

Scottish Government

Malawi Development Programme 2015-2018

End of Project Report – Part 1 of 3

This narrative report should be submitted together with your updated logframe and financial report.

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

1. Basic Project Information	
Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.	
1.1	Project Reference Number Rurenki II
1.2	Reporting Year From: 01/04/2017 To: 31/03/2018
1.3	Project Year (e.g. Year 1) Year 2
1.4	Name of Lead Organisation (Grant Holder)* International Resource and Recycling Institute
1.5	Name of Partner(s)* Renew'N'Able Malawi (RENAMA)
1.6	Name of Project* Enhancing Sustainability for Rural Off-Grid Energy Kiosks (RurEnKi Phase II) in Malawi
1.7	Project Description* This follow on project is aimed at supporting the restructuring of two community based energy enterprises that were originally set up in 2012/2013.
1.8	Project Country/ Region* Phalombe and Thyolo Districts, Malawi
1.9	Project Start & End Date* Start: 01/08/2016 End: 31/03/2018
1.10	Total Project Budget* £ 68,794
1.11	Total Funding from IDF* £68,794
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address <input checked="" type="checkbox"/> Health <input checked="" type="checkbox"/> Education <input type="checkbox"/> Civic Governance <input checked="" type="checkbox"/> Sustainable Economic Development <input checked="" type="checkbox"/> Renewable Energy
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report Up-to-Date Logical Framework (LF) summarising progress against relevant milestones for project activities, outputs, outcomes and impact. <input checked="" type="checkbox"/> Please indicate (check box) if you have proposed amendments to your LF since your last report. If so, please detail any changes in Q3.2 <input type="checkbox"/> Please indicate (check box) if the LF submitted <input checked="" type="checkbox"/>

1. Basic Project Information

Complete the information below for management purposes. Please indicate in the relevant section whether any changes to your basic project information (e.g. partners, geography, project dates or budget) have occurred during this reporting year. Explanations should be provided in section 3.

		has been approved by the Scottish Government.	
		Mid-Year Financial Report	<input checked="" type="checkbox"/>
		Proposed Revised Budget (if applicable)	<input type="checkbox"/>
	Please list any further supporting documentation that has been submitted	Other, please detail	
1.14	Response to Previous Progress Reviews	<p>Scottish Government's comments on previous reports (State which): SG raised the question if Computers will still be used beyond funding period and suggested the possibility of using Smartphones for sending data from Kiosks to RENAMA & IRRI using some apps.</p>	<p>Action taken since received: Computers will continue to be used to capture data and transmit this to RENAMA & IRRI directly from the kiosks as and when a stable internet connection exists in the short term. However, both Kiosks have already been equipped with Smartphones that they are already using to send daily transaction reports via WhatsApp, next steps will be to identify an app that is best suited for rural Malawi that the kiosks can start to use and replace computers. RENAMA is looking at the suitability of using KoBo Tool box app and testing it in house before deciding whether or not to take it to the kiosks</p>
1.15	Date report produced	31st March 2018	
1.16	Name and position of person(s) who compiled this report	Name, Position: Ewan Ramsay, Operation Director, IRRI Name, Position: [REDACTED] Programmes Manager, RENAMA.	
1.17	Main contact details for project, if changed		

Signed by [REDACTED] Date 31st March 2018

Designation on the Project – Project Manager

2.	Project Relevance
2.1	<p>Project Beneficiaries Does the project remain relevant to the context and the beneficiaries with whom you are working? Please justify this in a short paragraph below.</p> <p>Yes, the project remains relevant to the context and beneficiaries with whom we are working. The objectives of the project remain unaltered. All activities were carried out as outlined in the application, the project was implemented in the same areas as planned and the same project beneficiaries that were targeted and selected from the onset are benefitting from the kiosks.</p>
2.2	<p>Gender and social inclusion Please describe how your project has worked to ensure that women and girls, and other vulnerable groups (as appropriate) benefit from the project. Describe any challenges experienced in reaching vulnerable people and how these have been overcome.</p> <p>The Rural Energy Kiosks are part of a socially inclusive project, every service and product offered at the kiosks is reaching everybody in the community without regard to gender or any discriminatory factors. At both kiosks, one of the two kiosk managers is female and at the primary school which has two of its classrooms electrified for night studies 50 female students are benefitting. Additionally, the committee responsible for overseeing the Kiosk managers includes 5 female members in decision making capacities.</p>
2.3	<p>Accountability to stakeholders How does the project ensure that beneficiaries and wider stakeholders are engaged with and can provide feedback to the project? What influence has this had on the project? What challenges have been experienced in collecting and acting on beneficiary feedback?</p> <p>The project implementation was done in close consultation with the kiosk committee members, kiosk managers and the rural community leaders. The kiosk committee and managers were given the responsibility of choosing the services and products to be offered at the kiosks, with input from IRRI and RENAMA when appropriate, both of which played important mentoring roles in the project. All IGAs were chosen by the community themselves based on their needs and surveyed demand on the ground and with sustainability in mind. This incentivised the community to participate fully knowing that the activities, services and products at the kiosks are of their choice and have not been imposed by outsiders. The community engagement process is very time consuming, yet extremely important, as the project needed to ensure that the IGA's are appropriate and have self-sustaining potential, so RENAMA took a proactive approach to engaging regularly with the community groups in both villages. At the kiosks, suggestion boxes were placed at appropriate places to enable community members and customers to have their suggestions or ideas heard. These boxes are opened by the committee members accompanied by village heads during community meetings and concerns/comments are dealt with by the community. This has brought openness and transparency which also helps to design the service in the community context and brings in a sense of ownership amongst customers/community.</p> <p>The kiosk managers report directly to committee members on a monthly basis, who are representatives of the community and are also responsible to conduct checks and balances on the affairs of the kiosk. The kiosk committee in turn also report to the Traditional Authority T/A) at least twice a year. This brings in transparency and accountability and enables feedback to the project.</p>

