

**Scottish Government**

**End Year Report – Part 1 of 2**

**PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM**

| <p><b>• Basic Project Information</b></p> <p>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.</p> |  |   |
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| 1.1  | <b>Project Reference Number</b>  | <b>MaSP 2017-2020</b>   |
| 1.2  | <b>Reporting Year</b>  | <b>From: 01/04/2018<br/>To: 31/03/2019</b>  |
| 1.3  | <b>Project Year (e.g. Year 1)</b>  | <b>Year 2 of 3</b>  |
| 1.4  | <b>Name of Lead Organisation (Grant Holder)*</b>   | <b>Scotland Malawi Partnership</b>  |
| 1.5  | <b>Name of Partner(s)*</b>   | <b>Malawi Scotland Partnership</b>  |
| 1.6  | <b>Name of Project*</b>  | <b>Malawi Scotland Partnership 2017-20</b>  |
| 1.7  | <b>Project Description*</b>  | <b>Core funding for the Malawi Scotland Partnership as the national Malawian network, coordinating, representing and supporting Malawi’s civic links with Scotland.</b>                             |
| 1.8  | <b>Project Country/ Region*</b>  | <b>Malawi</b>   |
| 1.9  | <b>Project Start &amp; End Date*</b>   | <b>Start: 01/04/2017<br/>End: 31/03/2020</b>  |
| 1.10   | <b>Total Project Budget*</b>   | <b>£397,556</b>   |
| 1.11   | <b>Total Funding from IDF*</b>   | <b>£355,554</b>   |
| 1.12   | <b>IDF Development Priorities</b><br>Please tick the box next to the development priority/priorities that your block grant aims to address | <input checked="" type="checkbox"/> Civic Governance<br><br>N.B. As a networking and coordinating agency, MaSP adds value in all of the strands but it sits most directly within ‘Civic Governance’ |
| 1.13   | <b>Supporting Documentation</b><br>Check box to confirm key documents have been submitted with this report                                 | <b>Proposed Revised Logical Framework, if applicable (see Q3.2)</b> <input type="checkbox"/>  |
|  |  | <b>Annual Financial Report</b> <input checked="" type="checkbox"/>  |
|  | Please list any further supporting documentation that has been submitted   | Other, please detail  |
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| 1.14   | <b>Response to Previous Progress Reviews</b>   | This is a new SG core grant but we have had continuing discussions about MaSP’s MEL and future reporting. -   |

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|      |  | The 2017-20 log frame has not yet been signed off so, at the SG's request, this report focusses on quick operational updates in this first six month period. |
| 1.15 | <b>Date report produced</b>                                    | March 2019   |
| 1.16 | <b>Name and position of person(s) who compiled this report</b> | REDACTED Scotland Malawi Partnership<br>and<br>REDACTED, Malawi Scotland Partnership   |
| 1.17 | <b>Main contact details for project, if changed</b>            |  |

Signed by: REDACTED Date 7<sup>th</sup> May 2019

Designation on the Project: Project Manager

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| <p>• <b>Progress and Results</b></p> <p>This narrative report on project performance and results will be reviewed together with your revised and updated Logical Framework. See Guidelines (Annex 1) for details.</p> |   |   |
| 2.  | <b>Changes to Project Status</b>  |   |
| 1   | Has the focus or delivery of your project changed significantly over the last six months? If so, please explain how and why, and attach copies of all relevant correspondence with the Scottish Government.   |   |
|   | No.   |   |
| 2.  | <b>Changes to the Logical Framework</b>   |   |
| 2   | If changes have been made to the log frame 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 log frame, 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 log frame. |   |
|   | <b>Result Area/ Indicator</b>   | <b>Proposed/ Approved Change</b><br>(please clarify and evidence below) |
|   |   | <b>Reason for Change</b>  |
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| 2.  | <b>Baseline Data (for first 12 month report only)</b>   |   |
| 3   | Please confirm that your baseline is now complete (this is a requirement of the IDF). Please attach the full baseline report. If baseline data is not available please provide an explanation.  |   |
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| 2.<br>4 | <b>Project Progress and Results</b><br>In the table below, please provide a summary of the key areas of progress and results achieved over the last 6 months, <u>for each project output and outcome</u> . Describe in brief any delays or other challenges that you have experienced and how these have been addressed, and provide information about any unexpected results. |  |
|         | <b>Outcome</b><br><b>(OUTCOME 1) Increased awareness and understanding of Malawi's links with Scotland and the role of MaSP</b>  | <b>Summary of Progress and Results</b><br>MaSP has gone to great lengths to ensure that there is increased awareness and understanding of the role MaSP as an organisation and the many civic links that it coordinates between Malawi and Scotland. This has been done through: <ul style="list-style-type: none"> <li>• Kick-starting the strategic planning process which will include a comprehensive communication, resource mobilization, MEL and growth strategies. A final strategic plan is expected by end of May 2019.</li> <li>• Re-developing and launching the MaSP website which has seen a steady increase in traffic</li> <li>• The production of member videos as an advocacy tool for the work supported by the SG</li> <li>• Active engagement of print and online media</li> <li>• Maximising media opportunities around culture and shared history, including:             <ul style="list-style-type: none"> <li>- Dr David Livingstone's birthday celebrations,</li> <li>- Queen's Birthday Party,</li> <li>- Malawi's 54<sup>th</sup> Independence celebrations</li> <li>- Scottish Ceilidh Night celebrations attended by both Scots and Malawians</li> <li>- St Andrew's Celebrations</li> </ul> </li> <li>• Posting of news on the MaSP website and social media platforms, encouraging debate and responding to questions</li> <li>• Engaging young people (115 girls) from five schools aged between 12 to 20 by providing computer lessons at the Lilongwe CRC</li> <li>• Launching a fellowship/internship programme in all three offices of the MaSP to provide critical technical skills to young people so as to increase their employability</li> <li>• Engaging 26 out of 3000 young people who applied for the Young Leaders Climate Project</li> <li>• Responding to inquiries and Scotland, SG work in Malawi and MaSP about 224 times</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
|         | <b>(1.1) New communications plan delivered, maximizing media engagement and social media impact</b>  | MaSP started a strategic planning process which is envisaged to be completed by the end of May 2019 and the plan shall have the following elements: <ul style="list-style-type: none"> <li>• A comprehensive communication plan</li> <li>• A comprehensive resource mobilization plan</li> <li>• A monitoring and evaluation plan</li> <li>• A growth strategy</li> </ul> <p>MaSP has actively engaged the media both print and electronic 25 times in the period under review for the following activities:</p> <ul style="list-style-type: none"> <li>• Dr David Livingstone's birthday celebrations</li> <li>• Malawi's 54<sup>th</sup> Independence celebrations</li> <li>• SG's new round of funding announcement</li> <li>• Blantyre CRC relaunch</li> </ul>   |

