

Scottish Government Zambia Development Programme

End of Year 1 Report

1. General Project Information				
1.1	Project Reference Number:	Scottish Government Ref. ZAM3 SCIAF Ref. ZAM-052		
1.2	Name of Organisation:	Scottish Catholic International Aid Fund (SCIAF)		
1.3	Lead Partner(s):	Caritas Zambia/Caritas Kabwe		
1.4	Project Title:	Empowering Resource-Poor Rural Communities in Central Province (Kabwe Kumena Project)		
1.5	Reporting Period:	From: 01/10/2017 To: 31/03/2018		
1.6	Reporting Year:	2017/18		
1.7	Project Start date	01/10/2017		
1.8	Project End date	31/03/2018		
1.9	Total Project Budget*	£1,385,000		
1.10	Total Funding from IDF*	£1,350,000		
1.11	Have you made any changes to your log-frame? If so, please outline proposed changes in the table below. Please note all changes require Scottish Government approval. If changes have already been approved please indicate this in the table.			
	Outcome/Output	Proposed/Agreed Change	Reason for Change	Date Approved and by whom
	Output 1: 840 (80% of 1,050) households have adopted SOA and improved livestock husbandry	Activity 1.1 Conducting a baseline survey (sample) from the Kabwe Kumena project participants.	Impossible to find non-participating farmers as experience shows that over time nearly every farmer implements at least one or two SOA methods.	Approved 9 August 2018 by [REDACTED]
1.12	Supporting Documentation Check box to confirm key documents have been submitted with this report	Up to date Logical Framework, which reflects any changes detailed above.		✓
		Up to Date Budget Spreadsheet		✓

		Case Study	X
Report Author: [REDACTED]		Signature: [REDACTED]	

2. Progress and Results

2.1	<p>Please give an update on the progress your project has made during the reporting period. Please use this space to update us on what has gone well and any challenges you have experienced, detailing how you have overcome these. (Max 500 words)</p> <p>The Kumena project initiated with a five-day training for Caritas Zambia (CZ) & Caritas Kabwe (CK) in Kabwe, Zambia. SCIAF staff facilitated this start-up workshop. This was followed by the recruitment of staff. This was completed by the end of October 2017 and staff reported for duty on 7 November 2017. The recruitment process involved CZ & CK staff and selection was based solely on merit and experience. Total = 13 staff (6♀+7♂).</p> <p>Stakeholder engagements were conducted with the following: traditional leaders (3♂ chiefs and 18 headmen), government departments that include Ministry of Agriculture, Local Government, Ministry of Chiefs and Traditional Leaders, religious leaders and other organisations operating in Kabwe e.g. World Vision, Heifer International, SNV, Norwegian Church Aid, Non - Governmental Coordinating Council (NGOCC) and World Wide Fund for Nature.</p> <p>A five-day orientation workshop, facilitated by CZ, was held for all staff and focused on participant identification and selection criteria and training on the baseline survey.</p> <p>The process of identifying participants started in November 2017. Initially CK anticipated this process would take two weeks. However, by the end of March 2018 only 485 participants had been identified. The target of 1050 couldn't be achieved due the timing of the exercise which coincided with the start of the farming season when community members were busy on their farms.</p> <p>There was also a change in strategy: it was agreed that 30% of households will be identified and the rest would be identified over a period of time up to the end of June 2018. As of the 31 March 2018, 485 participating households have been identified (Kizito-124, Liteta-111 and Likumbi-250). The baseline survey of a sample 105 farmers was conducted and as of 31 March 2018 data is being collated and analysed.</p> <p>Training in Sustainable Organic Agriculture (SOA) was successfully completed at KATC¹ (5-9 Feb 2018) for all 12 Kumena staff (6♂+6♀), 3 government extension officers (2♀+1♂) and 2 relevant religious leaders (2♂) as well as 21 (4♀+17♂) lead farmers. Community members were given the opportunity to select the lead farmers as those who are committed</p>
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¹ Kasisi Agriculture Training Centre (KATC), Chongwe, Zambia

