

**Scottish Government International Development Programme
End-Year Report**

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1. General project information		
1.1	Project reference Number	MaSP 2017/20
1.2	Name of organisation	Malawi Scotland Partnership (MaSP)
1.3	Lead partner(s) organisation	Scotland Malawi Partnership (SMP)
1.4	Project title	Malawi Scotland Partnership Networking Support in Scotland
1.5	Reporting period	From: 01/04/2019 To: 31/03/2020
1.6	Reporting year	2020
1.7	Project start date	April 2017
1.8	Project end date	March 2020
1.9	Total project budget*	£355,555
1.10	Total funding from Scottish Government*	£355,555
1.11	Provide a brief description of the project's aims, highlighting which of the Sustainable Development Goals (SDGs) your project is working towards? (200 words)	<p>Our overall aim is to foster vibrant, diverse and productive civic links between the peoples of Malawi and Scotland. Specifically, our objectives are to:</p> <ol style="list-style-type: none"> 1. Increase <u>awareness</u> and understanding of Malawi's links with Scotland and the role of MaSP 2. Increase <u>coordination</u> of Malawi's links with Scotland, both within MaSP membership and across wider stakeholders 3. Increase impact of members' work as a result of MaSP practical <u>support</u>, training and the championing of partnership values and principles 4. Ensure that the Scottish <u>Government's</u> new International Development Strategy is fully supported in Malawi 5. David <p>In doing the above, we zero in much on SDG number 17 on 'Partnership for Goals'. However, as we implement our work on a daily basis, we address the remaining 16 SDGs in several ways both as an organisation as well as through the support we render to the wider MaSP membership in Malawi.</p>

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2. Project progress and results

Please use this section to give an update on the progress the project has made during this reporting period.

2.1

Provide an update on the progress your project has made over the past 12 months. 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)

Over the past year MaSP underwent a robust strategic planning process. The strategic plan places Institutional Capacity development as an underpinning priority for MaSP going forward.

In the year we had **365 enquiries** regarding Scotland and engaged 284,027 people through social media and the website. We were also featured in Malawi mainstream media 12 times to enhance awareness of, and build support for, Malawi-Scotland linkages. Additionally, we celebrated Scotland-Malawi shared historical events by observing the St Andrews celebration, Dr David Livingstone's birthday and Malawi's Independence. We also **profiled 75 organisations** through videography, news bulletins and social media. We also pro-actively engaged 1,966 young people through 67 schools and youth organisations.

In this year, our efforts to increase coordination of Malawi's links with Scotland, both within MaSP membership and across wider stakeholders saw us publishing 21 news bulletins which were each received by 669 people. We had **15 district-level engagements** in the period. Over 30 more organisations were mapped out within this year, bringing the total number to 112. We had **42 regional meetings** and engagements. In this year, we did not have regional cluster elections because all committees have active terms at present. We had an orientation for the cluster executive committee in the southern region.

The people-to-people principle continued to attract interest in Malawi, with MaSP delivering well-received training in this area. We have harnessed expertise within the membership to provide various training courses for members at a reduced or no cost at all. The **Communication and Resource Centres (CRCs)** in the three regions continued to provide support to our resource-poor members. The three CRCs were visited a total of 1,257 times in this period. We offered practical assistance to members on visa applications (22), work permits in Malawi, general enquiries, working with Government of Malawi, SMP, the Alliance and Scottish Government. We have provided direct support and training to over 441 members in this period and visited 60 schools in all the three regions.

MaSP conducted two bi-annual **strand meetings**. One annual **symposium** was held in February 2020 and was attended by 137 members. MaSP also implemented a safeguarding piece of work that has resulted in the production of a package for Malawi. MaSP supported the Government of Malawi as well as the office of the **Speaker of Parliament** with information regarding the Malawi/Scotland linkages, in advance of her visit to Scotland.

