

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

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1. General project information		
1.1	Project reference Number	SMP 2017/20
1.2	Name of organisation	Scotland Malawi Partnership
1.3	Lead partner(s) organisation	[Malawi Scotland Partnership]
1.4	Project title	Scotland Malawi Partnership Core Funding
1.5	Reporting period	From: 01/04/2019 To: 31/03/2020
1.6	Reporting year	2019/20
1.7	Project start date	This core grant started 1 st April 2017
1.8	Project end date	This core grant ends 31 st March 2020
1.9	Total project budget*	£781,528
1.10	Total funding from Scottish Government*	£730,528
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>This core funding supports the Scotland Malawi Partnership in the delivery of its core work 2017-20: coordinating, representing and supporting Scotland's many civic links with Malawi. Given our members' work spans all 17 SDGs, this arguably has impact across all the Goals, but is perhaps most directly focused on SDG 17.</p> <p>The 2017-20 core funding has four outcomes:</p> <ol style="list-style-type: none"> (1) Civic links between Scotland and Malawi are <u>coordinated</u>, and the <u>capacity</u> of partnerships to be effective and impactful is enhanced (2) The value of partnerships between Malawi and Scotland, and the experience and learning of SMP members, is reflected in the policy and outputs of <u>political and policy making fora</u> (3) Scottish publics beyond SMP membership are <u>informed and engaged</u> on Scotland-Malawi links, opportunities and impact (4) New <u>and priority areas</u> of engagement between Scotland and Malawi are progressed

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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)

Major Successes:

This has been a busy and successful period for the SMP, with delivery and impact exceeding plans in the overwhelming majority of areas.

Logframe indicators:

Of the 42 logframe indicators, 35 have been exceeded by the SMP (some many times over), and seven are either slightly below target or the indicator has not been possible due to external factors (see Logframe).

Engagements:

The SMP hosted 33 [events and engagements](#) in 2019-20, attended by 1,061 people (53% female; 47% male) and co-hosted a further 50 events with key partners, attended by 4,122 (see Appendix 7).

Member Feedback:

91% of the 77 Member Needs and Impact Survey respondents (see Appendix 9) said that membership of the SMP [redacted] in 2019-20 “helped strengthen, support or develop their links with Malawi”, and 100% of those who had attended an SMP event said it was “useful” (78% said “extremely useful”). Appendix 8 gives 170 statements from members about the positive impact the SMP has had on their work in 2019-20.

Member Awards:

The SMP hosted its first standalone [Members Awards Ceremony](#), with HRH The Princess Royal, in September to raise awareness, celebrate and reward members’ work and impact. In December, we had our first [Schools Awards Ceremony](#), with William Kamkwamba (*The Boy Who Harnessed the Wind*), celebrating school links and supporting sharing between groups.

Advocacy:

As outlined in the Advocacy Progress and Impact Review (Appendix 13), the SMP had significant success in this area in 2019-20, with 43 key events and interactions resulting in 190 actions taken by MPs, MSPs and Ministers and Secretaries of State.

Youth and Schools:

As outlined in the Youth and Schools Progress and Impact Review (Appendix 14), we had 56 points of engagements/support for school partnerships, three school newsletters, 20 school visits, three school forums, 19 school with visits and workshops, six Youth Committee meetings and 12 youth events, with over 46,000 young Scots benefitting from this work.

Support and development:

The SMP was successful in offering support for a wide range of new member initiatives and partnerships. For example, we supported new links between the Scottish Football Supporters Association and the Malawi Football Association, and between the upcoming

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STAR festival in Malawi and the Edinburgh Science Festival. We supported five major celebrity-led Scotland-Malawi sports challenges and we supported book launches by [Rose Argente](#) and [John Lwanda](#). We also successfully supported dozens of [UK visa applications](#) (100% success rate) and helped supervise a St Andrews University PhD on policy implications of Cyclone Idai in Malawi. In Agriculture and Food Security, the SMP supported the visit to Scotland (through visas, appearance at Malawi CPG, networking reception and industry introductions) of the first home-trained Malawi Vets. Two SMP Agriculture and Food Security Forums were timed to provide a platform for the visit to Scotland of Malawian [sugar cane farmers](#) (part of Fair Trade Fortnight) and [Challenges Malawi staff](#).