	<p>farmers, influential, able to train others, speak fluently and able to mobilise the community.</p> <p>Kumena staff and 10 (8♂+2♀) lead farmers visited organic farms in Kafue (Sebastian Scott's farm, (23 February 2018)) and Livingstone districts (Kulima farmers, (8-9 March 2018)).</p> <p>An introduction to Caritas Internationalis Management Standards (CIMS)² was conducted for Caritas Kabwe by Caritas Zambia from 7-8 December 2017. Partner capacity assessment in line with CIMS was conducted to identify project management and organisational needs. CK is a young organisation and is in the process of formulating its policy portfolio and putting in place all necessary documentation. CK has developed financial and management manuals which are now in their final draft and will be finalised ASAP.</p> <p>An annual review and planning meeting was held from 27-29 March 2018. Project progress was reviewed, lessons shared and documented, and a work plan for year two finalised.</p> <p>CZ conducted monitoring visits to CK to assess project progress in terms of participant selection and also institutional financial monitoring.</p>
2.2	<p>Have you completed all baselines for the project? If not please explain why and describe what plans are in place to ensure these are completed. If you have please ensure these have been added into your log-frame. (Max 200 words)</p> <p>During the period under review, a baseline survey was conducted with 105 farmers - selected at random from the three project sites - and data collected. The data is in the process of being transferred to Excel for analysis and the preparation of an interim baseline report. The baseline report will be finalised and sent to the Scottish Government by the end of July 2018. The sampled farmers were selected from the incomplete pool of participating farmers and we will need to discuss how to expand the sample set once all the participating farmers have been selected.</p> <p>Learning from the Scottish Government funded Kulima programme indicated that it was near impossible to get a non-participatory control group as even those who originally weren't interested in SOA, over the course of the project period, started adopting SOA practices making them redundant as a control group. So for the Kumena project it was decided not to have a control group as it would be impossible to identify farmers who would not be influenced by the project.</p>
2.3	<p>Have you experienced any delays to planned activities? Please provide full details including what action is being taken to bring activities back on track. (Max 250 words)</p> <p>There were delays in the selection³ of project participants, initially to be completed by November 2017. The major challenge was that potential household participant-farmers were out working their fields, preparing them for the onset of the seasonal rains. Selection will now be done gradually and up to the end of June 2018. It is anticipated that this will result in a more sustainable selection of suitable participants. Signing of the participant MoUs has been rescheduled to take place by the end of June 2018.</p>