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|  |  | <ul style="list-style-type: none"> <li>• Introduction of the Youth Climate Leaders Project</li> <li>• 2018 AGM</li> <li>• 2018 High Level meeting</li> <li>• 2019 Annual Symposium</li> <li>• Celebration of Young Leaders Climate change achievements</li> </ul> <p>MaSP has increased its social media presence as follows:</p> <ul style="list-style-type: none"> <li>• We've reached <b>60,826</b> people on Facebook representing a <b>44.4%</b> increase from last year's <b>42,119</b> post reach within the same period and a <b>52%</b> increase from the <b>40,000</b> estimated post reach.</li> <li>• We've generated <b>107,404</b> twitter impressions representing a 157% increase from last year's <b>41,851</b> impressions generated within the same period and a <b>165%</b> increase from the <b>40,000</b> estimated impressions</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
|  | <p><b>(1.2) MaSP website</b> re-developed: more dynamic and engaging content, and more member profile info</p>             | <p>MaSP has completely redeveloped its website. The new site was officially launched by the PS Foreign Affairs at the July 2018 MaSP AGM. Since the launch there has been a significant increase of web-traffic and increased member engagement.</p> <ul style="list-style-type: none"> <li>• MaSP was able to deliver the new website at very significantly reduced costs thanks to <i>pro bono</i> support from Mzuzu University.</li> <li>• Our website has been visited/viewed <b>14,106</b> times representing a <b>139.8%</b> increase from the <b>5,880</b> views generated last year within the same period.</li> </ul>   |
|  | <p><b>(1.3) Members' stories</b> shared and amplified, through videography, photography, case studies and social media</p> | <p>16 members were profiled in this year. And MaSP shared and amplified member stories as an advocacy tool through videography, photography, case studies and social media. This included:</p> <ul style="list-style-type: none"> <li>• The production of a video for the Association of Malawi Midwives who are in partnership with Edinburgh Napier University on a project regarding Respectful Maternal Health</li> <li>• The production of a video for Mzuzu Coffee, Malawi's finest coffee producers</li> <li>• The production of a video for the Chairperson of Public Affairs Committee to feed into a Faith Links Meeting for the SMP</li> <li>• The production of a video to articulate the expected impact of the SG's new round of funding to Malawi</li> <li>• Partnership videos were also done for Mikombe and Namadzi Community day secondary schools</li> <li>• Live-streaming MaSP's Livingstone Birthday Celebrations</li> <li>• Photographing and uploading of event pictures on the MaSP social media platforms for events in all regions (BT CRC Launch, Dr David Livingstone's birthday, Mzuzu faith links meeting, Southern region mapping exercise, new staff recruitment, AGM advertising, High Level Meeting adverts, Commonwealth Big lunch and Queen's birthday celebrations among others)</li> <li>• Compiling of case studies for 8 schools with links to</li> </ul> |

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|  |   | <p>Scotland</p> <ul style="list-style-type: none"> <li>• Promotion of Supreme Sanitary Pads on both news bulletin and Social Media</li> <li>• School Partnership story between Namadzi and Penicuik School.</li> <li>• Enita Chamba story, a child with visual and hearing impairment from VIHEMA Deafblind</li> <li>• Production of project video for Trocaire project and published on MaSP social media and you tube.</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>  |
|  | <p><b>(1.4) Scotland-Malawi shared history</b> celebrated, finding new audiences</p>                                    | <p>MaSP facilitated and was also invited to a number of events aimed at celebrating the shared history which Scotland and Malawi has as articulated in (1.5) below</p>  |
|  | <p><b>(1.5) Two-way cultural sharing</b> supported (Burns night, St Andrews, diaspora engagement, independence day)</p> | <p>We celebrated 4 events as a way of sharing culture and history between Malawi and Scotland and over 650 attended for the following events:</p> <ul style="list-style-type: none"> <li>• Dr David Livingstone’s 206<sup>th</sup> birthday in March 2019</li> <li>• Queen’s birthday at the British High Commissioner’s Residence,</li> <li>• Malawi’s 54<sup>th</sup> Independence Celebrations at STEKA in Blantyre. The event was also attended by 20 Scottish nationals working in the southern part of Malawi</li> <li>• Scottish Ceilidh Night celebrations at Chameleon’s Bar</li> <li>• St Andrews Day celebration at Kachere Juvenile Prison on 7<sup>th</sup> December 2018 (however, we did not include the number of inmates in the 250 but only prison warders and MaSP staff members)</li> </ul>   |
|  | <p><b>(1.6) Youth engaged</b> and informed through pro-active outreach</p>  | <p>MaSP engaged young people and encouraged them to be more engaged in Scotland. Specifically, MaSP:</p> <ul style="list-style-type: none"> <li>• Re-opened the Blantyre CRC which is also a hub and a meeting place for young people with links to Scotland as well as resource poor member organisations around Blantyre</li> <li>• Launched the internship and fellowship programme which has seen the temporary employment of 22 young people across Malawi as a way of reducing unemployment levels among the youth but also to increase their skills capacity and employability</li> <li>• Provided computer lessons to 115 young people from 5 member organizations at the Lilongwe CRC</li> <li>• Engaged 100 young girls from Lilongwe urban communities through Eye of the Child to talk about issues of Child and Human Trafficking; MaSP CEO was Guest of Honour and was also appointed as Patron for the initiative</li> <li>• MaSP participated in the ‘<i>Girls Take over Initiative</i>’ organised by Plan International. The initiative was meant to inspire girls to aspire for greater heights in society and so girls were sent to several offices to learn things in a work place. The 12 year old girl assigned to MaSP acted as CEO for a couple of hours</li> </ul> |

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|  |   | <ul style="list-style-type: none"> <li>Organised youth participation in the ‘Malawi and Scotland: Together for Sustainable Development’ conference, including youth-led discussions and a Q&amp;A with both Ministers. Over 100 young people some of which are youth parliamentarians attended this event</li> <li>Over 3000 young people from across Malawi applied to be part of the Young Leaders Forum for the Youth Climate Change Project. Out of which only 26 were selected. Joanna Ziba a young teacher from Mzuzu visited Scotland from January to February 2019 as part of this project</li> <li>Over 100 pupils from Mbuka Primary School were part of the 206<sup>th</sup> Livingstone birthday celebrations</li> <li>Engaged a total of 33 schools and youth-centred organizations who are members in this year</li> <li>We had a total of 23 school outreach activities focused on the Scotland and Malawi links, a total of 4583 school going children were reached</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
|  | <p><b>(OUTCOME 2) Increased coordination of Malawi’s links with Scotland, both within MaSP membership and across wider stakeholders</b></p> | <p>MaSP continued with its role of fostering coordination and supporting organisations that have links with Scotland as well as those interested to join the partnership.</p> <p>We had a total of 36 MaSP meetings aimed at supporting coordination of efforts for our members.</p>  |
|  | <p><b>(2.1) Fortnightly news bulletin</b> sent to members and key partners</p>  | <ul style="list-style-type: none"> <li>23 news bulletins were produced in this period and shared among the members and stakeholders which includes both the Scottish and Malawi Governments, the SMP and the British High Commission, and Board members from both MaSP and the SMP</li> <li>Bulletin recipients were increased by 135 in this year bringing the total number of recipients to 671 from 536 last year.</li> <li>There has also been an increase in positive feedback from members regarding news items in the bulletin.</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>  |
|  | <p><b>(2.2) Malawi-Scotland links mapped</b> to District level</p>  | <p>Recognizing that there are many Scottish links beyond the major Malawian cities of Lilongwe, Blantyre, Zomba and Mzuzu, which do not currently engage MaSP, MaSP embarked on a major mapping and outreach exercise. This work aimed at taking stock of its members within the region and to encourage district-level coordination which will in turn feed into the regional level coordination activities. A total of 123 members were mapped out in the southern and northern regions. The mapping was done as follows:</p> <ul style="list-style-type: none"> <li>The southern region exercise managed to reach out to 60 more members who have links to Scotland but had never engaged in any MaSP activities. See full report in appendices.</li> <li>The northern region mapped out 63 organisations in total. See full report in appendices.</li> </ul>  |