Media and publications:

There were 173 features about Malawi in the Scottish media, 98% of which were positive in tone (see Appendix 15), with 19.5 million opportunities to view (Appendix 16). We filmed a special feature for Children's BBC looking at SDG17, with the SMP as a case study. On social media, we had over 1.4 million impressions across Facebook and Twitter. New publications like our [Further and Higher Education Directory](#) were published and well received. We produced and published eight major [feature videos](#) in 2019-20, five teaser promotional videos and one Zoom meeting video.

Challenges:

- **Covid-19** was a challenge in the final weeks of 2019-20 and made it not possible to update the University of Edinburgh study as planned.
- Managing the Media and Coms Officer **maternity leave** has been a challenge in terms of both staff retention and financial cost.
- Our website **Content Management System** (Concrete 5.6) is no longer updated and hence presents a potential cyber-security risk, this was an unforeseeable external development which requires a full website rebuild on a new CMS.
- As with all development education providers, it is increasingly **hard for teachers to attend** out of school events and engagements.
- **Local Authorities engagement** was slightly lower than planned, with 17 rather than 19 LAs members, as hoped.
- The Bulletin has slightly lower distribution levels as a continuing impact of new **GDPR legislation** last year.

2.2

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)

The only major area of change is relating to the global Covid-19 pandemic. We submit our [Covid-19 Strategy](#) (Appendix 2), [Covid-19 Risk Register](#) (Appendix 3) and Implementation Plan (Appendix 4).

We have moved quickly since mid-March to disseminate news and information to Members and to prepare ourselves for a period of home-working. Our systems are working well, with all staff supported to work from home and face-to-face meetings and engagements successfully moved to digital platforms.

We are absolutely confident that the SMP's outcomes agreed with the Scottish Government for 2020-23 can and will continue to be delivered by the SMP despite the Covid-19 crisis. We will work closely with the Scottish Government to agree possible adjustments to outputs and activities, as required, to best deliver these outcomes through these dynamic times, and we will continue to support the Scottish Government and members in a range of different ways.

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We recognize that the sheer scale of the crisis, the fact that there is currently no Scotland-Malawi travel, and the fact we will likely not be able to convene face-to-face meetings for a number of months, all means that we need to think strategically about how we as a national network respond. It is not enough to simply move our existing plans to digital platforms. Instead, we are thinking afresh what support, services and advice we should most usefully be offering our members in this challenging new reality, in order to deliver the agreed SG outcomes.

We are operating on the assumption that travel and social distancing restrictions will continue until the summer, meaning homeworking will continue for several months, and all engagements will need to remain digital. We hope that key major events in the autumn, including the AGM, Youth Congress and the re-scheduled SMP Alexander McCall Smith operetta, will be able to go ahead as planned – but this assumption will be kept under review.

This Covid-19 Response Strategy outlines four key strategic priorities which will underpin our work through the coming year:

- **CONTINUITY:** We will adapt and evolve our current work and plans to ensure business continuity, wherever this desirable, appropriate and possible.
- **SUPPORT:** We will deliver additional, tailored support to those affected by the crisis, including: members, those in Malawi, travel partners, and our staff.
- **INNOVATION:** We recognise that there are many challenges but also opportunities, including to develop innovative new digital modes of support and sharing. We will specifically look to develop innovative new services and support for school and youth groups who have had to cancel long-planned Malawi trips.
- **INSPIRATION:** We will look to inspire our members, the public and the media with stories of Scotland-Malawi collaboration, to keep members' spirits up and ensure we remain an outward-looking country, investing in the future of our 160-year old friendship with Malawi.

We have: established a [Covid-19 web-hub](#), with details of [our own response](#); are disseminating news, information and resources for [Malawi](#) and [Scotland](#); hosting [fortnightly Zoom meetings](#) for 50-70 members; [supporting nine appeals](#); and sharing [members' perspectives](#).