² <https://www.caritas.org/who-we-are/management-standards/>

³ Selection criteria developed by CK

	<p>Because of the slow progress in participant selection, the baseline survey could not be conducted in December 2017. However, this activity is almost complete, the interim survey has been completed, and now the data analysis is being finalised. The final baseline report is expected to be completed before the end of July 2018. The appraising of the project's involvement of women and youth has been postponed to year 2.</p> <p>The planned training for 19 lead farmers in SOA did not go ahead due to rescheduling by KATC. This activity will be completed in year two.</p> <p>The procurement of capital items took longer than anticipated due to the competitive bidder being a foreign domicile. This has resulted in the delayed delivery of items with the motorbikes projected to be delivered in April 2018 and the motor vehicle in July 2018.</p> <p>Soil sample collection and analysis has been delayed to year 2. SRUC's scoping visit has been completed and the next stage of identifying areas of support initiated.</p>											
2.4	<p>Project Outcomes</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. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results (for example where targets have been vastly exceeded). Progress should also be updated within the relevant fields of your log-frame.</p> <p>Outcome: Rural households (inclusive of female-headed household, vulnerable groups including disabled) in Central Province sustainably increase their agricultural production and the amount they earn from their field crops, vegetable gardens and livestock and have improved gender equality and have piloted the use of low-cost renewable energy for cooking and lighting.</p> <table border="1" data-bbox="272 1211 1385 1937"> <thead> <tr> <th data-bbox="272 1211 703 1249">Outcome Indicator</th> <th data-bbox="708 1211 1177 1249">Milestone/Achievement</th> <th data-bbox="1182 1211 1385 1249">Progress</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1256 703 1615">1.1 Household earning from agricultural and horticulture production (cereals, vegetables & livestock) is increased on average by 50% in real terms. & Household production of maize crop is increased by 10 x 50kg sacks per hectare (500kg/ha).</td> <td data-bbox="708 1256 1177 1615"> No milestone. The project has initiated project start-up activities that include participant selection, baseline survey and staff and lead-farmer SOA training. No achievements can be attributed or demonstrated at this stage. </td> <td data-bbox="1182 1256 1385 1615">On-going</td> </tr> <tr> <td data-bbox="272 1621 703 1937">1.2. % of girl children attending school and 10% of Kizito Dairy Cooperative households have bio-gas digesters.</td> <td data-bbox="708 1621 1177 1937"> No milestone. All initiating activities started. SRUC⁴ research scientist has completed a scoping visit in February 2018 including a visit to the dairy cooperative. Bio-gas digester to be initiated in year 4 </td> <td data-bbox="1182 1621 1385 1937">On-going</td> </tr> </tbody> </table>			Outcome Indicator	Milestone/Achievement	Progress	1.1 Household earning from agricultural and horticulture production (cereals, vegetables & livestock) is increased on average by 50% in real terms. & Household production of maize crop is increased by 10 x 50kg sacks per hectare (500kg/ha).	No milestone. The project has initiated project start-up activities that include participant selection, baseline survey and staff and lead-farmer SOA training. No achievements can be attributed or demonstrated at this stage.	On-going	1.2. % of girl children attending school and 10% of Kizito Dairy Cooperative households have bio-gas digesters.	No milestone. All initiating activities started. SRUC ⁴ research scientist has completed a scoping visit in February 2018 including a visit to the dairy cooperative. Bio-gas digester to be initiated in year 4	On-going
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⁴ Scottish Rural Colleges (SRUC)

2.5	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 also be updated within the log-frame		
	Output 1: 840 (80% of 1,050) households have adopted Sustainable Organic Agriculture and improved livestock husbandry.		
	Output Indicator	Milestone/Target⁵	Progress⁶
	1.1.840 households have adopted at least one practice from each of the three groups of Sustainable Organic Agricultural practices.	50 households.	The baseline survey data collection has been completed [currently being analysed] with a sample of 105 farmers from the three project sites. This will allow us to understand how many farmers are aware of and currently practising SOA methods. The project started too late to catch the 2017/18 farming season (November – February)
	1.2. 840 households increase their number of months they have home grown food from their own fields and gardens.	No milestone.	The baseline survey will indicate the current number of months that pre-project households grow. Unfortunately the project started mid-farming season which makes any progress in SOA in the first year of project impossible.
	1.3.840 households incorporate livestock within their Sustainable Organic Agriculture and utilise animal manure as fertiliser.	50 households.	This information has not yet been collected due to the late start of the project. SRUC are in the process of preparing how they can support the Kizito dairy cooperative through improving their animals' veterinary care and nutrition.
Output 2: 500 (80% of 630 – 60% of 1,050) female participants are empowered as measured by their knowledge of their human rights, their ability to participate economically, socially and in leadership within their communities.			
2.1. Targeted women receive training in their rights (Gender, SGBV & child marriage) under na-	Terms of reference for the training available.	Each training will have its own terms of reference (ToR) so for example 10 staff plus eight lead farmers are currently attending livestock husbandry training at KATC. A ToR or MoU will have been prepared between Caritas	

⁵ Year one was effectively five months and therefore milestones were effectively difficult to measure in given the limited time and the start-up activities that populated this start-up period.