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|   | <ul style="list-style-type: none"> <li>The central regional mapping exercise is still under way. There has been a delay on the central region mapping due to staff changes. It is envisaged that this shall be concluded by end of May 2019</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
| <b>(2.3) District-level collaborations</b> encouraged and supported   | <p>MaSP members in Thyolo, Nkhatabay, Rumpi and Karonga have started meeting at district level following the mapping exercises that were conducted in the two regions.</p> <p>This number is expected to increase in the coming year</p> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
| <b>(2.4) Quarterly regional meetings</b> and programme of regional events   | <p>Eighteen regional meetings were conducted in this period. A total of 1042 participants attended these regional meetings.</p> <ul style="list-style-type: none"> <li>There was one faith-based meeting held in the northern region to encourage members who have faith based links with Scotland</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>  |
| <b>(2.5) Locally elected regional clusters</b> devolving ownership and decision-making  | <ul style="list-style-type: none"> <li>The regional cluster elections were conducted for each region in November 2018 and the committees will hold their position until April 2019.</li> <li>However, there was a slight change in the executive membership of the Blantyre Cluster committee because two of its members now sit on the MaSP Board following the AGM in July 2018.</li> <li>3 regional cluster executive committee meetings were conducted in this year. One for each region</li> </ul>   |
| <b>(OUTCOME 3) Increased impact of members' work as a result of MaSP practical support, training and the championing of partnership values and principles</b> | <p>MaSP is continuing to provide practical support to members to enhance their effectiveness as well as to ensure that best practices are not only known to others but that they are scaled up and shared among the membership.</p> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>  |
| <b>(3.1) Partnership principles</b> used to encourage a values-led approach and a different way of working  | <p>A total of 1,217 members underwent an orientation on the partnership principles across the country. The partnership principles were used to encourage a value-led approach and a different way of working among the membership on the following occasions:</p> <ul style="list-style-type: none"> <li>During the reopening ceremony of the Blantyre CRC office</li> <li>During the July 2018 Annual General Meeting</li> <li>During all regional meetings</li> <li>During the mapping exercises</li> <li>During all strand meetings</li> <li>During the School visits in southern, central and northern regions</li> <li>During Faith links forum in Mzuzu</li> <li>During the August 2018 High Level Meeting</li> <li>During the 2019 annual symposium</li> </ul> |
| <b>(3.2) School partnerships</b> supported through practical assistance, speakers,  | <p>MaSP supported schools with links to Scotland through practical assistance and motivational speaking. A total number of 20 schools were visited in this year. This is 16 schools lower than</p>  |

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|  | <p>materials and partnership values</p>                                      | <p>the target. This is due to the fact that only 1 school was visited in the central region. The following are the schools and the regions:</p> <ul style="list-style-type: none"> <li>• In the southern region, four schools with links to Scotland (Zingwangwa, CI, Chichiri and Namadzi CDSS) were supported during this period and they also received Partnership Principles training.</li> <li>• The Henry Henderson Institute (HHI) partnership was also revived; this is where we held the Dr David Livingstone's birthday celebrations in April 2018</li> <li>• In partnership with the District Education Office in Blantyre books donated by education partners were distributed to the following primary schools: chipande, Kalulu, chimembe, namatete, Maria Gorreti and Namasimba</li> <li>• In the central region MaSP facilitated a school partnership link between Christian Heritage School and Little Mill Primary School</li> <li>• Mbuka Primary school in the same region was visited; it hosted the 206<sup>th</sup> David Livingstone birthday celebrations</li> <li>• In the northern region, MaSP facilitated the establishment of new school partnerships for Katoto secondary school and Hutchesons Grammar school, Loudon Primary and secondary schools for the deaf with Isobel Nair school and Family care centre and lastly, Njakwa primary school with Scoraig Primary school and Area 1B Primary School with St Geraldine Primary School</li> </ul> <p>In the northern region, the following schools were supported through visits and dissemination and training of partnership principles:</p> <ul style="list-style-type: none"> <li>• Bandawe primary school and Bandawe secondary school with a links to Doon fort Primary and Alloway Primary respectively</li> <li>• Doroba Primary school with a link to Dunbog Primary school</li> <li>• Katawa primary school with a link to Caledonia Primary school</li> <li>• Luwanga secondary school with a link to Balwearie</li> <li>• Viyele primary school with a link to Corstorphine Primary</li> <li>• St Peters secondary school with a link to St Matthews Academy</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
|  | <p><b>(3.3) Experience and expertise harnessed across the membership</b></p> | <p>It is MaSP's role to ensure that members are taking advantage of the wide expertise within the membership by sharing information and experiences. We planned to have 3 such trainings within the year but managed to achieve 6 as follows:</p> <ul style="list-style-type: none"> <li>• Social Enterprise Academy provided support to a number of members willing to engage in social enterprise activities. Following this exercise, Social Enterprise Academy through MaSP lobbied with relevant government ministries on the issue of tax incentives for non-profit making organizations.</li> <li>• United Purpose shared information regarding the business model they are using on their renewable energy project. Following this, some members in the energy sector have adopted a business model to programing</li> </ul>  |



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|  |   | <p>where the projects loan the energy facilities to communities and repay the same over a period of time</p> <ul style="list-style-type: none"> <li>• Nkhoma hospital is running a successful project which provides support to women with cervical cancer. They are also provided technical support to four other African countries and the members felt they needed to develop a social enterprising model to help sustain their project and these plans are currently underway. Making their presentation at the MaSP symposium and AGM, the nkhoma hospital project is a flagship project for most members in the health sector on community engagement and effective use of minimum resources</li> <li>• The ‘Malawi and Scotland: Together for Sustainable Development’ conference had members sharing experience and learning across the seven groups</li> <li>• Mzuzu Coffee, Supreme Sanitary Pads and Kuwala Energy shared their business models at the Mzuzu Regional Meetings as examples of successful social enterprises.</li> <li>• Malawi Council for the Handicap (MACOHA) with support from the Scottish Government conducted disability mainstreaming training for MaSP members in the north, south and central regions of Malawi. Over 130 members were trained</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
|  | <p><b>(3.4) Reciprocal visits</b> supported through visa assistance, training, welcoming and practical assistance</p> | <p>MaSP and its regional offices get inquiries regarding visa application and other assistance from members. UK visa applications are done online so members use the CRCs to access free internet in this regard. At least 15 members were supported to apply for their visas with a 100% approval rate.</p> <ul style="list-style-type: none"> <li>• Regional coordinator in Mzuzu assisted REDACTED who is Mamie Martin Fund Manager, REDACTED who is studying at Queen Margaret University, Rhollent Kumwenta who will be presenting on Climate Change at the Findhorn Foundation Conference and Mzuzu Coffee Officials who went to Scotland from the Fair Trade launch, and REDACTED. All these required support on visa application</li> <li>• We also assisted 10 Scottish officials from First Aid Africa whose visas in Malawi had expired and they risked deportation to extend their stay in Malawi by another two weeks</li> <li>• REDACTED a young climate leader was supported to obtain a visa to visit Scotland on an exchange project</li> <li>• 26 people from Edinburgh Girls School in Mzuzu were supported with visas to travel to Scotland</li> <li>• A group of boys and their reverend father from Rumphi seminary were assisted to obtain their visas after they had initially been rejected due to inadequate information</li> <li>• MaSP met with officials from the REDACTED visa office in February 2019 to discuss the low number of visa applications from Malawi as well as the information required to support MaSP members when they apply for a UK visa</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |

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| <p><b>(3.5) Communication and Resources Centers</b><br/>supporting resource-poor links, and becoming regional hubs</p> | <p>CRCs in all three regions are well patronised now. MaSP has ensured that:</p> <ul style="list-style-type: none"> <li>• The CRC in Blantyre was reopened in a new building after closing down for three months due to robbery</li> <li>• The Lilongwe CRC is not easily accessible to members, especially those with mobility (vehicle) challenges. This is so because of where the CRC is located. However, the locality of the centre is very secure for the secretariat.</li> <li>• To increase access MaSP has supported local schools with Scottish links to have dedicated access times</li> <li>• All 3 CRCs had their internet bills and rentals paid on time to avoid service interruptions</li> <li>• Members are also using the CRCs to conduct their own meetings relating to their links with Scotland. This service has become increasingly popular</li> <li>• About 1566 members have visited the CRCs in this year</li> <li>• 60 meetings for resource poor members were conducted in the CRCs</li> <li>• 7 out of the 60 meetings conducted were from Association of People with Albinism a MaSP member affiliated to Amnesty Scotland who cannot afford to hire a hotel room for their meetings. The association lacks resources to support its work and of late, members of the same have been abducted and murdered for their body parts</li> </ul> <p>We provide responses to inquiries especially from individuals and organisations looking for partners in Scotland and those looking for information on SG funded project and small grant applications at least 115 times in this year.</p> <ul style="list-style-type: none"> <li>• MaSP supported Tearfund manage the negative media reporting around safeguarding.</li> <li>• MaSP supported the Social Enterprise Academy and its affiliate the Jubilee Enterprise on its Financial Management issues</li> <li>• MaSP supported the Supreme Sanitary pads, linking it to relevant groups in Scotland who have a interests in menstrual hygiene as well as packaging for their products</li> </ul> <p>The Mamie Martin Fund emailed the SMP in March 2019 to say:<br/><i>“another word of praise for REDACTED [MaSP REDACTED Officer] who helped REDACTED last week over a training session in Lilongwe which had gone wrong. REDACTED is so helpful to REDACTED - and this is hugely valuable to someone working on her own in Malawi. I would be grateful if you could add this comment to the other notes of appreciation which are received!”</i></p> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
| <p><b>(OUCTOME 4) Implementation of the Scottish Government’s new International</b></p>                                | <p>MaSP continues to support the implementation of the Scottish Government’s International Development in Malawi</p> <p>For testimonial evidence, see Member feedback in Appendix</p>  |

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| <p><b>Development Strategy supported in Malawi</b></p>   | <p>three (pp24-29)</p>   |
| <p><b>(4.1) SG-funded projects</b> mapped and info disseminated, efforts made to look at sustainability and scaling-up</p> | <ul style="list-style-type: none"> <li>• MaSP has received positive feedback from the government of Malawi at least 3 times in the period under review from the department of economic planning and development which is under the Ministry of Finance, the ministry of Trade and Industry of the social enterprises model as well as from the Ministry of Agriculture, irrigation and water development.</li> <li>• At least 75% of members who have been attending meetings and engagement forums have provide their positive feedback regarding the fact that MaSP is making good progress in linking them and representing their interests to government and its agencies</li> <li>• We have mapped out all SG funded projects across Malawi. With data obtained from the district mapping exercise, the database is being updated to ensure that at a click of a button, all information related to SG funding is available.</li> <li>• Members have for a long time argued that the SG funding impact is not visible in Malawi and MaSP has been disseminating information regarding successful projects implemented across Malawi with SG funding through the news bulletins, videos and photographs shared on our social media platforms and website. For the website alone, such information was posted for at least 12 times in the year under review</li> <li>• MaSP was active through the <i>Malawi and Scotland: Together for Sustainable Development</i> conference and the Ministerial visit to build awareness of and support for SG-funded projects in the media</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
| <p><b>(4.2) Annual Symposium</b> hosted bringing together all SG funded grant partners</p>                                 | <ul style="list-style-type: none"> <li>• The 2019 annual symposium was held on 5<sup>th</sup> February 2019 where the Scottish Government was represented by a delegation that was led by MS Claire Tynte-Irvine. The SMP was represented by the REDACTED</li> <li>• The Malawi Government was represented by Mr Jollam Banda who is the Deputy Director in the Department of Economic Planning and Development under the Ministry of Finance.</li> <li>• Ms Holly Tett the British High Commissioner to Malawi also graced the occasion alongside MaSP Board member and the wider members most of whom already have links with Scotland and are implementing Scottish government funded project.</li> <li>• 5 organisations made presentations regarding their projects at the February 2019 symposium.</li> <li>• Over 100 people attended the 2019 annual symposium, with 17% completing a feedback form.</li> </ul> <p>Of those who completed a feedback form:</p> <ul style="list-style-type: none"> <li>• 11% said their expectations we “entirely met”; 72% “mostly met”; 11% “partially met” and 6% “not met at all”</li> <li>• 94% said they made useful new contacts at the event</li> <li>• 100% said the event strengthened their link with Scotland (63% “a lot”, 38% “a little”, 0% “not much”, 0% “not at al”)</li> </ul>   |