2.3

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)

Covid-19:

The [Covid-19 Strategy](#) (Appendix 2), [Covid-19 Risk Register](#) (Appendix 3) and Implementation Plan (Appendix 4) detail exactly how we will respond to this unique new challenge. Learning so far in this area mostly relates to new digital systems and ways of working which are allowing us to continue and develop our activities: listening to members, sharing expertise and supporting collaboration. These are currently working well and will continue to underpin our work in the next triennium.

Covid-19 (youth engagement):

We have specific learning and ideas with regards how we can support young people through, and beyond, the pandemic. It is becoming apparent that young people are being affected more adversely than other groups during the pandemic so we are eager to look at ways of combatting this. We are initially looking specifically at those school groups that

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have had Malawi trips cancelled; developing a package of digital assets to support global citizenship learning outcomes, even without Malawi travel. We are also working with Glasgow City Council on a 'Letters from Lockdown' initiative looking at digital sharing between young Scots and Malawians, potentially scaling this up nationally once we have captured the key learning.

We are looking at adapting aspects of our youth and schools work for digital/virtual platforms, meaning that it is open and accessible to a broad population of young people across Scotland. We believe that providing an opportunity for young people to gain skills and knowledge, as well as join a community of like-minded young people as global citizens, is a valuable way of adapting our ongoing work with young people to best suit the ongoing Covid-19 situation.

[N.B. We would be delighted to work with the Scottish Government, potentially developing exciting new engagements and outreach beyond the current core funding agreement, if this were of interest.]

Bulletin:

We are undertaking a strategic review of our weekly bulletin. Feedback tells us it remains a key SMP service, valued by members (see Appendices 8 and 9), but we feel improvements can be made to its reach and effectiveness. We have piloted moving the date it is sent and have seen an initial 20% increase in click-throughs. We will continue to test and adjust other refinements to this service, to help maximise impact.

Schools engagement:

Even before the Covid-19 crisis, for a number of years we (and all involved in school engagements) have found it increasingly hard for teachers to take time from school. Accordingly, we have developed more digital engagements such as online forums, and have moved to twilight sessions at the end of the school day.

Re-active engagement:

A key learning from this period is the value and importance of the SMP's reactive work – responding to member and public enquiries, working in partnership with others as opportunities occur, supporting members with travel problems and visa issues, troubleshooting and giving advice. These are essential aspects of the SMP's facilitator role and will only become more important in this coming period of Covid-19 uncertainty. While it is important that the SMP has its own strategic and operational objectives to drive forwards, it must also protect enough operating capacity to be able to respond effectively to changing circumstances and opportunities. Finding this balance between the proactive and the reactive is key to the SMP's agility and effectiveness.

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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)

The SMP is committed to partnership working in all it does, and continues to be accountable to our 11 [Partnership Principles](#)

MaSP:

We work most closely with our sister and partner network, the Malawi Scotland Partnership (MaSP), including on a day-to-day basis.

Co-hosting events:

In 2019-20, the SMP worked with more than 30 different partners to co-host and support 50 events attended by 4,122 people (see Appendix 7). Our two pop-up exhibitions (one 17-banner exhibition on the SDGs and an 11-banner exhibition on our Partnership Principles), continue to be popular, used in events the across the length and breadth of Scotland.

David Livingstone Centre:

The SMP has a longstanding partnership and MOU with the David Livingstone Birthplace Centre in Blantyre, Scotland. In 2019-20 we were commissioned by the Centre to deliver the multimedia content for the final and largest room of the fully updated exhibition, looking at Livingstone's living legacy.

Alexander McCall Smith:

The SMP has been working with Edinburgh-based author Alexander McCall Smith since 2016 when we developed together the '[Scotland Street Mzuzu Coffee](#)'. In 2019-20 Alexander McCall Smith wrote an operetta for the SMP about David Livingstone, to be performed as a fund-raiser for the Partnership. This was due to take place in May 2020 but has been moved to the autumn due to Covid-19.

The Scotsman Newspaper:

The SMP continued to be a 'Friend of the Scotsman' with five 750-word articles in 2019-20. In addition, we also developed a new partnership with journalist and former SMP Board Member, Susan Dalgety and the paper. Susan spent six months in Malawi writing a [weekly 1,000-word column](#) about the Scotland-Malawi relationship, for which the SMP generated content ideas from its membership. Much of this material will also feature in a forthcoming book which the SMP will help launch.