3. Progress and Results													
This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework (or if not yet approved your original Logical Framework). See Guidelines (Annex 1) for details.													
3.1	<p>Changes to Project Status Has the focus or delivery of your project changed significantly over the last financial year? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.</p> <p>No, the focus and delivery of the project has not changed significantly over the last financial year.</p>												
3.2	<p>Changes to the Logical Framework If changes have been made to the logframe since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your logframe, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised logframe.</p> <table border="1"> <thead> <tr> <th>Result Area/ Indicator</th> <th>Proposed/ Approved Change (please clarify and evidence below)</th> <th>Reason for Change</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Result Area/ Indicator	Proposed/ Approved Change (please clarify and evidence below)	Reason for Change									
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3.3	<p>Gaps in Monitoring Data If baseline or monitoring information is <u>not</u> available, please provide an explanation below. Where monitoring data has been delayed (since previous report), please provide an indication of when and how it will be made available to the Scottish Government.</p> <p>Output 5.1 – Full functionality and use of installed systems. The design of the system relied on the successful implementation of IGA's and delays in rolling out the additional IGA's in turn led to this output being delayed. However, the system has been designed and delivered already and all that remains is to take it for installation and training to the kiosks which is scheduled to be done by end of April 2018.</p>												
3.4	<p>Project Outputs In the table below, please list each of your project outputs, and provide further detail on your progress and results over this reporting period. Describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data in line with logical framework, case studies, web-based information, reports etc) where possible.</p> <p>Output 1: Income Generating Activities for the Kiosks</p> <table border="1"> <thead> <tr> <th>Output Indicator</th> <th>Progress against Planned Milestone/ Target</th> </tr> </thead> <tbody> <tr> <td>1.1 Number of kiosks with completed structural refurbishments</td> <td> <ul style="list-style-type: none"> Milestone 1: 1 Kiosk by November 2016 This Milestone was reached successfully by March 2017. Milestone 2: 2 Kiosks by December 2016 This Milestone was reached successfully by March 2017 </td> </tr> <tr> <td>1.2 Number of IGAs offered to the kiosks</td> <td> <ul style="list-style-type: none"> Milestone: Bvumbwe 5, Dzenje 5 by March 2018 In Bvumbwe, a total of 4 new IGA's were added to the kiosk namely; Peanut & Soya grinding mill services, a barbershop, selling pico-solar lamp and selling of fuel efficient cookstoves. This has brought the total number </td> </tr> </tbody> </table>	Output Indicator	Progress against Planned Milestone/ Target	1.1 Number of kiosks with completed structural refurbishments	<ul style="list-style-type: none"> Milestone 1: 1 Kiosk by November 2016 This Milestone was reached successfully by March 2017. Milestone 2: 2 Kiosks by December 2016 This Milestone was reached successfully by March 2017 	1.2 Number of IGAs offered to the kiosks	<ul style="list-style-type: none"> Milestone: Bvumbwe 5, Dzenje 5 by March 2018 In Bvumbwe, a total of 4 new IGA's were added to the kiosk namely; Peanut & Soya grinding mill services, a barbershop, selling pico-solar lamp and selling of fuel efficient cookstoves. This has brought the total number 						
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		<p>of IGA's at the kiosk to 6. The barbershop and grinding mill services started on a slow note but after a marketing campaign was conducted in December 2017 the number of people patronising the services has been on a steady increase. The pico-solar lamp sales are also on an upward trend and have been contributing revenue streams for the kiosk and will play a key role in the long term sustainability of the kiosk.</p> <p>In Dzenje, a total of 7 new IGA's were added to the kiosk namely; Peanut & Soya grinding mill, a barbershop, Popcorn machine, freezit making machine to produce a popular low cost juice, selling cold drinks, selling pico-solar lamps and selling fuel efficient cookstoves. This has brought the total number of IGA's at the kiosk to 9. The cold drink, popcorn and freezit IGA's have proved to be really successful mainly due to the fact that the kiosk is located at a school and these products are a favourite amongst school children. A marketing campaign conducted in December 2017 helped sensitize the community on the existence of the new IGA's and in turn resulted in an increase of revenue generated by the kiosks. However the barbershop has not performed as expected, this is mainly due to its location behind the kiosk which is not visible to passer-by's.</p> <p>In both Kiosks the Bboxx battery rental business has been reduced to a few remaining working batteries, since the rest (as explained in the application) have run out of capacity. Since research conducted by the PM team showed that the best solution is to only focus on reviving those big (stand-alone) systems that affluent households or surrounding institutions sign up to rent on a long-term basis, the small batteries and their casings (with electronic circuits etc) are being auctioned and any funds liquidated from that will be reinvested into smaller pico-solar units for sale, rent and pay-as-you-go (started already with some units).</p>
	<p>1.3 Number of Pico-solar Systems sold through a pay as you go system (fully paid off)</p>	<ul style="list-style-type: none"> • Milestone: 160 fully paid off lamps by March 2018 By 31st of March 2018, 216 lamps had been taken up by the beneficiaries and only 163 had been fully paid off. Most lamps were sold on a 4/5 month payment plan after the December 2017 marketing campaign and the beneficiaries are yet to conclude their payments. The kiosks now sell the new type of pico-solar lamps that come with an in-built pay as you go system that sends reminders via SMS to the customer when instalments are due and automatically switches off the lamp if payments are not made on the agreed dates. This has