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|  |   | <ul style="list-style-type: none"> <li>• Regarding the event’s objective to <u>support networking</u>, 47% said this had been “entirely achieved”, 24% “mostly achieved”, 29% “partially achieved” and 0% “not achieved at all”</li> <li>• Regarding the event’s objective to <u>share experiences</u>, 12% said this had been “entirely achieved”, 65% “mostly achieved”, 24% “partially achieved” and 0% “not achieved at all”</li> <li>• Regarding the event’s objective to <u>learn from others</u>, 18% said this had been “entirely achieved”, 59% “mostly achieved”, 18% “partially achieved” and 6% “not achieved at all”</li> <li>• 53% said this was the first MaSP event they had attended</li> </ul> <p>Comments included:<br/> <i>“Most of the issues expected have been covered &amp; looking forward for more meetings”</i> REDACTED, Synod of Livingstonia (Edu Dept)</p> <p><i>“Perfect job done by MaSP team”</i> REDACTED, Synod of Livingstonia (Edu Dept)</p> <p><i>“It was good &amp; we hope the interactions in the meeting will increase awareness”</i> REDACTED, Cerebral Palsy Africa</p> <p><i>“I had no idea what was going to be discussed since it was my first time but I learnt a lot.”</i> REDACTED, MAP</p> <p><i>“It was very good “cross-briefing” to hear what other organisations are doing, when &amp; how. This was very useful”</i> REDACTED, St John Malawi</p> <p><i>“My expectation was met because I was able to interact with other stakeholders”</i> REDACTED, FAYDE</p> <p><i>“Well done MaSP”</i> REDACTED, Chance for Change</p> |
|  | <p><b>(4.3) Bi-annual Strand Meetings</b> for sustained, focused sharing between SG funded grant partners</p> | <p>A total of 12 bi-annual strand meetings were held in the year under review as follows:</p> <ul style="list-style-type: none"> <li>• Five strand meetings (for civic governance, sustainable economic development, energy, health and education) were held in May 2018. To encourage Government of Malawi’s active participation, all the meetings were held at the Capital Hill except for the Energy one which was held at the Ministry’s Department office in City Centre.</li> <li>• Seven strand meetings were conducted for the November 2018 round. This was due to the introduction of two new strands in Gender and Water and sanitation. Members in these sectors felt disenfranchised when they were attending strand meetings which were not zeroing in on their specific issues and therefore demanded the introduction of the two strands. For the water and sanitation strand however, its establishment was also emphasized by the Minister of Water and Irrigation development during the High Level Meeting in September 2018</li> <li>• At least 120 people attended these strand meetings. We had an average of 10 people for each strand meeting.</li> <li>• The decrease in participation of these strands meetings</li> </ul>  |

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|  |  | <p>has been due to the fact that most members especially those not currently implementing Scottish government funded projects do not see the need to attend these anymore.</p> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
|  | <p><b>(4.4) New Cooperation Agreement</b> supported, with active involvement from Malawian civil society</p> | <ul style="list-style-type: none"> <li>• The President of the Republic of Malawi, Prof Arthur Peter Mutharika and his counterpart in Scotland the First Minister Nicola Sturgeon signed a new Cooperation Agreement between the two nations on 23<sup>rd</sup> April 2018 in Scotland.</li> <li>• The '<i>Malawi and Scotland: Together for Sustainable Development</i>' conference which was held from 28<sup>th</sup> to 29<sup>th</sup> September 2018 looked to operationalise the contents of the new cooperation agreement and ensure that government, civil society and parliament have clear roles in the attainments of objectives enshrined in the agreement</li> </ul>   |
|  | <p><b>(4.5) Closer working relationship between MaSP and the Malawian Government and Parliament</b></p>      | <p>MaSP enjoys a good working relationship with the Scottish Government through the SMP but locally we also have a very good working relationship with the following government ministries:</p> <ul style="list-style-type: none"> <li>• Ministry of Energy</li> <li>• Ministry of Health</li> <li>• Ministry of Education, Science and Technology</li> <li>• Ministry of Finance and Economic Development</li> <li>• Ministry of Justice and Constitutional Affairs</li> </ul> <p>And more recently, working relationships have been developed with the following ministries:</p> <ul style="list-style-type: none"> <li>• Ministry of Foreign Affairs: on international relations</li> <li>• Ministry of Gender, Children, Disability and Social Welfare: regarding the gender strand as well as policy direction on safeguarding</li> <li>• Ministry of Agriculture, Irrigation and Water Development: on the WASH strand as well as the High Level meeting in September 2018</li> <li>• Ministry of Environmental Affairs and Climate Change: on the Young Leaders climate change project</li> <li>• Ministry of Youth, Sports and Culture: on the young leaders climate change project</li> <li>• Malawi Police Services: on the gender based violence and child protection project with Scottish Police</li> <li>• Ministry of Finance and economic Development: has since developed a monitoring tool for all SG funded projects in Malawi. They will commence monitoring from April 2019</li> </ul> <p>MaSP met with Government of Malawi at least 48 times in the year under review. Most of these meetings occurred during preparations for the High Level Meeting as well as during strand meeting preparations.</p> <p>MaSP engaged with the National Assembly in the period under review about eight times. Most of these engagements were in the run up to the High Level Meeting which was held from 28<sup>th</sup> to 29<sup>th</sup> September in Lilongwe.</p> |
|  | <p><b>(4.6) The SG's capacity</b></p>  | <ul style="list-style-type: none"> <li>• MaSP is supporting each of the Scottish Government</li> </ul>  |

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| <p><b>building</b> programmes supported by MaSP</p>  | <p>Capacity Building programmes, each project was ably represented at the ‘<i>Malawi and Scotland: Together for Sustainable Development</i>’ conference which was held from 28<sup>th</sup> to 29<sup>th</sup> September 2018 at the Bingu International Convention Centre (BICC). The projects shared their work and were able to connect with others.</p> <ul style="list-style-type: none"> <li>• MaSP has had an especially active role in supporting the Malawi Police Service capacity building programme by providing independent project monitoring services to determine value for money on a gender based violence and child protection Project being implemented by Malawi Police in partnership with the Scottish Police with funding from the Scottish Government; the project wound up in October 2018.</li> <li>• MaSP shall also deliver a safeguarding piece of work whose major outcome would be to come up with a package on safeguarding for Malawi</li> </ul> <p><i>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</i></p> |
| <p><b>(OUTCOME 5) Enhanced sustainability and impact of MaSP through <u>organizational development</u></b></p>   | <p>MaSP works to provide a positive example for its members in governance, impact and sustainability.</p> <p><i>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</i></p>  |
| <p><b>(5.1) MaSP’s mission and core focus</b> clarified and emphasised</p>                                       | <ul style="list-style-type: none"> <li>• MaSP continues to clarify its role to the membership at any meeting and activity to manage expectations. The new website and all social media handles have further provided opportunities to clarify the role of MaSP.</li> <li>• A total of 6 forums that engaged both staff and board members were conducted in this year to emphasize the role and focus of MaSP as an organization</li> <li>• A total of 15 forums for members were conducted in the year where again the mission and focus of MaSP was clarified</li> <li>• A total of 9 external forums were conducted in the year under review. These are meetings where MaSP was invited to make presentations about the work that it does.</li> </ul> <p><i>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</i></p>  |
| <p><b>(5.2) MaSP becoming a champion of partnership principles and values,</b> challenging established norms</p> | <ul style="list-style-type: none"> <li>• MaSP had a total of 9 opportunities to speak about Partnership Principles and MaSP’s own core values.</li> <li>• MaSP also ensured that Board members, management and staff of MaSP (both permanent and temporary) are aware of the Partnership principles</li> <li>• Ensuring that the values and dynamism of the partnership which Malawi has with Scotland are appreciated and understood by members and stakeholders alike</li> <li>• The ‘Malawi and Scotland: Together for Sustainable Development’ conference was a key opportunity to highlight the distinctive features of the bilateral relationship as key values and the partnership principles</li> </ul> <p><i>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</i></p>  |
| <p><b>(5.3) Increased remote participation</b> through innovative new modes of</p>                               | <ul style="list-style-type: none"> <li>• MaSP purchased teleconferencing equipment which is assisting us in conducting staff meetings with regional officers, as well as during board meeting when other</li> </ul>  |