Trade Unions:

We worked closely with Heriot Watt's School of Social Sciences, the Scottish Trades Union Congress and the Malawian Congress of Trade Unions, to support new Scotland-Malawi trade union links. We hosted a roundtable meeting for key stakeholders in May 2019 and supported a [conference at the STUC in September](#)

Orbis Expeditions/ Responsible Safari Company:

In November we agreed a [new corporate partnership](#) with travel operator Orbis Expeditions (/Responsible Safari Company) which will see two per cent of all their gross Scotland-Malawi travel income donated to the Partnership.

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	<p>Networks Forum: The SMP continues to work in active partnership with the Alliance and the Scottish Fair Trade Forum. The SMP hosts regular Networks Forum meetings support sharing and collaboration between our networks.</p> <p>IDEAS: The SMP Youth and Schools Manager now sits on the Executive Committee of IDEAS (International Development Education Association of Scotland) – working with multiple members of the network on events, workshops and campaigns.</p> <p>Connecting Classrooms Consortium: The Youth and Schools Manager sits on consortium of organisations leading on Connecting Classrooms through Global Learning project from British Council in Scotland.</p>	
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>We had one visit of an SMP staff member to Malawi in 2019-20: Gemma Burnside, the Youth and Schools Manager, visited Malawi in October 2019</p>	
Date of visit	Key achievements / outputs of visit	Follow-up actions
October 2019	<p><u>Overall objective:</u> The visit's overall strategic purpose was to strengthen both MaSP and the SMP's youth and schools engagements, with a deeper understanding of our network's value-add and new ideas, approaches and contacts to guide our work in this area in 2020-23.</p>	<p>Passing on letters and information from school partners in Malawi to partner schools in Scotland.</p> <p>Continuing to work closely between SMP and MaSP on youth and schools work – sharing ideas and learning, co-developing resources and planning together.</p>
<p><u>*Detailed objectives:</u></p> <ol style="list-style-type: none"> 1. Strengthen joint-working and mutual understanding between SMP and MaSP staff through face-to-face, peer-to-peer collaboration and sharing. 2. Sharing of learning and experience between MaSP and SMP about respective work with schools and young people. 3. Co-create new, and develop existing, school outreach work in Malawi, supporting MaSP's existing excellent work and building on joint-planning during Emily Mnyayi's 2017 visit. 4. Visit a Malawian school with a Scottish link in each of the three regions of Malawi, seeing first-hand the value and impact of this work, listening to the young people themselves, and looking to draw-out learning outcomes to inform our future work. 5. Convening a meeting in all three regions of key stakeholders working in areas related to youth and schools, Scotland-Malawi interactions, listening to their views and discussing future work in this area to 2023. 6. Connecting with, supporting and amplifying positive stories around, Scottish schools visiting Malawian partners at this time. 7. Using video, blogs, photos and social media to disseminate a positive and engagement message around Scotland-Malawi youth and schools engagement and SMP-MaSP collaboration. 8. Collaborating between SMP and MaSP to develop a Reciprocal Visit Guide, offering advice both for future Scottish schools visiting Malawi, and Malawian schools visiting Scotland. 9. Connecting with and support Malawian leads of youth-related projects, including: 2050 Climate Group, Classrooms for Malawi, Connecting Classrooms (British Council), MaSP's new safeguarding work, and other key education stakeholders. 10. Collecting physical items from Malawi for use in the SMP's educational work. 11. Offering wider support for MaSP's own events and priorities – for example, if useful, bringing out materials for the CRCs, etc. 		