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	<p>MaSP has since filled up 3 of the 4 Board vacancies this year; Board committees now meet virtually to save costs. Five employees underwent training this year. We have generated £14,295 of income this financial year.</p> <p>The AGM was conducted in October 2019 and attended by 127 people. We now have 462 members up from 441 last year. An annual member impact survey was conducted and about 83% said that MaSP is more sustainable and impactful now than the same time last year. We have had 24 new collaborations and connections with other organisations in the period under review.</p> <p>While MaSP was able to deliver effectively on all its major targets, the post-election violence in Malawi greatly affected the delivery of other outcomes because staff had to stay at home. We overcame this challenge by pushing activities forward as well as increasing the airtime allocations to employees to purchase data bundles to enable them work from home. Work was also a bit overwhelming at times and we overcame this by engaging interns in all the regions.</p> <p>Perhaps the biggest challenge for MaSP going forwards is retaining staff with a real-terms salary decrease. Salaries are already well below sector benchmarks and a 10% year-on-year real terms salary cut makes it very unlikely we will be able to retain post-holders. We have already had staff refusing to sign contracts for 2020-23. The uniqueness of MaSP's work and approach in the Malawian context, means the loss of institutional memory if we are to lose staff may significantly diminish MaSP's effectiveness.</p>
<p>2.2</p>	<p>Has the focus or plans for delivery changed significantly during the last year? Please highlight what issues or challenges prompted this change and how you anticipate any changes in focus will impact on the previously agreed outcomes (Max 500 words)</p> <p>Our focus did not change in the past year</p>
<p>2.3</p>	<p>Taking into consideration what you have achieved during the last 12 months, along with any challenges you have experienced, please highlight to us what lessons you have learned, and how these will be applied in the project in the future. (Max 500 words)</p> <p>We have learnt the following in this year:</p> <ol style="list-style-type: none"> 1. If you have a work plan that is tied to actual dates, it becomes a bit easier to achieve targets on time 2. For all election years, the targets must be reduced to cater for any eventualities 3. We may have to change the organisational structure of the organisation to ably support the desired outcomes 4. We need to enhance our resource mobilization activities to ensure that we increase staff salaries and improve conditions of service in order to retain existing staff into the next triennium 5. We need to build our restricted funding account to cover the organisation in the event of delays in funds transfer 6. It is almost impossible to retain staff with a significant real-terms salary cut.

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3. Partnerships and collaboration

This section allows you to discuss how partnership working is progressing on the project, as well as wider collaboration and sharing of learning.

3.1

Provide an update on how partnership working has gone in the past 12 months. Let us know about any highlights, challenges or changes to roles and responsibilities. (Max 350 words)

We have had 24 new connections and collaborations in the year under review.

Our connection with **Mzuzu Entrepreneurs Hub** stands out for us because we will engage them on our youth engagement activities largely as they relate to issues of income generation as well as innovation using technologies. This is extremely important to us because it not only feeds into the work we are doing with young people, but speaks usefully to the Government of Malawi's agenda for this age group as well.

Our collaboration with **2050 climate group of Scotland** has enhanced our engagement with young people on climate change issues but it has also exposed and unleashed our potential to implement projects aside from the core grant activities.

Our engagements with **Scotland's International Development Alliance** have provided us with good opportunities to learn about safeguarding issues around the world as well as Scotland's plans on how to manage issues of safeguarding.

Our collaboration with **Police Scotland** involved three young Scottish volunteers who will be visiting Malawi later this year. This will give us an opportunity to connect these with like-minded young people as well thereby fostering shared learning between them; MaSP participated in the recruitment of the young Malawians who will engage with the visitors when they come into the country.

Our network with **Base flow** and **Umodzi Consulting** enables us to save costs on meeting expenses (they provide the space for free) as well as various consultancy services from time to time.

We are anticipating that our collaboration with **The British Council** will result in the provision of office space in Lilongwe to house our central region Communication and Resource Centre as well as enhance the school engagement programme through the British Council Connecting classrooms programme.

Our collaboration with the **British High Commissioner in Malawi** gave the CEO an opportunity to meet with Prince Harry.

We obviously worked very closely with our sister network, the SMP, on a day-to-day basis through this period.