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| <p>communication and technology</p>  | <p>Directors are unable to travel to Lilongwe.</p> <ul style="list-style-type: none"> <li>• A total number of 27 members were remotely engaged in this year</li> <li>• Communication via WhatsApp also continues to provide affordable, easy and quick communication within the partnership</li> <li>• MaSP continues to support live linking with meetings in Scotland through WhatsApp, Skype and also video pre-records</li> <li>• For all Board Committee meetings, Zoom will be used from April 2019. Board members will only meet physically for main board meetings</li> </ul>   |
| <p><b>(5.4) Income diversified</b> through innovative resource mobilization strategy, looking at social enterprise model</p> | <p>As stated earlier, MaSP is developing a 5-year strategic plan which will also contain a comprehensive resource mobilization strategy. Certain elements of the resource mobilizations strategy have already started being implemented as follows:</p> <ul style="list-style-type: none"> <li>• Production and selling of the MaSP chitenje cloth</li> <li>• Selling of other merchandise like MaSP ties and T-shirts</li> <li>• Renting out of extra office space at the secretariat</li> <li>• Various items which were produced from the MaSP cloth were sold at the High Level meeting in September 2018 and at the SMP AGM in October 2018 and continue to be sold both in Malawi and Scotland</li> <li>• Introduction of membership fees (members not only voted to introduce fees in July 2018 but also passed a member-led motion to increase fee levels beyond the Board's proposal) So far about £470 pounds has been received as membership fees</li> <li>• Obtaining management fees from the joint implementation of the Climate Youth Leaders Project with the 2050 Climate Group and the Project in support of the Scottish Police and the University of Glasgow through the research project on the role of the English language in Malawi</li> <li>• In this year alone, MaSP managed to source a total of <b>£7392</b> from the above mentioned activities</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
| <p><b>(5.5) Staff capacity</b> and impact increased through CPD training, support and performance management</p>             | <p>MaSP does not have a budget for staff CPD Training even though training is a critical element to enhanced performance.</p> <ul style="list-style-type: none"> <li>• No staff member attended any training in the period under review due to unavailability of funds</li> <li>• However, in April 2018, MaSP staff underwent a Team Building Exercise facilitated by an external consultant</li> <li>• The consultant further provided one-on-one coaching sessions with staff members on how they can perform better in their roles. This exercise has proved effective for all staff</li> <li>• All staff underwent staff performance appraisals at the end of September 2018 and at the beginning of February 2019. Thus staff were appraised 22 times (twice for each person). The appraisal process also included interns both at the secretariat and the regional offices</li> <li>• The Programme Manager Mr REDACTED indicated that he did not wish to have his contract renewed at the end of March 2019; his role was thus upgraded to Programmes Director and on 12<sup>th</sup> March 2018, interviews were conducted. Mr REDACTED emerged the</li> </ul>   |

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|  |   | <p>successful candidate and will pick up post on 1<sup>st</sup> April 2019</p> <ul style="list-style-type: none"> <li>Recruited a Project Coordinator for the Climate Youth Leaders Project and an intern. The project ended on 31<sup>st</sup> March 2019</li> <li>Recruited an intern to anchor the monitoring aspect of the Scottish Police and Malawi Police project on Gender based violence and child protection. The project ended on 31<sup>st</sup> October 2018</li> <li>Recruited two event planners to work at the MaSP secretariat from August to October 2018 to assist in the planning of the High Level Meeting</li> <li>REDACTED the Finance and Admin officer represented MaSP at the SMP's AGM which was held in Glasgow on 6<sup>th</sup> October. He also had time to work in the office to learn other things as well as other meetings with SG officials.</li> <li>For the 2019/2020 financial year, MaSP will endeavour to send out its staff members for various but relevant continuous professional development (CPD) trainings</li> </ul>                                   |
|  | <p><b>(5.6) MaSP AGM</b><br/>developed as energetic annual conference celebrating Scottish links and partnership principles</p> | <ul style="list-style-type: none"> <li>The 2018 AGM was held on 20<sup>th</sup> July 2018 at Kamuzu College of Nursing New Lecture Theatre.</li> <li>95 people attended the 2018 AGM with 75% of these providing their feedback on the event stating how such engagement help them strengthen their links with Scotland as well as enhancing their network base</li> <li>REDACTED represented the SMP</li> <li>The Principal Secretary in the Ministry of Foreign Affairs REDACTED presided over the event as Guest of Honour</li> <li>The AGM endorsed membership fees and change of auditors and ushered in five new Board members were voted onto the Board</li> </ul> <p>Of those who completed a feedback form:</p> <ul style="list-style-type: none"> <li>55% said the expectations had been "entirely met", 35% said "mostly met", 15% said "partially met", 0% said "not at all".</li> <li>65% said they made a useful new contact at the meeting</li> <li>50% said it was their first MaSP meeting</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
|  | <p><b>(5.7) Targeted core membership growth,</b> actively managing expectations and focusing on core purpose</p>                | <ul style="list-style-type: none"> <li>From April 2018, the MaSP membership has grown from 401 as at 31<sup>st</sup> March 2018 to 441 as at 31<sup>st</sup> March 2019</li> <li>This represents a 74% member increase from last year with active links to Scotland</li> <li>About 40 members with active links to Scotland were added to the membership in this year.</li> <li>MaSP is targeting members who already have links with Scotland to join the partnership as a way of managing expectations</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>  |
|  | <p><b>(5.8) Increased member ownership</b> through regular feedback, regional clusters and clarity over shared vision</p>       | <p>From the Regional meetings it is clear that MaSP members own the organization and this is evidenced by:</p> <ul style="list-style-type: none"> <li>An increase of offering support to MaSP for meeting space for regional meetings</li> <li>A donation of two desk-top computers which was made to the Blantyre CRC</li> <li>A recommendation was made to members to introduce membership fees. Our proposed rates were MK5000 for</li> </ul>  |

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|  |  | <p>schools, churches and individuals, MK12,000 for local organizations and MK15,000 for international organizations</p> <ul style="list-style-type: none"> <li>• The proposed fees for individuals, school and churches were adopted as such, but the one for local organizations was increased from MK12, 000 to MK15, 000 and the one for international organizations was increased from MK15, 000 to MK50, 000.</li> <li>• This shows that there is growing increase ownership of the partnership by members</li> <li>• However, the MaSP Board at their March 2019 meeting resolved that for members who are not currently running any Scottish funded projects, their membership fee must be MK5,000 per annum</li> <li>• Over 163 members have written MaSP in the period under review feeding in to MaSP consultations and sharing their views</li> <li>• And over 80 members have given feedback in meetings encouraging MaSP in most areas where MaSP is doing well and proposing changes in some areas</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
|  | <p><b>(5.9) Monitoring, evaluation and learning structures established and agreed with funder</b></p>                          | <p>The MEL tool will be part of the strategic plan but MaSP continued to solicit views from members' at all regional engagement, trainings, AGMs and the symposium to get feedback for the membership. Over 100 members participated in MaSP's MEL activities.</p> <ul style="list-style-type: none"> <li>• The Audit for the 2017/2018 Financial year was completed and MaSP got an unqualified report on its finances</li> <li>• Members at the 20<sup>th</sup> July 2018 AGM approved a recommendation by the secretariat to change auditors from Delloite and Touché to AMG Global. This was facilitated by an increase in price by Delloite and Touché.</li> <li>• Audit process for the 2018/2019 Financial year will be commissioned by 15<sup>th</sup> April 2019</li> <li>• A new MEL is being developed currently as part of the 5 year strategic plan</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p>   |
|  | <p><b>(5.10) Increased clarity over governance structures, including across and between board, staff, CRCs and cluster</b></p> | <p>A total 52 people which includes (13 board members, 5 permanent staff, 7 interns, 11 southern region cluster executive members, 10 northern region executive cluster members, 6 central region executive cluster members) were oriented on governance structures and principles.</p> <ul style="list-style-type: none"> <li>• Four board meetings were conducted in the period under review. All Board meetings were quorate.</li> <li>• Board subcommittee meetings met 4 times prior to the main board meeting thereby ensuring that the main board meetings to be held in less than two hours. As stated earlier, for the 2019/2020 financial year, all committee meetings will be held online to cut costs. Only main Board meetings will be held physically at the secretariat in Lilongwe</li> <li>• There has been enhanced Board interest and involvement in MaSP activities in the year under review which is impressive</li> </ul>  |