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3.3	<p>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)</p>
	<p>Internally, all SMP staff meet every Monday morning for a meeting sharing key updates amongst the staff team. Each staff member also gives a written operational update to the Board at each Board meeting (every eight weeks) and we use a digital mind-mapping tool to keep staff and Directors updated between meetings.</p> <p>Externally, the SMP disseminates learning through:</p> <p>Bulletin: 59 bulletins were sent in 2019-20, with 12,822 opens. The weekly all-member bulletin is a key communication channel to inform members what we are doing, what we have coming up, and to disseminate key Scotland-Malawi news. Of the respondents to the 2020 Member Needs and Impact Survey who had seen the bulletin, 100% said it was useful (57% said “extremely useful”) (See Appendix 9).</p> <p>Website: Our website has been used through this period to disseminate news, learning and updates. We posted 63 news articles, and information and learning from 35 past events this year. The website had 107,262 views in 2019-20 (23% increase), 26,447 visitors (22% increase) and 39,265 sessions (17% increase).</p> <p>Videos: Short, compelling, shareable videos continue to be an excellent way for the SMP to disseminate its core messaging. In 2019-20 we produced and published eight feature videos (listed below), five teaser promotional videos and one Zoom meeting video:</p> <ul style="list-style-type: none">• Member Awards with HRH The Princess Royal• Annual General Meeting• School Partnership Awards• St Roch’s Secondary School Malawi Day• Ninewells Malawi Community garden• Beath High School Malawi Lunch• Lord Provost SMP Malawi floods appeal• International Women’s Day video with Malawi Speaker <p>Annual Report: We published our 2018-19 Annual Report at the October 2019 AGM, with details about all of our work and learning, and have made this available online.</p> <p>The 2019-20 Annual Report will be published later this year.</p> <p>Progress and Impact Studies: We have developed 2019-20 Progress and Impact reports for:</p> <ul style="list-style-type: none">- Agriculture and Food Security (see Appendix 11);- Business, Trade, Investment and Tourism (see Appendix 12);- Lobbying and Advocacy (see Appendix 13)- Youth and Schools (see Appendix 14) <p>All of these will be made publicly available online in the coming days.</p>

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	<p>Social media: We actively used a range of social media platforms to disseminate our core messaging, with: 672,841 Facebook Impressions, 5,747 Twitter followers, 801,254 Twitter impressions, 962 Instagram followers and 29,216 LinkedIn impressions.</p> <p>Mainstream media: We worked with a range of media outlets to help disseminate our narrative, including with a weekly 1,000-word Scotsman column on Scotland-Malawi links for six months, which profiled many of our members. This has culminated in a book which will be published later in 2020. In total there were 173 articles about Malawi in the Scottish media in 2019-20 (see Appendix 15), with 19.5 million opportunities to view (see Appendix 16), 98% of which were positive in tone.</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>This is the end of the SMP's 2017-20 Scottish Government Core Funding Grant rather than the mid-point.</p> <p>We have had extensive review of our work in this period, with a total of 151 completed feedback forms, this included:</p> <ul style="list-style-type: none"> • Member Needs and Impact Survey (Appendix 9): Completed by 77 members, giving a detailed picture of how members value our work. • Independent Assessment (Appendix 6): An external review of the extent to which we have met the agreed outcomes and outputs by the Corra Foundation. • Member Impact Statements (Appendix 8): 170 collated statements from named members, giving rich qualitative data about how the SMP has supported and added value to their Malawi links. • Event feedback data (Appendices 17-30): 14 individual reports collating the feedback we have received from our larger events in 2019-20. • Board, Staff and Member triennial review: Board staff and members have all fed in, over the last year, to the SMP's strategic review and planning for 2020-23. This included an interactive session at the October 2019 AGM in which members could vote on their most useful service and help design the SMP's future work.
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>We host a regular Networks Forum, in which we share and collaborate with the Scottish Fair Trade Forum and the Alliance. We also often co-host events : for example, the 15th January Roundtable with the UK's Development Finance Institution - CDC which was co-hosted at our invitation with the Alliance, and the 6th March Agriculture & Food Security Forum with SFTF which was co-hosted with the Fair Trade Forum.</p> <p>Through MaSP, we are well connected with all the major stakeholders in Malawi, including close working with DFID Malawi, the British Council, the Malawi High</p>