3. Progress and Results

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		made it easier for the KM's to collect payments and reduce the risk of customers defaulting.
	Output 2: Repair of broken devices which can be resold or re-rented	
	2.1 Number of stand-alone systems back in the rental system	<ul style="list-style-type: none"> • Milestone: 12 stand-alone systems back in the rental system 17 stand-alone systems have been put back in the rental systems to date. This was after the batteries were imported by a local supplier specifically for our project and a local technician was identified to repair some of the repairable systems.
	2.2 Percentage of refurbished or partly functional devices that will be replaced/exchanged with others sold or safely disposed of	<ul style="list-style-type: none"> • Milestone: 75% of the devices replaced/exchanged or safely disposed of All old batteries were taken to a local battery recycling company that we identified in Blantyre at no cost to the project. Regarding the battery casings for the BB5-12 battery boxes with their inbuilt circuits etc., these could still be used by someone who is ready to replace the small batteries, e.g. a company who wants to set up a charging scheme for their employees or an entrepreneur in town who wants to set up a charging business and has access to replacements batteries. We got in touch with a local auctioneer company who have begun marketing these on our behalf. Any income derived from this sale is intended for the purchase of new pico-solar systems for sale and lease-to-buy at the Kiosks.
	2.3 Number of Kiosk Managers trained on self-reliant repairs and testing of broken devices of old and new kinds	<ul style="list-style-type: none"> • Milestone: 4 Kiosk managers trained in basic electronics maintenance All the 4 managers (2 from the previous Phase, 2 new ones) have been receiving ongoing training in basic electronics maintenance. They are now able to diagnose problems with devices and systems used at the Kiosk. Since some of the standalone systems are now back in circulation after the battery replacements and repairs, the managers have had more practical experience on maintenance and troubleshooting of those systems. It is worth noting that in Bvumbwe kiosk new managers have been recruited starting 1st March 2018 and they have not yet received enough in-depth training but have been given a basic overview training in day to day troubleshooting and maintenance of systems. 2 committee members also received trainings and are available to support the new managers as and when needed. IRRI & RENAMA will arrange and schedule within the next 3 – 6 months an in-depth training for the new Managers in Bvumbwe kiosk to

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	ensure that they are well prepared to adequately maintain all kiosk equipment. <i>**Please see Appendix for a detailed post project plan.</i>
Output 3: Marketing strategy training and local marketing support	
3.1 Number of staff having successfully completed the training course	<ul style="list-style-type: none"> • Milestone: 2 Bvumbwe and 2 Dzenje kiosk managers attended training (March 2017) The 4 managers received ongoing business management and strategy training at the kiosk delivered over 6 visits by the Field Coordinator and a business development consultant, based on their experience in other projects. A refresher and in-depth business management and marketing strategy training was conducted by the consultant in February 2018 after the communities had finished identifying and setting up all their IGAs. This enabled the trainings to be designed to match the context and needs of their businesses. However, in Bvumbwe, 2 new managers were appointed starting 1st of March 2018 to replace the ones who were dismissed. The new managers have been receiving training from our field coordinators and they are also receiving support from the committee members who were also taking part in all the trainings conducted during the course of the project.
3.2 % of households within a 5km radius who are aware of all the new services available at the kiosks	<ul style="list-style-type: none"> • Milestone: 80% (March 2018) In December 2017 an extensive marketing campaign was conducted in all villages within a +/- 5KM radius of the kiosks to create awareness of all IGA's offered at the kiosks. A follow up snap survey that was conducted in February 2018 showed that out of 367 households surveyed 351 were aware of some of the IGA's offered at the kiosks. This represents a 95% awareness rate. Additionally, following the marketing campaigns, and community meetings held, community members from all targeted areas and even some from areas beyond our target have been patronising the kiosks to buy pico-solar lamps and enquiring about renting out solar systems. Both Dzenje and Bvumbwe kiosks have placed a large emphasis on the marketing and communication of the new services and IRRI's visit to the kiosks in October 2017, played an important role to ensure that both communities were aware that the kiosks were being developed with long lasting sustainability in mind.
Output 4: Capacity building/trainings for entrepreneurs	
4.1 Number of Kiosk Managers and community	<ul style="list-style-type: none"> • Milestone: 2 Bvumbwe and 2 Dzenje Kiosk managers trained in computer skills and e-management system

3. Progress and Results

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<p>volunteers trained in computer skills and proficient in usage of the Kiosks e-management system</p>	<p>All 4 kiosk managers now have basic computer knowledge and 2 committee members from either kiosk continue to make progress through regular training and support offered by the Field Coordinator together with the Business Development Interns.</p> <p>The e-management system was developed and delivered late in March 2018 and has not yet been installed for use at the kiosks. As a bespoke package it required that all IGA's be implemented first before it was designed and developed to accommodate all services and special requests that might have be requested. This led to a delay in the software development. IRRI and RENAMA will ensure that the Managers and Committee members are trained and begin making use of the e-management software within the next 3 months.</p>
<p>4.2 Number of Kiosk Managers / entrepreneurs / committee members of Kiosks and Energy Hubs linked up and equipped with knowledge about Energy Kiosk business models, common challenges and best practice solutions, and basic fundraising options</p>	<ul style="list-style-type: none"> • Milestone: 20 people understanding the model 25 people including Kiosk managers and committee members are well versed with the new business model, common challenges, best practice solutions and basic fundraising options. The sensitisation was well tailored to ensure that the key stakeholders are well informed of the new concept and what their roles are. The understanding of this has been observed by the way the stakeholders have adapted to the new models and their ability to positively contribute to the identification of IGAs and structural changes. <p>In November 2017 a week-long learning and exchange visit trip was conducted involving the kiosk managers and representatives of the kiosk committees and other 21 different participants from 5 organisations. 10 different project sites were visited in the southern region (<i>some funded by the Scottish Government</i>). The trip concluded with a workshop where all participants discussed the lessons learnt and shared ideas on how to improve and help achieve sustainability. For the Kiosk Managers and committee members who took part, this trip has been the key and most beneficial moment for them in this project.</p>
<p>4.3 Number of exchange platforms in place for the Kiosk Managers to stay in touch (sms, whatsapp, FB)</p>	<ul style="list-style-type: none"> • Milestone: 3 social media (December 2017) The kiosk managers are currently keeping in touch via 2 platforms SMS text messages and recently WhatsApp. Since the internet connection is mostly slow Facebook usage has not been used on the computers. The field coordinators will continue to train and encourage use of Facebook on their mobile phones as a means of staying in touch.
<p>Output 5: Installation of updated e-customer and stocks management system</p>	

