

Scottish Government Zambia Development Programme

End of Year 1 Report

1. General Project Information			
1.1	Project Reference Number:	ZAM6	
1.2	Name of Organisation:	The Big First Aid Project (Scotland)	
1.3	Lead Partner(s):	First Aid Africa Zambia Ltd.	
1.4	Project Title:	First Aid & Renewable Energy for Zambia's Central Province	
1.5	Reporting Period:	From: 01/10/2017 To: 01/05/2018	
1.6	Reporting Year:	1	
1.7	Project Start ate	1 st November 2017	
1.8	Project End date	30 th March 2022	
1.9	Total Project Budget*	£780,161	
1.10	Total Funding from IDF*	£780,161	
1.11	Have you made any changes to your logframe? 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
	Output 4.1 Increased income through social enterprise in Zambia	Double the target for locally generated income for year 2 from £1200, to £2,400	Local revenue generation target for year 2 has already been reached in year 1
	Outcome 2.1 Number of people attending health facility when solar systems are operational	Double the target for year 2 from 1539 to 3078	Solar units already installed ahead of schedule by start of year 2.

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.	X
		Up to Date Budget Spreadsheet	X
		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>All project activities are ahead of schedule and visits by the Scottish Government International development team have acted as a catalyst for the project. Specifically, engagement with the government of Zambia has been easier since the ministerial visit made headlines locally.</p> <p>For example, our milestone for meeting with Zambian government officials in year one was to meet with three senior representatives (District Director level or higher). In fact, the total number cooperating on this project now stands at 37 including national leaders.</p> <p>This is despite the lead the Scottish government has taken by refusing “per diem” payments as part of grant-funded projects. This has meant government participation has been on the basis of merit, and how well the project helps to achieve the government’s own local and national objectives, rather than any perceived financial gain.</p> <p>We have also benefited from strong policy coherence in Scotland, as the development of an income generation programme in Zambia has been helped thanks to investment from Scottish Enterprise – adding value to the funding provided from the International Development team.</p> <p>As a smaller organisation, we still have a lot to learn but our progress has been encouraging and we hope to continue this momentum into year 2.</p> <p>We have piloted first aid courses in Central Province and Lusaka, adapting our content to reflect the needs of the local communities.</p> <p>Following meetings with the Vice President’s office, we have provided training to 72 women from the Women’s Highway Market Initiative in Chibombo district and will continue to support their efforts by setting up a long term first aid team at this very dangerous stretch of road.</p> <p>We have installed solar systems at three rural clinics providing light and equipment to health</p>

	<p>centres which had previously had very high mortality rates due to lack of access to reliable electricity.</p> <p>We set up a social enterprise, which has already generated over \$1500 in revenue and will grow to support the continuation of this project beyond the end of this grant.</p> <p>Finally, we have embedded the First Aid Africa partnership within Zambian society, meeting with nearly 100 stakeholders over the past six months, creating new connections which will increase the capacity of our partners and our team back home in Scotland.</p> <p>Diaspora support from the Zambian community in Scotland will add further value to the project from year 2 as the Scotland Zambia Partnership will dovetail their work with ours thanks to a small-grant they received in 2018.</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 logframe. (Max 200 words)</p> <p>Yes. Two baseline reports were completed during the first six months of this work with input from members of the Ministry of Health as well as direct community feedback & surveys collected by an independent Zambian consultants.</p> <p>While the results from these reports will constitute our initial baseline, we will continue to develop our impact reporting to most accurately reflect our own work and the work of other stakeholders towards our wider impact indicators.</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 have been no significant delays to this project and we are ahead of schedule entering year 2.</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 logframe.</p>

<p>Outcomes:</p> <p>1. Public has access to first aid training and resources.</p> <p>2. Healthcare facility has renewable energy source to provide power for medical emergencies</p>		
Outcome Indicator	Milestone / Achievement	Progress
1.1 Total number of beneficiaries accessing training 'online', 'face to face' and 'trained by other organisations (using First Aid Africa Zambia syllabus)	24	145
1.2 Patients arriving at a participating health facility having already been given first aid treatment (as defined within comments/explanations section)	0.07% (Baseline)	Baseline Collected
2.1 Number of people using the health facility when the Renovagen solar power system is operational.	N/A Year 1	Solar installed at three health centres.
2.2 Usable power generated annually from solar energy system	N/A Year 1	Solar installed at three health centres.
<p>2.5 Project Outputs</p> <p>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 logframe</p>		