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|            |  | <ul style="list-style-type: none"> <li>• One extra ordinary board meeting was also conducted in this period to resolve a critical matter that needed Board's engagement (regarding the Director who had presented fake credentials on his Board application)</li> <li>• There was one Board orientation session facilitated by the NGO Board to orient new board members and clarity of roles between the board and the secretariat were articulated at length following their election at the 20<sup>th</sup> July AGM</li> <li>• MaSP held a Governance Forum in April 2018 which was co facilitated by REDACTED and REDACTED.</li> <li>• Following this meeting, a concept note was developed on how a MaSP led Governance piece of work could look like</li> </ul>   |
|            | <p><b>(5.11)</b> Increased <b>connections and collaborations</b> with other networks</p> | <p>In the period under review, the MaSP has reached established working partnerships with the following 18 organizations:</p> <ul style="list-style-type: none"> <li>• <b>Malawi Police Services:</b> on the monitoring of the Scottish Police project.</li> <li>• <b>Scottish Police:</b> as above</li> <li>• <b>2050 Climate Group:</b> on the youth leaders climate change project</li> <li>• <b>The NGO Board of Malawi:</b> on the NGO Bill amendment and Board members orientation</li> <li>• <b>Youth Net and Counselling (YONECO):</b> on safeguarding policy issues and High Level meeting safeguarding presentation in September 2018</li> <li>• <b>Eye of the Child:</b> on safeguarding issues</li> <li>• <b>UNICEF Malawi:</b> on High Level Meeting safeguarding presentation</li> <li>• <b>LTSM Chitikuko Limited</b> which is linked to LTS International Limited in Scotland: on MaSP membership</li> <li>• <b>Scotland International Development Alliance:</b> on High Level Meeting and safeguarding issues</li> <li>• <b>Plan International:</b> on Girls take over challenge</li> <li>• <b>Oxfam Malawi:</b> on Gender strand co-chairmanship</li> <li>• <b>Centre for Ticks and Tick Borne Diseases:</b> on request from Galvmed Scotland regarding MaSP's assistance for their high level meeting in Malawi</li> <li>• <b>GALVMed Edinburgh:</b> as above</li> <li>• <b>University of Glasgow:</b> on language research project</li> <li>• <b>Centre for Language studies:</b> on language research project</li> <li>• <b>Chancellor College:</b> on language research project</li> <li>• <b>Malawi institute of Education:</b> on language research project</li> <li>• <b>Lilongwe University of Agriculture and Natural Resources:</b> on language research project</li> </ul> <p>For testimonial evidence, see Member feedback in Appendix three (pp24-29)</p> |
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| <p>2.5</p> | <p><b>Risk Management</b></p>  | <p>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</p>   |

| been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues? |                    |  |                                    |
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| Issue/ Risk  | On risk register ? | Action Taken   | Outcome                            |
| Delays in transfer of funds  | No                 | SMP able to advance funds  | Still causing some difficulties    |
| Lack of funds for CPD (training) for staff   | No                 | Raised it in report  | Will address in 2019/2020 FY       |
| Procurement and authorisation systems slowing delivery at times  | No                 | Board and Audit and Finance Committee are reviewed and approved systems to help increase efficiencies while continuing to meet the highest governance standards. Part of Mphatso (Finance Officer's) trip to Scotland involved sharing of finance systems between SMP and MaSP | Achieved                           |
| Safeguarding has become an enhanced priority, and potential reputational risk, for all in the sector in this period        | No                 | Safeguarding was a key part of the Lilongwe conference and MaSP is working closely with the SMP and the Scottish Government to explore what more MaSP could do to offer its members support in this area   | Project may commence in April 2019 |

• **Financial Report**

The narrative report below should be provided in conjunction with the Budget Spreadsheet report (see Annex 2). Please fill in the Budget Spreadsheet to confirm actual spend to date for the year and justify any significant disparities between programmed expenditure and actual expenditure within the financial year.

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| 3.1 | <p><b>Project Underspend</b></p> <p>Please note whether the project anticipates a significant underspend, and whether the project intends to request that some funds are carried forward with the agreement of the Scottish Government. Please provide justification for this underspend below. Please note that any carry-over of funds to the next financial year should be agreed with the Scottish Government by January 31<sup>st</sup> of the current financial year.</p> |
|     | <p>We did not anticipate any major underspend on the project.</p>   |

## Appendix One: Summary of finances April 2018 to March 2019

|  | SG Grant Budget     | SG Grant Actual     | SG Grant Variance   |
|--|---------------------|---------------------|---------------------|
| <b>Staff Costs</b>                             |                     |                     |                     |
| Total for Scottish Staff                       | £<br>-              |                     |                     |
| Total for National Staff                       | £<br>54,800         | £<br>54,747         | £<br>53             |
| Total for Other Staff                          | £<br>-              | £<br>-              | £<br>-              |
| <b>Sub-Total Staff Costs</b>                   | <b>£<br/>54,800</b> | <b>£<br/>54,747</b> | <b>£<br/>53</b>     |
| <b>Running costs in Country</b>                |                     |                     |                     |
| Overheads                                      | £<br>15,018         | £<br>11,754         | £<br>3,264          |
| Office Costs                                   | £<br>2,822          | £<br>4,451          | -£<br>1,629         |
| Other  | £<br>7,925          | £<br>8,879          | -£<br>954           |
| <b>Sub-Total Running costs in Country</b>      | <b>£<br/>25,765</b> | <b>£<br/>25,084</b> | <b>£<br/>681</b>    |
| <b>Travel - International</b>                  |                     |                     |                     |
| International Airfares                         | £<br>-              | £<br>-              | £<br>-              |
| International staff other travel costs         | £<br>-              | £<br>-              | £<br>-              |
| <b>Sub-total international travel</b>          | <b>£<br/>-</b>      | <b>£<br/>-</b>      | <b>£<br/>-</b>      |
| <b>Travel - National</b>                       |                     |                     |                     |
| in-country airfares                            | £<br>-              |                     |                     |
| In country travel (all other)                  | £<br>4,774          | £<br>6,167          | -£<br>1,393         |
| <b>Sub total National travel</b>               | <b>£<br/>4,774</b>  | <b>£<br/>6,167</b>  | <b>-£<br/>1,393</b> |
| <b>Subsistence</b>                             |                     |                     |                     |
| International staff                            | £<br>-              | £<br>-              | £<br>-              |
| National staff                                 | £<br>-              | £<br>-              | £<br>-              |
| <b>Sub-total subsistence</b>                   | <b>£<br/>-</b>      | <b>£<br/>-</b>      | <b>£<br/>-</b>      |
| <b>Direct Project Costs for Implementation</b> |                     |                     |                     |