3. Progress and Results

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<p>5.1 Full functionality and use of installed system</p>	<ul style="list-style-type: none"> • Milestone: 50% after first test and 100% December 2016 The system has been fully developed by the software developers but has not yet been installed at the kiosks, as explained in 4.1 above, this was delayed by the implementation of additional IGA's. However, the software will be installed before end of April 2018 at the kiosks and both training and support will be given by the developer free of charge on an ongoing basis for a 12 month period. IRRI and RENAMA will co-ordinate this training and support.
<p>5.2 Kiosk Managers' knowledge, skills and overall satisfaction with the software</p>	<ul style="list-style-type: none"> • Milestone: Kiosk Managers to have a moderate understanding of the e-management system As in 5.1 above the system has not yet been implemented, at the moment the kiosks are using manual books for recording and capturing data.
<p>3.5 Project Outcomes</p>	
<p>In the table below, please list your project outcome, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.</p>	
<p>Outcome: Two energy kiosk in Dzenje and Bvumbwe refurbished and equipped with better technology mix and more sustainable income diversification strategies, leading to better environmental sustainability and economic situation and livelihoods in the communities</p>	
<p>Outcome Indicator</p>	<p>Progress against Planned Milestone/ Target</p>
<p>1 Percent of kiosk employees' salaries resulting from kiosk income in a self-sustaining way</p>	<p><i>Starting in January 2018 both Kiosks have been able to generate enough income from the different services offered to pay 100% employees' salaries as well as other small operational costs incurred. Both IRRI & RENAMA are confident that this trend can be maintained sustainably if the current commitment and dedication displayed by the managers and committees to continue marketing and reaching out to their communities to encourage them to keep supporting the kiosk by patronising it are maintained.</i></p>
<p>2 Number of families benefitting from healthier clean energy devices at household level or energy dependent services like educational electronic learning games (through tablet learning</p>	<p><i>As of 31st March 2018, 36,781 cold drinks had been sold, mobile phones had been charged 28,987 times, 216 lamps had been sold on either Pay As You Go or on a cash sale basis, 19 clean cook stoves had been bought and 276 students are using the illuminated classrooms for night studies. 3,823 packs of popcorn had been sold to school children at Dzenje primary school. 417 individuals have accessed services from the barbershop. The grinding mills have been used 76 times to grind peanuts for different individuals.</i></p>

3. Progress and Results

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	stations), video and sports viewing, barber shop, cold drinks/fridge usage, photo and printing services, phone charging													
	3. Percentage of households within the two communities using environmentally harmful and unhealthy "bad" technologies (paraffin lamps, one-way batteries and open three-stone fires)	70% of households still use environmentally harmful and unhealthy technologies against a milestone target of 30%. **Please see our post project plan in the appendix for our comments on this milestone.												
3.6	<p>Project Impact In the table below, please list each of your project outcomes, and provide further detail on your progress and results over this reporting period. Please describe any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. Progress should be supported with evidence (such as links to monitoring data, case studies, web-based information, reports etc) where possible.</p> <p>Project Impact: Decreased rate of energy poverty and its impacts in rural Malawi through access to off-grid energy options</p> <table border="1"> <thead> <tr> <th data-bbox="260 1256 544 1288">Impact Indicator</th> <th data-bbox="552 1256 1348 1288">Progress against Planned Milestone/ Target</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1290 544 1512">1 Number of families benefitting from increased basic energy access at household level within 5km radius of project areas</td> <td data-bbox="552 1290 1348 1512">A survey conducted in February 2018 showed that 351 out of 367 families surveyed are benefitting in some way by accessing services and products offered at the kiosks. This represents about 95% of those surveyed, which translates to an estimated 1,404 families based on the sizes of the communities.</td> </tr> </tbody> </table>		Impact Indicator	Progress against Planned Milestone/ Target	1 Number of families benefitting from increased basic energy access at household level within 5km radius of project areas	A survey conducted in February 2018 showed that 351 out of 367 families surveyed are benefitting in some way by accessing services and products offered at the kiosks. This represents about 95% of those surveyed, which translates to an estimated 1,404 families based on the sizes of the communities.								
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3.7	<p>Risk Management If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?</p> <table border="1"> <thead> <tr> <th data-bbox="260 1682 523 1742">Issue/ Risk</th> <th data-bbox="531 1682 671 1742">On risk register?</th> <th data-bbox="679 1682 1114 1742">Action Taken</th> <th data-bbox="1121 1682 1348 1742">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="260 1744 523 1998">complicated accessibility of some of the technology components to repair the stand-alone systems</td> <td data-bbox="531 1744 671 1998"></td> <td data-bbox="679 1744 1114 1998">liaising with standard suppliers and wider networks to identify people who do direct trade with South Africa</td> <td data-bbox="1121 1744 1348 1998">Done</td> </tr> <tr> <td data-bbox="260 2000 523 2016"></td> <td data-bbox="531 2000 671 2016"></td> <td data-bbox="679 2000 1114 2016"></td> <td data-bbox="1121 2000 1348 2016"></td> </tr> </tbody> </table>		Issue/ Risk	On risk register?	Action Taken	Outcome	complicated accessibility of some of the technology components to repair the stand-alone systems		liaising with standard suppliers and wider networks to identify people who do direct trade with South Africa	Done				
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Please add additional issues as required -