Output 1: Community accesses evidence-based first aid resources & training		
Output Indicator	Milestone / Target	Progress
1.1 Number of people accessing the 'First Aid Africa' online learning hub from Zambia	MEDNAV create online resources relevant for Zambia. First Aid Africa team meet to discuss training requirements based on existing evidence. 24 people using our online resources	MEDNAV agreement complete. Ahead of schedule. 49 people using our online resources
1.2 Number of individuals accessing direct training from qualified first aid instructors at public courses	Senior first aid instructors from Scotland visit Zambia to discuss pre-hospital healthcare in the country.	Ahead of schedule. Three visits complete. 96 people trained.
1.3 Number of organisations (schools, NGOs, Community groups) accessing the 'First Aid Africa Zambia' teaching syllabus and assessment criteria.	Identify and contact 5 organisations to provide feedback on existing learning resources	Ahead of schedule. 9 organisations provided feedback
Output 2: Stakeholders (including government) can access mobile solar system in large scale emergencies		
2.1 Number of organisations/key stakeholders briefed on the Renovagen mobile solar energy system	Members of Scottish partner visit Kabwe and meet with District government and local officials. Planned 5	Ahead of schedule. 37 Government officials met with CEO and local partners. We also worked with 52 other local stakeholder organisation
2.2 Number of organisations participating in emergency simulation	Start by meeting with national level officials in Y1.	Complete. National head of emergency healthcare (REDACTED)) supporting project

	2.3 Number of government representatives attending meetings with partners on the project.	Planned: 3	Ahead of schedule: 37 government officials have attended meetings with Scottish and local partners.
	Output 3: Health Centre uses solar power and reduces reliance on diesel power generators		
	3.1 Reported reduction in diesel used each year by health centre for back-up generator	N/A Year 1	Solar panels installed and baseline diesel use report complete.
	3.2 Solar system Increase in % of total output capacity each year	N/A Year 1	Solar panels installed and baseline diesel use report complete.
	Output 4: Build the capacity of Zambian partners and The Big First Aid Project Scotland to ensure sustainability of this and future projects.		
	4.1 Increased income through social enterprise in Zambia (Selling of commercial equipment and first aid courses to commercial clients)	£0 In Year 1	Ahead of schedule £1300 in local revenue generated.
	4.2 Increased organisational capacity (Number of people CPD attending training to build their skills)	6 People to complete CPD training	Ahead of schedule. 8 people completed CPD training
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 has changed, please tell us about this. (Max 200 words)		
	Yes, we went through an open & comprehensive recruitment process which saw 284 people apply for 2 roles in Zambia. The shortlisting process was undertaken by Challenges Global Zambia (CGZ).		

3.2	<p>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)</p>		
	<p>Yes, we continue to work with Titandizane cooperative to help coordinate our community work in Chibombo.</p> <p>New partners include First Aid Africa Zambia, and Challenges Global Zambia, who came on board to replace outgoing partner Biolife Energy Zambia (BEZ), when they could not provide the due diligence documents requested during pre-project engagement.</p> <p>We met with over 50 stakeholder organisations over the past six months and highlights include meetings with Virtual Doctors, the Ministry of Health, Friends of Chitambo, and the embassies of Canada and Finland - as well as attending meetings arranged by Scottish Government with other grant recipients. This led to some additional partnerships to add value to organisations such as SCIAF, through the provision of First Aid training to their Zambian partners under parallel Scottish Government funded initiatives.</p>		
3.3	<p>Have any visits to the project taken place in this period? Please give details including key activities and outputs of these visits.</p>		
	<p>Date of Visit</p>	<p>Key achievements / outputs of visit</p>	<p>Follow up actions</p>
	<p>Dec 2017 – Jan 2018</p>	<ul style="list-style-type: none"> - Meeting with local partners - Meeting with Government officials - Hosted SG partners meeting in Lusaka - Finalised partnerships for implementation of Y1 milestones - Agreed timeframe for delivery of project milestones - Piloted training for 12 first aiders in Central Province - Piloted training for 12 first aiders in Lusaka - Met with Vice President's office re. Chibombo work - Secured office space and accommodation for project work 	<ul style="list-style-type: none"> - Start training at women's market. - Register social enterprise - Meet with other SG funded projects during ministerial visit - Develop MoU with Ministry of Health
	<p>Feb 2018 – Apr 2018</p>	<ul style="list-style-type: none"> - Commissioned & supported baseline survey - Met with Women's market to agree timeframe for 	<ul style="list-style-type: none"> - Begin social enterprise operations - Develop first