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	<p>Commission and the Government of Malawi. We regularly have live Malawi input to our Member Forum meetings.</p> <p>The SMP is a member of SCVO, BOND, ACOSVO and other relevant third sector networks.</p> <p>All SMP staff receive a daily Malawi media briefing, highlighting key developments in the media relating to Malawi and the Scotland-Malawi bilateral relationship.</p> <p>We also use the dissemination channels (bulletin, website, videos, annual report, social media and mainstream media) listed in 3.3 to share information on with our 1,225 members. We also offer members the chance to have stalls at our larger events, such as the AGM, to promote their work. Our Further and Higher Education Directory and the Westminster Constituency Mapping Report are two key 2019-20 publications which help us share information about who is doing what and, in so doing, support collaboration and partnership.</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?
	No
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?
	No
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.
	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>		
Assumption	Risk	Action taken	Was this included in the Risk Assessment Table in your application?
Covid-19	Significant disruption to work caused by global pandemic.	Moved to working from home for all staff. Consulted members and established fortnightly Zoom meetings sharing information and supporting members. Developed Covid-19 Response Strategy and Implementation Plan. Established Covid-19 web-hub . [See Covid-19 Strategy (Appendix 2) , Covid-19 Risk Register (Appendix 3) and Implementation Plan (Appendix 3) .]	Not precisely but there were measures around office closure.
Website Content Management System (CMS)	The CMS (Concrete 5.6) on which our website is built is no longer supported. This means there are no updates and hence it is increasingly unusable and vulnerable to cyber threats.	We have moved quickly, undertaking a tender and commissioning an organisation to move the website to a more sustainable CMS (Craft)	Not precisely but there were risks relating to website failure
Staff retention	The Media and Communications Maternity Cover has been difficult to manage as we are now into our third post-holder for this maternity cover.	We have increased support for the post-holder(s) and have moved quickly to re-advertise as necessary	Yes

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6. Inclusion & accountability	
<i>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.</i>	
6.1	<p>Is the project still relevant for the beneficiaries you are working with? Please highlight how you ensure accountability on the project, ensuring beneficiaries have the opportunity to feedback on the project and influence its development? (max 350 words)</p>
	<p>Yes, the SMP remains relevant and valued to the members it serves.</p> <p>The Partnership is accountable to our members and looks to listen to our members and, wherever possible, be responsive to their needs and priorities. We are proud to be a member-led network.</p> <p>For example, we have:</p> <ul style="list-style-type: none"> • Annual Member Needs and Impact Survey (Appendix 9): Completed by 77 members in 2020, giving a detailed picture of how members value our work. • Member Impact Statements (Appendix 8): 170 collated statements from named members, giving rich qualitative data about how the SMP has supported and added value to their Malawi links. • Event feedback data (Appendices 17-30): 14 individual reports collating the feedback we have received from our larger events in 2019-20. • AGM feedback: An interactive session at the October 2019 AGM in which members could vote on their most useful service and help design the SMP's future work. • Youth Committee: Ten young Scots and Malawian help lead our work, with a direct role in co-design and delivery of youth and member facing events, campaigns and workshops
6.2	<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>We do not know of particular vulnerable or marginalised groups but our Diversity Review (Appendix 10) tracks diversity and inclusion in our work.</p> <p>It found that:</p> <p>Of all our event attendees in 2019-20:</p> <ul style="list-style-type: none"> - 53% were female and 47% were male; - 75% were British and 25% were Malawian (or other nationality). <p>Of all our event speakers in 2019-20:</p> <ul style="list-style-type: none"> - 41% were female and 59% were male; - 60% were British and 40% were Malawian (or other nationality). <p>Our Board of Directors started the year with:</p> <ul style="list-style-type: none"> - five female trustees (33%) and ten male (67%). <p>And ended with:</p> <ul style="list-style-type: none"> - nine female trustees (56%) and ten were male (44%).