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3.2	<p>Have any Scotland-based staff visited the project in the past 12 months? Give details including key activities and outputs of these visits.</p> <p>MaSP does not itself have any Scottish-based staff but we were delighted to welcome and support the below key partners and stakeholder from Malawi in 2019-20 (<i>MaSP did not incur any costs from these visits</i>):</p> <ol style="list-style-type: none">1. [Redacted] from the Scottish Government visited us in October 2019. We facilitated her meetings with almost all government strand leaders. We provided her with the information that she required for her visit and she was SGs representative to last year's MaSP AGM. Her visit put a lot of longstanding matters to rest, especially the challenges we were having with the Government of Malawi. She came in at a time when most Strand Leaders were losing faith in the partnership activities due to unanswered questions as well as lack of information and clarity from the SG2. [Redacted], Youth and Schools Officer (now Manager) for the SMP, visited us in October for two-way sharing with our schools and youth programmes. We had been facing a few challenges in this regard and her visit was well-timed and useful. Our schools activities have since improved. She also gained a lot from her visit to us, learning a lot about Malawi and building valuable peer-to-peer links with MaSP colleagues.3. [Redacted] SMP Audit and Finance Committee member (now Finance Officer), visited at his own cost, to support our Finance Officer on reporting and accounts management.4. [Redacted] the SMP Board Chair, also visited us. She spoke at the 2019 AGM and put a lot of governance issues into perspective for the benefit of our government of Malawi officials as well as Board members5. [Redacted] SMP Board Member and former Chair, is now in Malawi working for the Church of Scotland, and is a valuable source of information for the partnership.6. [Redacted], SMP members visited us to assist them on some of the interests they have in Malawi. We had a chance through them to visit [Redacted], a Paramount Chief championing the abolition of early marriages for girls. We also facilitated their meetings with several key stakeholders in all the three regions7. [Redacted], SMP and Mamie Martin Board Member, visited us ahead of our AGM in 2019. We recorded the video with her that fed into SMPs AGM.8. [Redacted] from Classrooms for Malawi (another SMP member) visited us to discuss how MaSP can support their initiatives in the country9. [Redacted] from Waste Advisers: met with us on how they could feed into our work with young leaders on climate change issues. They also wanted us to link them with our members in the WASH space10. [Redacted] visited Malawi as part of his Africa tour. MaSP CEO met him at a reception at the British High Commissioner's residence11. [Redacted] visited MaSP as she needed support with her PHD on the impact of Cyclone Idai, which the SMP is supporting. We assisted in the recruitment of an intern who was assisting her. We are happy to
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	report that she performed so well that [Redacted] took her to Scotland for the finalisation of the research study.	
Date of visit	Key achievements / outputs of visit	Follow-up actions
[Redacted] October 2019	SG visit. Improved relations between Government of Malawi and the SG	Information sharing on both ends
[Redacted] : October 2019	Improved schools and youth engagement activities on the part of MaSP and improved knowledge on school partnership on [Redacted] side	Quarterly engagements with regional officers on school activities
[Redacted] September 2019	Improved financial reporting for MaSP. Enhanced understanding of Quick book	Monthly virtual meetings between the MaSP finance officer and [Redacted]
[Redacted] October 2019	Clarity of Director's roles in the partnership	Direct linkages with MaSP chair
[Redacted] June 2020	Appointed ex-officio member of the MaSP Board	Attend Board meeting upon invitation
[Redacted] February 2020	They have zeroed in on two key projects to support, one in the north and one in the central region	To discuss how MaSP will engage in the projects
[Redacted] October 2019	Video for SMP AGM	None
[Redacted] December 2019	Collaboration on classrooms for Malawi projects	Provision of information on establishing a local NGO
[Redacted] February 2020	Collaboration on youth WASH activities	To discuss in April 2020
[Redacted] September 2019	MaSP CEO part of CSOs who discussed with him on governance issues	None
[Redacted] September 2019	Recruited an assistant for her and organized the dissemination workshop of her final report	None
3.3	Please tell us about any dissemination and learning throughout this reporting period. How have you promoted effective learning across the project? Please explain what processes you have used both internally and externally to share learning from the project so far, and how this learning is being used. (Max 500 words)	