		<p>training</p> <ul style="list-style-type: none"> - Developed framework for online learning resources - Attended meetings with Minister for Europe & International Development and other SG funded partnerships - Visited Chitambo to discuss needs with lead Doctor and MoH officials - Registered Social Enterprise in Zambia - Recruited project staff - Secured first commercial contracts with local companies and foreign embassies - Attended meeting with British High Commission - Completed MoU with Ministry of Health - Installed solar system at three clinics in Chitambo - Attended meetings with Scottish Civil Servants visiting Zambia to update them on our work - Provided staff policy training to Zambian colleagues on safeguarding - Began training at Women's Highway Market. 72 women training to date, with plans for first responder unit at Chibombo. 	<p>responder unit at Chibombo</p> <ul style="list-style-type: none"> - Work with MoH and other partners to develop national standard for first aid - Recruit two full time first aid instructors in year 2 of project - Formalise First Aid instructor protocols for Zambia based on First Aid Africa research - Attend <i>African Federation of Emergency medicine conference</i> in Rwanda with Zambia Gov. Head of Emergency Medicine (November 2018)
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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)

The total grant offered in year 1 was £123,905

The total amount spent was £99,133.04

The majority of the difference in these two numbers is delayed spend for our extension work (funds received in March) in Chitambo district.

While we overspent in some areas, we underspent in others. We have provided a full breakdown of this as part of our financial reporting spreadsheet.

The three specific areas to be highlighted are,

£2400 Underspend on a Motorbike - Looking at the terrain in the region we're working in during the rainy season, we didn't believe the motorbike originally requested would be safe. Therefore, there is a £2400 underspend here, **and an overspend of £1,539.72 in vehicle hire under "national travel"** in the T&S page of the spreadsheet. A longer-term solution for this issue is under discussion with SG.

£1,101.25 Overspend in hotel accommodation over the course of the first year.

This is broken down into £700 in overspend due to the fact that we underestimated how long it would take to arrange contracts for our long-term partner accommodation, and £400 in additional spending during guest visits from international visitors. This is isolated to Y1 will not be an issue in future years, as noted in the budget report.

£ 3,114 Underspend in Project Administrator costs in Scotland as we were unable to recruit someone for a short contract on such a part time basis. We have requested that our total "Actual underspend" for the year £3022, is reprofiled to enable us to complete the work of a project administrator in year 2 instead.

The business case for this is that the work still needs to be done, and combining the £3022 with the existing allocated funds for year 2, will allow us, as a small organisation to boost our capacity by recruiting a part time staff member to build reporting systems. This would be a one-off requirement in year 2, with no further impact on spending for the remainder of the grant.

Further notes on smaller underspends and overspends are included in our financial report.

Note: The amount requested for **year 2 spending has NOT altered** since our original application for this grant via the Corra foundation, and remains **£199,266**

5. Any other Information

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

As a comparatively small organisation, we have enjoyed a steep learning curve over the last six months. Despite this challenge, and the fact that we set ambitious milestone targets for year 1, we are well ahead of schedule as we enter year 2.

We would particularly like to highlight the work of Corra, who helped to critique our application in the early stages, and the Scottish Government international development team who took an active interest in our work, visiting our project sites in Lusaka and Central Province.

The project contributes to 7 of the 17 UN Sustainable Development Goals in Scotland and Zambia, and a separate overview of this contribution is included for impact reporting purposes.

Finally, we should note the hard work of the Zambian Government's Ministry of Health in supporting this project. From District Health Directors, to Provincial Level officials and the National coordinator for Emergency Medicine, they have consistently articulated the local need and collaborated efficiently with us and other civil society partners on developing initiatives which truly serve the population from urban Lusaka to rural Chitambo.

Thanks to their dedication, we've been able to bring together the first aid community in Zambia, and connect with the African Federation of Emergency Medicine (AFEM) to reach consensus around a protocol to standardised training of lay responders in low resource communities.

This will contribute to Pan-African discussion in pre-hospital healthcare at a conference in Rwanda later this year, which First Aid Africa colleagues from Zambia and Scotland will be attending.