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	<p>The Board started and ended the year with: - 13 Scottish Directors (78%), and three Directors from the Malawian Diaspora community (22%).</p> <p>We work to ensure that our events and engagements are open to a diverse range of participants and that we are accessible, welcoming and transparent in all we do.</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>When inviting the popular musician, and human rights campaigner, Lazarus to Scotland for our AGM and the Scottish Premiere of his award-winning film. We offered additional support for him, recognising his severe visual impairments. This extended to an extra airfare so a guide and translator could travel with him.</p> <p>This also ensured he was always accompanied as he travelled in and out of Malawi, given the serious personal security threats against people with albinism. We also gave extra financial support to ensure his family and young children were not left alone while he was out of the country, for security reasons.</p> <p>We supported the September 2019 Disability Inclusion conference with the STUC, the MTUC and Herriot Watt university.</p> <p>We work to ensure all venues in which we host events are fully accessible.</p> <p>We also offer member fee exemptions for organisations, potentially representing vulnerable and marginalised groups, who struggle to pay these fees.</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>
	<p>We will continue to ensure that our events and activities are as accessible as possible, especially to groups that might be considered marginalised or vulnerable. We will also continue to monitor diversity and inclusion data through the year, making adjustments in our work as required.</p>

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7. Financial information

This section will be reviewed alongside your budget report, which should be included alongside your narrative and logframe. 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.

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.

7.1

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)

Areas of increased expenditure against budget:

- 1) **Member Services Manager:** As highlighted in the last End of Year Report, the Member Services Manager role was replaced with the Deputy Chief Executive role. This has an increased salary, reflective of the position, but this cost has come from savings within staff costs. The Minister confirmed in writing that the SMP had the autonomy to make these HR decisions as long as it did not change the total staffing cost.
- 2) **Media and Communications Officer:** There have been additional costs associated with Maternity Leave cover for the post-holder. A total of three people have worked in this maternity cover position in 2019-20.
- 3) **Member Services Officer:** The Member Services Officer post was replaced with the Member Admin Officer, with an appropriate adjustment in the salary. Again, the SMP has been advised it is able to make these adjustments, as required, as long as the bottom-line total staffing costs does not change.
- 4) **Website and online communications:** An unforeseen development this year was that the Concrete 5.6 operating platform we use become redundant and no longer updated. This incurred a significant additional cost as the website is having to be rebuilt on a new Content Management System (CMS).
- 5) **Publications, media & marketing:** There were a number of additional events where we provided photography and other publicity.
- 6) **Workshops, conferences and training and Other member engagements:** Slightly above budget due to increased member uptake of key events. The actual costs are very significantly higher than this but the SMP covers a significant proportion of costs from its own unrestricted funds

Areas of reduced expenditure against budget:

- 1) **Employer's National Insurance:** The UK government in successive budgets has increased the threshold at which employers pay national insurance. This has reduced our National Insurance costs since the budget was written.
- 2) **Non-salary staff benefits:** We have elected to reduce this expenditure to be able to support adjustments to employment costs, as outlined above.
- 3) **Office rental:** We are pleased to have been able to negotiate a significantly reduced rental agreement with the City Chambers thanks to the *pro bono* support of the City of Edinburgh Council and the Lord Provost of Edinburgh.
- 4) **Printing:** As part of the SMP's climate commitments, we have made a number of changes which have helped us significantly reduce our printing requirements

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7.2	Please give details of any capital expenditure in this reporting period. (Max 350 words)
	1 x desktop PC @ £709 1 x SLR camera @ £565 1 x Gigacube (Wifi system in office) @£119 1 x bluetooth speaker @£149 Numerous small items totalling £391
7.3	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>We are always active in looking for ways to save money and ensure cost effectiveness. We have enjoyed notable success with:</p> <p>Office rental: Reducing office rental by £4,000 below budget by negotiating reduced rents as a result of continued support from Edinburgh City Council and the Lord Provost of Edinburgh. We believe the commercial rates would be 4-5 times higher.</p> <p>Printing: We have succeeded in reducing our printing costs by 73% below budget by changing our modes of operation, in line with our climate commitments, and operating a more cost efficient machine.</p> <p>Web-redevelopment: We saved several thousand pounds by having a full competitive tender for our website redevelopment work, moving supplier and assuring value for money.</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)

Appendices:

In keeping with our [Partnership Principles](#), the Scotland Malawi Partnership is committed to monitoring, evaluation and learning, and to transparency and accountability in all it does.

[Redacted]