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	<p>We share best practice from Scottish Government funded projects through our website, social media channels and the news bulletin. When enquiries from these come, we respond to them accordingly or refer to specific individuals and/or institutions for more details.</p> <p>We also organise <i>ad hoc</i> meetings, as required, aimed at sharing learning. For example, we disseminated a report on Cyclone Idai which was a research study by a PHD student from Scotland. We arranged a meeting with key stakeholders and brought them together to receive the findings of the report as well as recommendations.</p> <p>We delivered a safeguarding study for our members with the aim of developing a safeguarding package fit for Malawi. In liaison with The Alliance and the consultant, we collected data and the draft report was presented to members at the February 2020 annual symposium for validation. The package is currently under review, once this process is finalised, we shall arrange the dissemination of the same as well as training and the provision of support to members on safeguarding.</p> <p>Through the many forums we facilitate, from both the secretariat and at the regional level, we provide a platform for members to share their own experiences and best practice, and provide critical information that has the capacity to improve their programming.</p> <p>We are currently implementing a young leaders climate change project together with the 2050 Climate Group of Scotland, these young people are mobilized and provided with training in various areas to do with climate change issues.</p> <p>We also use various communication technologies like WhatsApp and Skype to disseminate key information that we receive from various institutions and networks from time to time.</p> <p>At this year's annual symposium, we awarded three best performing members, one from each region: this was a useful device to be able to disseminate best practice. We highlighted the criteria for awarding the same in terms of best practices for project delivery as well as participation in MaSP activities.</p>
3.4	<p>Has the project completed a mid-term project evaluation in the past 12 months (or is one planned for the next 12 months)? Please provide detail of the outcome of the evaluation. (Max 500 words)</p>
	<p>We conducted an annual impact survey.</p>

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3.5	<p>Please highlight how you are maintaining an awareness of others working in this region, giving details of collaboration, joint working or partnerships with others. (Max 500 words)</p>
	<p>Prior to 2017, MaSP was working in isolation, was never even being invited to meetings except for those for members. We realised that this status quo had to change and thus we worked to increase our visibility to attract like-minded institutions thereby opening the doors for networking and collaborations beyond the membership.</p> <p>We have benefitted a lot from this investment in our positioning and profile over recent years. In the period under review, we collaborated with a total of 25 institutions all of which added value to our work in one way or another. Through our collaborations we were able to raise awareness of Malawi-Scotland links as well as the Scottish Government's Malawi Development Programme.</p> <p>The following is a list of the institutions we engaged within this year:</p> <ol style="list-style-type: none"> 1. 2050 Climate Group: for the second year of implementation of the young leader's climate project. We are now in the final phases of agreeing a joint proposal for the third year project 2. British Council: they may provide for us an office space for our central region CRC and we will also work with them on Connecting Classrooms project. 3. Livingstonia Synod AIDS program (LISAP): mentoring young leaders on climate change issues. 4. Green vision organization: provision of tree seedlings for free to young leaders. 5. National youth network on climate change: working with young leaders on capacity building 6. Total land care: young leaders capacity building and provision of tree seedlings 7. Youth progressive empowerment and sustainability: mentoring young leaders 8. Waste advisers: practical support to young leaders 9. National Youth Council of Malawi: project endorsement and well as chairing of steering committee meetings 10. Action Aid Malawi: Tax justice forum 11. Umodzi Consulting: member trainings 12. Baseflow: provision of free space for meetings 13. Malawi Institute of Journalists: young leaders mentorship 14. International conservative and clean up Malawi: practical support and young leaders mentorship 15. Clean and Proud Organization in Mzuzu: practical support and young leaders mentorship 16. MACOHA: Training facilitation for MaSP members on disability mainstreaming 17. Trocaire: mentoring and guidance to young leaders 18. Timveni Radio: interviews with young leaders especially those in hard to reach areas

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	<p>19. Participatory Development Initiative: collaborated with MaSP on writing funding proposals</p> <p>20. Police Scotland: young volunteers coming to Malawi on climate change and SDGs</p> <p>21. The Alliance: on safeguarding issues</p> <p>22. Management Sciences for Health: on proposal development with MaSP</p> <p>23. [Redacted] on a different way of working among CSOs in Malawi</p> <p>24. Abbey Field: we have supported them in the provision office space to their single employee in Malawi</p> <p>25. The Scotland Malawi Partnership: support and collaboration across all MaSP's work</p>
4. Safeguarding and fraud	
<i>Please ensure you complete questions 4.1 and 4.2 even if you have no incidents to report.</i>	
4.1	Have there been any safeguarding incidents, either relating to staff/volunteers or beneficiaries of the Grant or the Project, in the last 12 months?
	None
4.2	Have these incidents reported at 4.1 been reported to relevant authorities, and if so, to whom?
	N/A
4.3	Describe what action has been taken, and highlight any lessons learned.
	N/A
4.4	Have there been any incidents in the last 12 months of financial mismanagement, theft, fraud etc., either relating to the Grant or the Project or which affects the organisation?
	None
4.5	Have these incidents reported at 4.1 been reported to relevant authorities, and if so, to whom?
	N/A
4.6	Describe what action has been taken, and highlight any lessons learned.