In August 2017 it came to our attention that the Government of Malawi had plans to extend the national grid electricity to Dzenje Village by December 2018, this will bring in competition to the Dzenje Kiosk on some services offered and might have an impact on long term sustainability of the kiosk. As of March 2018, contractors have already started installing the transmission lines and related infrastructure to connect power to Dzenje village. However, it was reported to us by the Department of Energy that the reason why the Government has decided to extend the grid to Dzenje now rather than later was in part because of the positive impact that the kiosk has demonstrated over the past 4 years of its existence. **See Appendix for more details**

In February 2018, IRRI & RENAMA conducted audits at both kiosks and unearthed some misuse of funds at both kiosk by the managers and committees. **See Appendix for more details**

3. Sustainability

4.1 Partnerships

Provide a brief description of the roles and responsibilities of all partners, including in M&E. Have roles and responsibilities changed or evolved? Please provide a brief assessment of your partnership, including its strengths, areas for improvement and how this will be addressed. This section should be completed by lead partners based in Scotland and Malawi.

The roles and responsibilities of the Partners continue as set out in the original proposal. We believe that there is a strong partnership collaboration between IRRI, RENAMA and the communities, however the project was negatively affected by the resignation of the RENAMA Programmes Director [REDACTED] in January as this did affect reporting and communication between the project lead and the field based team. These were bridged by the rest of the Management and project Field Coordinator until a new Programmes Director was appointed.

Thomson Jere (RENAMA Finance & Admin Director) who is well known to IRRI, having worked with him for the past 5 years took on a more active role in the project and his leadership and strong focus on financial reporting and auditability ensured that any delays that the project was facing were brought back on track.

[REDACTED] (RENAMA Programmes Manager) joined the RENAMA team in August 2017 and is now the project manager and local contact for the implementation and management of the project. His main focus was to ensure that the project achieves sustainability by March 2018 and that all project outcomes are realised. He continues to work closely with IRRI and are in constant contact via Skype and emails.

RENAMA and IRRI also decided to recruit [REDACTED] as an intern to help build a better business case for the Kiosks, preliminary for a trial period of 6 months so that he could support the RENAMA Field Coordinator and the kiosk managers in both communities. [REDACTED] had been the longest serving kiosk manager formerly engaged at Bvumbwe Energy Kiosk and had been pro-active in making suggestions for improvements along the way. Hence we believed that bringing him into the community engagement team for both Kiosks would build and add capacity and strengthen then community links between the project and the households in Bvumbwe, as well as providing a mentoring facility to the Dzenje kiosk, all of which will contribute to the long term sustainability of the kiosks.

	<p>Planning for the learning and exchange visit that we conducted in November 2017 for Kiosk Managers from similar projects in the region led to the strengthening and creation of new partnerships with other organisations such as CARD, United Purpose, CADECOM, Practical Action and HIVOS, with whom we have already been working on energy advocacy projects.</p>
4.2	<p>Exit Strategy Describe the key components of your exit strategy and outline progress towards achieving it. Provide any other achievements or progress towards ensuring that your project remains sustainable in the longer term (including in relation to local ownership and capacity, and resourcing). Describe any challenges and how these will be addressed.</p> <p>The project has been designed to achieve total local ownership at the end of the funding period. The committees managing the kiosks are fully aware and are dedicated to ensuring that income diversification initiatives are chosen based on the local demands and perpetuation. The local authorities are also aware of the ownership arrangement and in total support of the initiative. Above all most decision-making powers have already evolved to Kiosk managers and committees so that they are nurtured to effectively manage the kiosk in the post-funding era. Ongoing training of the KMs and the committees will continue even beyond the funding period. In fact, IRRI & RENAMA have committed themselves to put in a place a 3 – 6 Month post funding support plan to continue monitoring and supporting the kiosks to ensure that long term sustainability is achieved.</p>

4. Learning and Dissemination	
5.1	<p>Lessons Learned Describe briefly any lessons learned during this reporting period, and how it will influence the project and your work moving forward.</p> <p>Some key lessons learned in this project include: 1. Any trainings conducted need to be repeated. 2. Technology needs to be carefully selected so that it can be left in the hands of the community business enabling them to maintain and repair easily without any challenges in sourcing spares. 3. Project ownership plays a huge role in the success of any project. Based on our exchange visit trip, it is apparent that when committee members contribute financially, even in very small amounts to the setting up of the project, they become more involved and committed in ensuring that the project succeeds and reaches long term sustainability. Going forward we will pilot this model in future projects.</p>
5.2	<p>Innovation and Best Practice Summarise briefly any examples of innovations/ innovative approaches or best practice demonstrated by your project during this reporting period. Please explain why these are innovative or best practice, and detail any plans to share these with others.</p> <p>The biggest innovations may be the fact that a remote village like Dzenje will have a complete set of services that people connect to basic electricity needs by end of the project, and from the great uptake of refrigeration services and the fact that others have not jumped on the train to bring cold drinks to the village, one can see that this innovation was embraced. The other important innovation is the pay-as-you-go approach that allows people who could normally not afford a solar lamp to afford it. This approach is very much at its beginning in Malawi and only a few hundred people so far have access to products through this model but has been certified a huge transformative potential for uptake of service by the rural poor and this project will help to raise a case and data for this assumption.</p>