⁶ Progress against these indicators should begin to be seen at the end of year two and therefore reported in April 2019. Progress won't be linear as demonstrated by the Kulima programme.

	<p>tional and international law, leadership skills, literacy, entrepreneurship & financial management and savings & lending.</p>		<p>Kabwe and KATC. ToRs or MoUs for trainings planned for later in the year will still need to be prepared.</p>
	<p>2.2. Targeted women are empowered to participate economically, socially and in leadership within their communities. By the end of the project women participating as office holders in community committees increases by 50%.</p>	<p>No milestone.</p>	<p>Not applicable.</p>
	<p>2.3. No girl children are sold into early marriage.</p>	<p>No milestone.</p>	<p>The issue of early marriage remains pertinent; fortunately it seems that the harvest last year was reasonable and as far as we know there weren't any cases the project was aware of. During SCIAF's PO's last visit he learned a bit more regarding early marriage. Under civil law you have to be 21 or 18 with parental consent but under customary law the girl needs to have reached puberty (as young as 9). It appears that the constitution does not state which law holds precedence (this needs to be further researched) but this has led to confusion between the parallel legal systems allowing, in effect, a way for early marriages to be legal and unchallengeable. This might be an area that all the Scottish Government funded groups could advocate collectively on. This needs further in-depth discussion.</p>
<p>Output 3: 30 dairy farming households have functioning bio-digester units producing methane for cooking and possibly lighting.</p>			

	3.1. 30 domestic bio-gas units built and commissioned.	No milestone.	Not applicable.
	3.2. 24 (80% of 30) of bio-gas units provide enough gas to cut household use of wood/ charcoal by 50%. By the end of the project women reduce the number of times per week they collect wood by half.	No milestone.	Not applicable.
	3.3. 90% of the bio-gas units built in year four are still being used in year five.	No milestone.	Not applicable.

3. Operational plans and partnerships

3.1	Are all staff required to deliver the project now in place? If not, please explain what action you are taking to ensure all essential roles as outlined in your application, are in place as you move into year two of the project. If plans for staffing have changed, please tell us about this. (Max 200 words)		
	All the Kumena project staff are now in place and have been assigned their respective roles in project implementation. Project Coordinator (1♀)✓ Agricultural coordinator (1♂)✓ Project accountant (1♀)✓ Field based Field Facilitators (7=4♂&3♀)✓		
3.2	Are all partnerships on the project now in place? Please update on how these partnerships are progressing, letting us know about any highlights, challenges or changes to roles and responsibilities. (Max 300 words)		
	Partnerships are in place; this includes Caritas Kabwe's implementation partnership with Caritas Zambia. Kasisi Agriculture Training Centre (KATC) supports the Kumena project through the provision of SOA training and agricultural technical back-stopping. There is frequent correspondence through emails, and regular face-to-face meetings between CZ and CK. First Aid Africa, funded by the Scottish Government, has offered free 3-day first-aid training for all Kumena staff plus the provision of bespoke motorbike First Aid kits for the field facilitators.		
3.3	Have any visits to the project taken place in this period? Please give details including key activities and outputs of these visits.		
	Date of Visit	Key achievements/ outputs of visit	Follow up actions
	Caritas Zambia	<ul style="list-style-type: none"> Capacity building for Kabwe Kumena project staff in 	On-going training of staff.