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	N/A
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5. Risk assessment

5.1	<p>Have any issues materialised during this reporting period? If so, how were they addressed?</p> <p><i>Please refer to risk assessment provided at application stage.</i></p> <ol style="list-style-type: none"> 1. Post-election violence: we moved activities forward 2. Delay in transfer of funds: we used funds from restricted funds account 3. Work overloads for staff: recruited interns 4. Staff protest against real-terms salary decrease: ongoing situation 5. Covid-19 Pandemic: MaSP has developed a Covid response plan
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Assumption	Risk	Action taken	Was this included in the Risk Assessment Table in your application?
Post-election violence:	Getting behind on set targets	Moved activities forward	Yes
Delay in transfer of funds	Unable to conduct some activities	Used funds from restricted account	No
Work overload for staff	Staff burn out and under performance	Engagement of interns	No
Staff protest against real-terms salary decrease	Loss of staff / industrial action	Looked to explain the situation to staff	No
Covid-19 Pandemic	Closure of office, unable to hold events	Development of Covid-19 response plan	No

6. Inclusion & accountability

Thinking specifically about the past 12 months, please use this section to tell us how you are mainstreaming through your project, ensuring that you are aware of and actively working to reach vulnerable and marginalised groups.

6.1	<p>Is the project still relevant for the beneficiaries you are working with?</p> <p>Please highlight how you ensure accountability on the project, ensuring</p>
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	<p>beneficiaries have the opportunity to feedback on the project and influence its development? (max 350 words)</p>
	<p>MaSP was established to coordinate the civic linkages that exist between Malawi and Scotland. This overall impact is as relevant today as it was when the institution was first established.</p> <p>To ensure that we are accountable to the membership, we start at the higher level which is the General Council. They meet once every year at the AGM and make critical decisions on auditors, Board members, projects, trainings needed and several other decisions. The Board consists of members solicited from the wider membership as well as some recently from the general CSOs in the country.</p> <p>We are accountable to our members in that we provide both narrative as well as financial reports on how we have utilised our funds throughout the year at the Annual General Meetings. We also invite our independent auditors to come and give their independent opinions on our finances at the AGM. The auditors also take questions without fear or favour.</p> <p>All our recruitment adverts are posted on our website and social media platforms as well as in the mainstream media, giving equal opportunities to everyone.</p> <p>At every forum, be it at the national or regional level, members fill out evaluation forms written anonymously with an aim of providing valuable feedback to feed into our work. The strategic planning process also engaged members on what should be maintained, what to abolish as well as what to be incorporated going forward.</p>
<p>6.2</p>	<p>Do you have an awareness of particularly vulnerable or marginalised groups within the community in which your project is working? Please give details on how you are disaggregating data to recognise these groups across the project. (Max 350 words)</p>
	<p>Not particularly. But our members' work with vulnerable and marginalised groups across the country. What we have done though, was to coordinate with MACOHA on the mainstreaming of disability as well as develop a safeguarding package for the members.</p>
<p>6.3</p>	<p>How is your project working to actively meet the needs of these vulnerable and marginalised groups, ensuring they are benefiting from the project? Please outline any mechanisms you are using. (Max 350 words)</p>
	<p>MaSP works to ensure its services and support is available freely and fairly to different groups across Malawian society, irrespective of region, religion, gender or sexuality.</p>
<p>6.4</p>	<p>Taking into consideration some of the challenges of mainstreaming, please describe any challenges you have faced in reaching vulnerable and marginalised groups, how you have overcome these or plans you have developed to support inclusion on the project. (Max 350 words)</p>