4. Learning and Dissemination	
5.3	<p>Dissemination Summarise briefly your efforts to communicate project lessons and approaches to others (e.g. local and national stakeholders in Scotland and Malawi, academic peers etc). Please provide links to any learning outputs.</p> <p>We are regularly posting updates about the project on RENAMA's social media channels and related networks as well as on the project database of the Cooperation Network for Renewable Energy in Malawi (CONREMA). RENAMA has monthly newsletters that are read by players in the renewable sector and Government officials that usually features updates and lessons from this project from time to time. IRRRI are regularly disseminating project lessons and outcomes to their networks.</p>
5.4	<p>Wider Influence Briefly describe any intended or unintended influence on development outcomes beyond your project. For example influence on local and national policy, contribution to debate on key development issues, uptake by other projects etc.</p> <p>This project as one of the first Energy Kiosk projects in Malawi is often referred to as an example in stakeholder meetings in the context of the growing interest of stakeholders in community energy projects. Experiences from the project also influence discussions through RENAMA's involvement in policy and strategy development for the energy sector at the national level (Energy Policy draft 2017, RE Strategy draft 2017 and SE4All National Action Agenda) as we compare non-wired, off-grid business models with mini-grids and other approaches for rural electrification.</p> <p>Additionally, as briefly mentioned in 3.7 above. The Kiosk in Dzenje was highlighted by the Malawi Department of Energy as a huge influencing factor in the decision that the Government of Malawi took to extend the national power grid to the village by December 2018. The kiosk demonstrated that availability of electricity in a rural village like Dzenje brings positive social and economic impacts. For example, An interview with the school head master at Dzenje primary school revealed that because of the 2 classes that have lights, students can now study at night and prepare better for exams and this has resulted in the schools pass rate and selection rate for students to proceed to Form 1 having tripled in the last 4 years that the kiosk has been in existence. In fact some families from communities located further away (more than 10km's) from the school are already sending their children for 3 month boarding lessons held in preparation of exams where students learn well into the evening because of the lighting provided by the kiosk.</p>

5. Financial Report	
<p>The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to: (a) confirm actual spend for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year, (b) detail programmed spend for next year.</p> <p>Please note that any carry-over of funds to the next financial year should have been agreed with the Scottish Government by January 31st of the current financial year.</p>	
6.1	<p>Project Underspend Please note whether the project has reported a significant underspend, and whether the Scottish Government has agreed to this being carried forward. If this has been agreed, please provide copies of or links to relevant correspondence. Please indicate whether the under-spend is the result of currency fluctuations or other issues with project delivery.</p>

	<p>100% of the project budget has been transferred from IRRI to RENAMA, with the exception of the budget for IRRI travel and management time.</p> <p>IRRI has reviewed the accounting system at RENAMA and there is a strong auditability for the monies which sit on account and are ring fenced for spend on Rurenki II.</p>
6.2	<p>Cost Effectiveness and Efficiency Please detail any efforts by the project to reduce project costs, whilst maintaining the quality of the project – for example through managing projects costs, efficient resourcing, working with and learning from others etc.</p> <p>IRRI and RENAMA speak on Skype at least every fortnight to review planned expenditure versus budget thus constantly ensuring that cost effectiveness and efficiency are at the heart of the project management decision making process.</p>
6.2	<p>Co-finance and Leverage Please provide details of any co-finance or leverage that has been obtained for the project during the reporting period, including how the funds/ resources will contribute to delivering more and/or better development outcomes.</p> <p>IRRI have provided approximately £3,000 to the project from a projected £10,000 in the application. These funds were ring fenced for use in Rurenki II and were remitted to RENAMA after additional IGAs were selected. It should also be noted that IRRI are continuing to raise funds for the additional support for the communities and will be working with RENAMA on an ongoing basis to ensure appropriate support is in place.</p>

6. IDF Programme Monitoring				
The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.				
1. IDF Programme – Poverty and Vulnerability (compulsory)				
1.1	Indicator 1.1 Total number of people directly benefitting from the project			
	Baseline	Female	Male	Total
		1433	4305	5738
	Brief description (e.g. small-holders)			
	A combination of committee members, families, students, individuals who are purchasing IGA's, phone charging etc			
	State the evidence that supports the progress described			
	The above data is based on the reporting at both kiosks. 216 families (864 people) bought lamps, 276 students, 20 committee and kiosk managers, 20 facilitators and future kiosk committee managers, 3,678 individual people who have purchased ice cold drinks & popcorn snacks (10% @ 36,781) and 387 individuals who have had their mobile phones charged across both kiosks. 417 individuals who have had a haircut at the barbershops. 76 individuals who have used the grinding mill services.			
1.2	Indicator 1.2 Total number of people indirectly benefitting from the project			
	Baseline	Female	Male	Total
	Brief description (e.g. small-holders)			
	State the evidence that supports the progress described			
2. IDF Programme – Civic Governance and Society (optional)				
2.1	Indicator 2.1 Number of formal legal institutions supported to improve citizens' access to justice and human rights			
	Baseline	Total		Brief description (e.g. paralegal service)

6. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

State the evidence that supports the progress described

2.2 Indicator 2.2 Number of people who have directly benefitted from improved access to judicial and paralegal services

Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. widows)

State the evidence that supports the progress described

2.3 Indicator 2.3 Number of organizations with increased awareness of good governance and human rights

Baseline	Total	Brief description (e.g. paralegal service)

State the evidence that supports the progress described

2.4 Indicator 2.4 Number of people with increased awareness of good governance and human rights

Baseline	Female	Male	Total	Brief description (e.g. small-holders)

State the evidence that supports the progress described

2.5 Indicator 2.5 Number of people who are engaged in advocacy for improving citizens' rights

Baseline	Female	Male	Total	Brief description (e.g. small-holders)

State the evidence that supports the progress described

3. IDF Programme – Education (optional)

B Indicator 3.1 Number of schools with improved management and resourcing for provision of quality education

Baseline	Total	Brief description (e.g. primary school)
	2	Dzenje and Bvumbwe Primary Schools

State the evidence that supports the progress described

Both schools now have additional resourcing through the use of light bulbs in order that the children can attend class into the evenings, when previously this was not possible. Reports provided by the kiosk managers and on-site visits by IRRI.

3.2 Indicator 3.2 Number of children/ learners benefitting from improved management and resourcing of schools

Baseline	Female	Male	Total	Brief description (e.g. girls, visually-impaired)
	101	175	276	46 of the students in the classes who are utilising these facilities are girls.

State the evidence that supports the progress described

Reports provided by the kiosk managers and interview with School heads including on-site visits by IRRI.

3.3 Indicator 3.3 Number of people trained in improved school inspection and/ or improvement services

6. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

	Baseline	Female	Male	Total	Brief description (e.g. government staff)		
	0			0	This has not been undertaken at present within the project.		
State the evidence that supports the progress described							
3.4	Indicator 3.4 Number of new teachers qualified to provide quality education that is safe, equitable and accessible to all children						
	Baseline	Female	Male	Total	Brief description (e.g. primary)		
	0			0	There has not been any new teachers qualified to provide quality education at present within the project.		
State the evidence that supports the progress described							
3.5	Indicator 3.5 Number of people entering into higher education						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. secondary, vocational)
	0				0		
State the evidence that supports the progress described							
Not at present within the project although there may be children who have benefited from the project who go onto higher education in to the second year of the project.							
4. IDF Programme – Health (optional)							
4.1	Indicator 4.1 Number of health professionals with up-to-date skills, knowledge and qualifications in essential healthcare						
	Baseline	Female	Male	Total	Brief description (e.g. nurses)		
State the evidence that supports the progress described							
4.2	Indicator 4.2 Number of women <u>who have access to</u> improved maternal and neonatal healthcare services						
	Baseline		Total		Brief description		
State the evidence that supports the progress described							
4.3	Indicator 4.3 % births assisted by a skilled provider						
	Baseline		Total		Brief description		
State the evidence that supports the progress described							
4.4	Indicator 4.4 Number of people directly reached by improved essential health services						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. malaria)
State the evidence that supports the progress described							
4.5	Indicator 4.5 Number of people <u>who have access to</u> improved essential health services						

6. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. maternal health)
	State the evidence that supports the progress described						
4.6	Indicator 4.6 Number of institutions with improved essential health services						
	Baseline	Total					Brief description (e.g. district clinic)
	State the evidence that supports the progress described						
4.7	Indicator 4.7 Number of people with increased awareness of determinants of health						
	Baseline	Adult Female	Adult Male	Child Female (< 18 yrs)	Child Male (< 18 yrs)	Total	Brief description (e.g. malaria prevention)
	State the evidence that supports the progress described						
5. IDF Programme – Sustainable Economic Development (optional)							
5.1	Indicator 5.1 Number of people supported to establish or improve business/ economic activities						
	Baseline	Female	Male	Total	Brief description (e.g. agriculture marketing)		
	State the evidence that supports the progress described						
5.2	Indicator 5.2 Number of people accessing credit						
	Baseline	Female	Male	Total	Brief description (e.g. widows)		
	State the evidence that supports the progress described						
5.3	Indicator 5.3 % increase in household income						
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)		
	State the evidence that supports the progress described						
5.4	Indicator 5.4 Number of small holder farmers supported to adopt environmentally sustainable agricultural practices						
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)		
	State the evidence that supports the progress described						
5.5	Indicator 5.5 % increase in agricultural yield						
	Baseline	Female	Male	Total	Brief description (e.g. maize)		
	State the evidence that supports the progress described						
6. IDF Programme – Renewable Energy (optional)							

6. IDF Programme Monitoring

The list of IDF programme indicators are listed below. With reference to Q46 on your application form, please report on progress for the IDF programme indicators that you have committed to tracking in your original proposal, including the 'Poverty and Vulnerability Indicators', which are obligatory for all Scottish Government funded projects.

6.1	Indicator 6.1 Number of public institutions e.g. clinics, schools accessing renewable energy				
	Baseline	Total	Brief description (e.g. district clinics, schools)		
	State the evidence that supports the progress described				
6.2	Indicator 6.2 Number of households accessing renewable energy				
	Baseline	Female	Male	Total	Brief description (e.g. solar)
				1404	Solar, battery technology.
	State the evidence that supports the progress described				Based on a snap survey conducted in February 2018 by RENAMA assisted by university student interns.
6.3	Indicator 6.3 Number of individual lamps/ lanterns sold				
	Baseline	Total	Brief description (e.g. lantern)		
		216	Lamps sold on a pay as you go basis.		
	State the evidence that supports the progress described				Reports prepared by the kiosk managers and checked by the RENAMA staff. IRRI did a full audit of assets when they visited the kiosks in October 2017. Another full audit of assets is scheduled in our post project plan in May 2018.
6.4	Indicator 6.4 Number of community based 'mini-grids' that have been established				
	Baseline	Total	Brief description		
	0	0			
State the evidence that supports the progress described					

Annex 1: Guidance Notes: End of Year Report

- This report is to be completed by all project managers/leaders at the end of the financial year.
- Please complete this form electronically.
- Once complete please send this reporting form, by email to your Scottish Government project manager.
- The report should be submitted by the end of April following the financial year to which the report relates.