October 2017 to March 2018.	<p>general project implementation and management</p> <ul style="list-style-type: none"> Monitoring. 	On-going monitoring of project activities.
Dr Alasdair Allan MSP Minister for International Development. 12 February 2018.	Project publicity at the local and national level.	Seek training from First-Aid Africa.
[REDACTED] SRUC Dairy Research and Innovation Centre 22 February 2018.	SRUC scoping visit to explore how SRUC can support the Kumena project with its objectives.	Waiting for scoping report. Preparation of MoU between SRUC & SCIAF.
[REDACTED] SCIAF PO 14-20 January 2018	<ul style="list-style-type: none"> Review Kumena project start-up activities, including HR & staff issues. Met with SG staff re Minister's visit. 	On-going monitoring and evaluation.
[REDACTED] SCIAF PO 5-24 February 2018	<ul style="list-style-type: none"> Participate in meeting with Scottish Government Minister and staff. Visited participating farmers' groups to monitor progress. Worked with SRUC expert to assess best interventions for SRUC support. The opportunity of being present at the Minister's meeting with all Scottish Government funded agencies working in Central province proved highly profitable as SCIAF's PO was able to meet with all the other organisations' POs and this has led to further coordination activities including getting all the field-based staff of Gaia and First Aid Africa together for a shared learning and cooperative meeting held in July 2018 in Kabwe. 	On-going monitoring and evaluation.

4. Financial Information

This section will be reviewed alongside your end of year financial report, which must be included with this report. Please ensure an explanation for any variance

to planned expenditure is provided against each budget line in the space provided in the budget spreadsheet.

4.1 If your spending is not on track as expected, please outline the reasons why, and detail what plans are in place to bring spending back on track. If you are requesting changes to your budget at this stage, please outline them below. (Max 350 words)

Expenditure to the end of March 2018 was £115,428 (77%) an underspend for Year 1 of £34,573. £10,593 of this relates to exchange rate gain which has been ring-fenced in line with the Scottish Government Policy. Please note that the gain has increased since the submission of the underspend from the report in January 2018.

The remaining underspend is £8,940 and proposals for re-profiling this amount are as follows:

Staff costs - Savings arising from the slight delay in filling all posts were not fully offset by increased Social Security payments as anticipated. Additional funds may be required in future years to offset the increase in Social Security costs and inflationary rises and we would propose carrying forward £6,712 to cover this.

In-country running costs – propose underspend of £912 be used as follows: £812 to assist with high bank costs and £100 to be used for office stationery to allow the Kabwe (partner) office to get up and running.

Travel costs were underspent as anticipated. £1,606 is proposed for carry forward for vehicle maintenance costs in year two.

Output 1 The underspend relates to the delayed activities of Training of 19 lead farmers (underspend of £9,590 in line with underspend report) and the collection and analysis of soil samples - only the scoping visit by SRUC has been carried out to date therefore collection and analysis of soil samples will now be delayed to year two (£1,426).

Output 4: It is proposed to carry out the facilitation of partner capacity assessments and implementation of Institutional Development Plans in line with CIMS in year two (£3,976) to allow time for new staff to be more established in post.

M&E&L – overspend of £477 net of exchange rate gain has been offset against budget line Hold Annual and annual partner meetings year 2 figure.

Capital – propose the underspend of £203 (net of exchange rate gain) be added to budget line Heating-Procurement and servicing of air conditioning to cover the servicing of the equipment in future years.

5. Any other Information

Please use this section to tell us any other relevant information regarding your project. (Max 350 words)

Implementation of the pre-planned project start-up activities has to some extent been delayed and this has mainly been due to the limited progress in participant identification and selection. Challenges encountered and contributing to this delay included unfortunate timing of the selection process which fell within the farming period when seasonal rains had just started and farmers were instigating their farming activities. Other challenges include the delayed delivery of the purchased motorbikes and vehicle (vehicle unavailable within Zambia). This contributed to delayed progress of planned activities. However, re-planning was undertaken and first quarter activities which had not been completed, such as the baseline survey and SOA training, were rescheduled and completed in the second quarter. Participant selection will be on-going until the end of June 2018. By the end of June 2018 all participants will be selected and will have signed their MoU stating the nature of their relationship, roles and responsibilities. The new Toyota Hilux arrived in the second week of July 2018 - over six months after being ordered. It avoided import duty due to the Catholic Church's legal exemption. The vehicle is now in use within the project, therefore we expect year two costs to be in line with the budget.