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	<p>We have since developed a safeguarding package and we plan to ensure that we support our members to familiarise them on the same as well as assisting them in coming up with their own institutional policies on safeguarding. We have also recruited Youth Ambassadors who will champion issues of inclusion regarding gender, human rights, climate change as well as governance.</p>
<p>7. Financial information</p> <p><i>This section will be reviewed alongside your budget report, which should be included alongside your narrative and log frame. Please ensure this spreadsheet is completed with both a detailed breakdown of expenditure for this financial year, along with your projected spend for the next financial year.</i></p> <p><i>Please note 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.</i></p>	
7.1	<p>With reference to your budget spreadsheet, please give a detailed explanation of any variances between planned and actual expenditure, including reasons for the variances and whether these are as a result of timing issues, price achieved, quantity etc. If these are temporary variances, please outline plans for expenditure. (Max 500 words)</p> <p>We had no significant variances in the period under review.</p> <p>Comments are given against each budget line where there are minor variances. Probably the most significant is the 34% higher than expected (£2,519 against a budget of £1,882) expenditure on vehicle maintenance and the 13% more than expected spent on motor fuel (£3,603 against budget of £3,181). These were caused by increases in the cost of insurance and petrol, respectively.</p>
7.2	<p>Please give details of any capital expenditure in this reporting period. (Max 350 words)</p> <p>We purchased the following within this period:</p> <ol style="list-style-type: none"> 1. Two laptops 2. Three mobile phones 3. A water dispenser for the MaSP office (this is part of MaSP's environmental commitment to reduce single-use plastics)
7.3	<p>Please explain how you have worked to ensure cost effectiveness on the project in the past 12 months, whilst maintaining the quality of delivery. (Max 350 words)</p> <p>We ensured that we look to alternatives on how best we could save costs without compromising on quality of work delivered. So we collaborated with members within the membership on the provision of cost effective if not free services. We also ensured that we stuck to the budget and work plan.</p>

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8. Any other information

Use this section to tell us any other relevant information regarding your project. (Max 500 words)

STRENGTHS:

- 1) In areas where we have exceeded the targets, we boosted our capacity with the presence of paid interns so we shared the tasks. For instance on social media, we had several people working on our social media accounts.
- 2) We had some public influencers who also increased traffic to our website and social media platforms. These included William Kamkwamba (*The Boy who Harnessed the Wind*), Lazarus (the musician with albinism), as well as the coming of the Duke and Duchess of Sussex to Malawi.
- 3) The young leaders climate change project has impacted positively on our youth and schools engagements.
- 4) Our partnership with MACOHA on disability mainstreaming facilitated active engagements with regional members as well as building their capacity on inclusive programming.
- 5) We have had a lot of visitors in this year who recognised the role of MaSP and would like to work with us in one way or the other.
- 6) This year's theme for the Annual Symposium, 'Result based reporting: telling the truth' invoked some issues and exposed some irregularities among members on issues of reporting and we have seen positive feedback coming from them on how they will change going forward. For instance, the SG funded inclusive education project implemented by the CCAP synod of Livingstonia in partnership with Sense Scotland involved our regional coordinator in their annual baseline survey to get rid of any biases.
- 7) The awarding of best performing members at the regional level has impacted positively on our work with most now looking forward to being awarded as well next year.
- 8) We managed to mobilise **£14,295** pounds from: membership fees, MaSP cloth sales, office rentals, management fee on projects, interests from restricted account and pro-bono service
- 9) The following links lead to stories in the media:
 - <https://www.nyasatimes.com/scotland-issues-travel-advisory-to-malawi-ahead-of-election-case-verdict/>
 - <https://www.nyasatimes.com/william-kamkwamba-makes-key-note-address-at-scotland-malawi-partnerships-renewable-energy-forum/>
 - <https://www.nyasatimes.com/malawi-scotland-partnership-hails-exchange-program-for-enhancing-youth-actions-in-addressing-climate-change/>
 - <https://www.nyasatimes.com/scotland-hosts-malawi-women-parliamentarians/>

WEAKNESSES:

1. During the period Malawi had post-election violence protests, we had to prioritise the safety of staff and most had to work from home thereby compromising on the

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delivery of a lot of targets e.g. the news bulletin as members were also unable to provide their stories