Question	Guidance
Basic Project Information	
1.1	The project reference number was given to you by the Scottish Government in your grant offer letter – please refer to it in all correspondence. This is a number unique to your project and helps the Scottish Government track information relating to your project within the system.
1.2	Insert the financial year for which you are reporting
1.3	Insert the year of your project (i.e. Year 1, 2 or 3)
1.4	Insert the name of your lead organisation responsible for managing the grant (based in Scotland). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.5	Insert the names of your partner organisations in Scotland and Partner countries. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.6	Insert the name of your project in the space provided. This should correspond with the name given in your grant offer letter. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.7	Provide a brief project description as per your grant offer letter.
1.8	Insert the geographical area in which your project is being implemented. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.9	Insert start and end dates. The start date is the date you received your first tranche of funding.
1.10	Insert the total project budget (including funding from other sources). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.11	Insert the total amount of funding received through the IDF for this project.
1.12	Indicate the theme that your project addresses (tick as many boxes that apply.)
1.13	Confirm that supporting documentation has been included with your report. Please tick those boxes that apply. Confirm whether any changes have been made to the logical framework, and whether the LF submitted has been approved by the Scottish Government (or is pending approval). Reports that do not include all required documentation will not be considered complete.
1.14	Please reference previous (actionable) feedback that you have received in your last MY and EY report, and describe any action that has been taken in response/ since then.
1.15	Insert the date that your report was produced.
1.16	Insert the names and positions of the key person(s) involved in preparing your report.
1.17	It is essential that you let us know if any of your contact details have changed, either in Scotland or in Malawi.

Project Relevance	
2.1	Provide a brief update on the context in which your project is working, and describe briefly how your project remains relevant to your project beneficiaries.
2.2	Working towards gender equity and social inclusion is considered essential to any projects funded through the IDF. Please describe briefly how your project is delivering this.
2.3	Please describe briefly how beneficiaries are engaging with the project (if at all) and what effect that is having, as well as any challenges in engaging with them.
Progress and Results	
3.1	If your Project has changed significantly in the focus of its delivery since your last report, please explain how and why, attaching copies of all relevant correspondence you have had with the Scottish Government about this. Please also describe and explain any changes to basic project information here.
3.2	If your Logical Framework has changed over the last Financial Year please detail and explain these here. This enables us to more quickly understand the changes and your progress, based on the most up-to-date information.
3.3	An update on any delays or challenges in monitoring will help us to understand the information presented in the report and logframe.
3.4	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Looking again at the <i>output indicators</i> outlined, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome. This should include a narrative (where relevant) as well as quantitative data – indicating clearly the milestones (including dates) and progress to date using the same measurement unit (e.g. number/percentage) provided for the baseline etc. should be outlined using a percentage or number. E.g. By end March 2016, 5 wells have been dug in the last year against a milestone target of 4.
3.5	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Looking again at the <i>outcome indicators</i> outlined in your original application, please comment on the progress made towards achieving these during the reporting period, including any challenges and how these were overcome.
3.6	For this question you will need to refer back to your most up-to-date APPROVED logical framework. Please comment on the overall impact of the project to date, including any challenges and how these were overcome.
3.7	If progress towards delivering activity and outcomes has been slower than planned, please use this space to indicate the reasons why and whether any of the risks outlined in your application have impacted on the project.
Sustainability	
4.1	Provide a brief update on how your partnership is working and evolving.
4.2	Detail briefly your progress towards ensuring that your project will be sustainable in the longer term. We would like you to refer back to your exit strategy in your application form) as well as reflect on other elements of sustainability.
Learning and Dissemination	
5.1	The Scottish Government is very interested to hear of lessons you may have learnt during any aspect of the project and may use your experience in future policy consideration.
5.2	The Scottish Government is very interested to hear of any innovations or examples of best practice, and how projects are sharing good practice more widely.

5.3	The Scottish Government would like to know how the work of the project is being communicated more widely to a range of stakeholders in Scotland and beyond.
5.4	The Scottish Government would like to know if your project (whether intended or unintended) is likely to have an influence on policy.
Financial Reporting	
6	For this question, you will also need to complete the summary page of the budget spreadsheet. Please use the budget headings on the spreadsheet to provide a detailed breakdown of actual expenditure incurred during the financial year to which this report relates, against expenditure planned as well as expected expenditure for the next financial year. Please outline any reasons for any discrepancy in the budget spend. <i>N.B If the budget spend is more than 10% different from the original estimate please use the additional tabs on the budget spreadsheet to provide more detail.</i>
6.1	It is important for us to understand and learn from how projects budget, including reasons for underspend.
6.2	The Scottish Government is interested in how projects are working efficiently and effectively.
6.3	Please detail if the project has succeeded in sourcing additional funds to enable it to extend its work.
IDF Programme Monitoring	
7	The Scottish Government needs to understand who is being reached by the IDF and how therefore it is essential that projects contribute to programme monitoring.

Annex 2: Budget Spreadsheet Report