had a major impact on government co-operative policy and continued to engage with frontline government staff. A key result was that the Government solicited support from donors to hire a consultant to review the Government's co-operative policy and there is now a draft in place. The Malawi Federation of Co-operatives (MAFECO) has also been included in the taskforce that is looking into the possibility of the establishment of a co-operative bank. MAFECO has also been key in the consultation of developing a National Agriculture in Policy, mainly on farmer organisations. The International Labour Organization (ILO) was also running a project on decent work mainly for rural communities and their emphasis was co-operatives and MAFECO was part of committee that was overseeing the project. In this way, MAFECO has continued to focus on harmonising different stakeholder interventions across the co-operative movement in Malawi.</p>

6. 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: (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 31st of the current financial year.</p>	
6.1	<p>Project Underspend 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</p>

	underspend is the result of currency fluctuations or other issues with project delivery.
	There is an underspend of £6,978 against the budget for the year, this is made up as follows:
	Underspend due to currency fluctuation
	– agreed to carry fwd to extended 6 month period £14,514
	Less £13,000 c/fwd from year 2 as previously agreed (£13,000)
	Annual monitoring and evaluation visit – April 18 £4,294
	Dissemination costs – to take place in final 6 months £1,165
	The currency fluctuation saving has been put towards the agreed budget for the 6 month extension period reducing the further amount requested for that period accordingly.
	The annual monitoring visit took place in April 2018, so the costs have been carried fwd to the next reporting period. With the addition of the further 6 months, dissemination has been carried forward into that period, so that it can better reflect the entirety of the project.
	Cost Effectiveness and Efficiency
	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.
	In the third year of the project, the team continued with significant partnership working in order to maximise its training outreach and shared joint resources. For example, the team uses the host organisation's (COMSIP) vehicles for some of its training delivery, and occasionally works with co-operative outreach officers at the Ministry of Co-operatives to enhance and maximise the training to co-operatives. Equally this time around the project also benefitted a lot from using vehicles from MAEVE in delivery of the renewable energy programmes in the most difficult rural settings.
6.2	Co-finance and Leverage
	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.
	One example of the Co-operative College bringing in additional resources to support the project is the development over the last three years of working with the UK based family business William Jackson Food Group to support the development of organic farming and co-operative formation in the Ntcheu District of Malawi and this project is in its third year.
	The UK Co-operative College continued its drive to secure resources to complement project activities and successfully secured an additional £5000 in funding from UNICORN Co-operative Grocery in Manchester to continue supporting smallholder tea, coffee and macadamia farmers in the development of organic nurseries.

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 directly benefitting from the project				
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)
	0	3337	2050	5387	These are co-operative members reached by the project by the end of the third year.

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.					
	State the evidence that supports the progress described				
	These figures are compiled during trainings provided to co-operatives to ensure that we keep track of the project achievements. Thus, the figure is drawn from activity reports.				
1.2	Indicator 1.2 Total number of people indirectly benefitting from the project				
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)
	0	13006	8343	22349	These are family members that are being supported by the direct beneficiaries of the project. This time during trainings officers collected the information using forms that were design to enable the project to disaggregate the data.
	State the evidence that supports the progress described				
	Even three years down the road the project witnessed an increased number of indirect beneficiaries due to a number of factors including extended families, HIV and AIDS impact and poor family planning practices. The project continued in integrating awareness messages on issues of HIV and AIDS as well as family planning in its trainings.				
5. IDF Programme – Sustainable Economic Development (optional)					
5.1	Indicator 5.1 Number of people supported to establish or improve business/ economic activities				
	Baseline	Female	Male	Total	Brief description (e.g. agriculture marketing)
	0	3337	2050	5387	Smallholder farmers
	State the evidence that supports the progress described				
	This data is captured during the training				
5.2	Indicator 5.2 Number of people accessing credit				
	Baseline	Female	Male	Total	Brief description (e.g. widows)
	State the evidence that supports the progress described				
5.3	Indicator 5.3 % increase in household income				
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)
	0	9%			They are involved in different activities.
	State the evidence that supports the progress described				
	The project is focussing on participation of women and young people in co-operatives. Income of women increased by 9% while that for the youth increased by 23%.				
5.4	Indicator 5.4 Number of small holder farmers supported to adopt environmentally sustainable agricultural practices				
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)
		728	360	1088	Mainly in farming like maize, macadamia, coffee, soya beans and other horticultural crops.
	State the evidence that supports the progress described				
	As stated above, the project is working with women and the youth.				
5.5	Indicator 5.5 % increase in agricultural yield				
	Baseline	Female	Male	Total	Brief description (e.g. maize)
	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.				
6. IDF Programme – Renewable Energy (optional)				
6.1	Indicator 6.1 Number of public institutions e.g. clinics, schools accessing renewable energy			
	Baseline	Total		Brief description (e.g. district clinics, schools)
	State the evidence that supports the progress described			
6.2	Indicator 6.2 Number of households accessing renewable energy			
	Baseline	Female	Male	Total
	190	888	600	1488
	Brief description (e.g. solar)			
	These are beneficiaries accessing solar lamps and panels after sensitisation.			
	State the evidence that supports the progress described			
	The co-operative members were trained on the importance of using renewable energy as it conserves the environment. Such training was included from dry leaves mixed with maize husks, as a measure of reducing the use of firewood which contributes to deforestation.			
6.3	Indicator 6.3 Number of individual lamps/ lanterns sold			
	Baseline	Total		Brief description (e.g. lantern)
	State the evidence that supports the progress described			
6.4	Indicator 6.4 Number of community based 'mini-grids' that have been established			
	Baseline	Total		Brief description
	State the evidence that supports the progress described			

- This report is to be completed by all project managers/leaders at the end of the financial 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 April 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 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.
Project Relevance	
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.
Progress and Results	
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	For this question you will need to refer back to your most up-to-date APPROVED logical framework. 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	For this question you will need to refer back to your most up-to-date APPROVED logical framework. 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	For this question you will need to refer back to your most up-to-date APPROVED logical framework. 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.
Sustainability	
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.
Learning and Dissemination	
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.
Financial Reporting	
6	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>
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.
IDF Programme Monitoring	
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