|                                 |                      |                      |                     |
|---------------------------------|----------------------|----------------------|---------------------|
| Output 1                        | £<br>3,904           | £<br>3,910           | -£<br>6             |
| Output 2                        | £<br>2,380           | £<br>2,582           | -£<br>202           |
| Output 3                        | £<br>9,724           | £<br>9,837           | -£<br>113           |
| Output 4                        | £<br>3,011           | £<br>3,413           | -£<br>402           |
| Output 5                        | £<br>1,419           | £<br>1,389           | £<br>30             |
| Output 6                        | £<br>5,454           | £<br>5,444           | £<br>10             |
| M&E&L                           | £<br>1,763           | £<br>1,755           | £<br>8              |
| Dissemination Costs             | £<br>-               | £<br>-               | £<br>-              |
| <b>Sub-total Implementation</b> | <b>£<br/>27,654</b>  | <b>£<br/>28,330</b>  | <b>-£<br/>676</b>   |
| <b>Capital Costs</b>            |                      |                      |                     |
| <b>Sub-total Capital</b>        | <b>£<br/>4,409</b>   | <b>£<br/>4,703</b>   | <b>-£<br/>294</b>   |
| <b>TOTAL</b>                    | <b>£<br/>117,403</b> | <b>£<br/>119,031</b> | <b>-£<br/>1,628</b> |

### **Budget Narrative:**

#### **1) Staff Costs**

- We had an under spent of **£ 53** on staff cost due to exchange rate gains in this line.
- The Programme Manager (now Director of Programmes) was **£443** underspent due to a slight gap in employment
- There was some relatively minor variance in other staff posts (Chief Exec £227 variance, Finance Manager £85, Mzuzu Coordinator £94, Blantyre Coordinator £15) which was caused by tax and healthcare variance.

#### **2) Running costs in Country**

- Actual office rental cost was less than budgeted, printing cost was less than budgeted because we now use printers which use cheaper toner hence an underspend of **£ 681**.

#### **3) Travel – International**

- All international travel expenses were funded by SMP thus we did not spend anything in this line because it was not included in the budget.

#### 4) Travel – National

- We experienced an overspend amounting to **£ 1,393** due to vehicle maintenance cost. Although the vehicle we have is in good condition management requested Board's approval so that that we sell the vehicle and we should buy another one which is cheaper to maintain. The Board has since approved this recommendation and it will be implemented in next financial year. Funds to purchase the other vehicle will come from proceeds of the sale of the current vehicle.

#### Direct Project Costs for Implementation

##### Outcome 1

- We had an over spend of **£ 7** due to slight high cost of advertising costs.

##### Outcome 2

- We had an overspend amounting to **£ 202** due to overwhelming numbers of attendants for MaSP regional meetings which are conducted once every quarter for each of the three regions of Malawi.

##### Outcome 3

- MaSP management decided to upgrade internet for Blantyre communication and resource centre (CRC) due to substandard network experienced previously. In this regard, we had an over spend of **£ 114** due to setup costs for the new internet facility.

##### Outcome 4

- We had an over spend of **£ 401** because of the number of attendants at the MaSP annual symposium conducted in February 2019.

##### Outcome 5

- We had an under spent amounting of **£ 48** on the Monitoring and evaluation activities because some of the activities we conducted were combined in regional meetings and symposium where feedback forms were circulated, hence incurring less cost than budgeted.

#### Reserves made during this year.

As at 31<sup>st</sup> March 2019 we had a bank balance amounting to **£ 7,392** in our reserve account. This figure comes from the following sources;

- Cloth sales - **£ 470**
- Rentals from Jubilee and AMAMI – **£ 2,189**
- Standard Bank Current account – Interest **£ 31**
- CDH - Bank Interest - **£ 162**
- FCDA - Bank Interest - **£ 459**

- Climate justice investment funds – **£ 1,053**
- Board visit cash balance (Climate Justice management fee funds funds) **£ 647**
- Sale of Old Car - Nissan Hard Body **£ 1,263**
- Exchange rate gains – **£ 647**
- Membership fees - **£ 470**

## **Appendix Three: Positive feedback in May 2019 MaSP Member Survey**

### **Do you feel MaSP is more sustainable and impactful now than 12 months ago?**

- *“Masp has reached out to more districts for update of membership which has strengthened the MASP structures in regions.”* REDACTED, Fountain of Hope
- *“The increase in the outreach base has been very crucial.”* REDACTED, Malawi Association of Counselling (MAC)
- *“Yes taking on implementation of some projects as well as development of resource mobilization strategy are ways of ensuring financial sustainability”* AP, AMAMI
- *“One area of sustainability is MaSP relevance to its members through provision of trainings and other support for capacity building”* REDACTED
- *“Yes, because MaSP has maintained its performance 12 months after”* REDACTED, Revolution Human Aid and Transparency Initiative (REHAAT-INITIATIVE)
- *“MASP has more drive and visibility”* REDACTED, BASEflow
- *“Due to capacity building of members in different fields, that MASP organizes”* REDACTED, Parents of Disabled Children Association of Malawi
- *“MaSP drive in enhancing organisational development is self sustaining. So, unlike before, MaSP is focusing much on capacity development which is impactful in terms of sustainability”* REDACTED, Community Initiative for Social Empowerment (CISE)
- *“It has made tremendous efforts to meaningfully engage key and strategic partners who matter in as far as local level interventions are concerned.”*, REDACTED, Centre for Youth Empowerment and Civic Education (CYECE)
- *“Its level of operation has greatly improved in a positive way”* REDACTED, Mzuzu Coffee Planters Cooperative Union Limited
- *“has provided capacity building initiatives”* REDACTED, MAICC
- *“Introduction of membership fee is an indicator of sustainability”* REDACTED, CADYoPz
- *“It is strengthening the capacity knowledge of its partner members regularly”* REDACTED, Defum Human Rights Association
- *“Because MaSP is able now to do training for the members which empower them and be able to contribute effectively to their organization activities”* REDACTED 265 org
- *“Because now it is well known to more people than it was through its different works which is happening”* REDACTED, Young women can do it (ywcdi)
- *“There was not much I could say about MASP a year ago, but now there is great visibility and awareness of MASP and its initiatives in Malawi.”* Kate, National Youth Council of Malawi
- *“National Youth Council of Malawi”* REDACTED, Girls Empowerment Society (GES)
- *“Actually I for one benefit a lot from masp such like use of computer n networking with others . Also I have benefited from its workshops whereby I have learnt a lot which has equally benefited our org”* REDACTED, Youth Arm Org
- *“MaSP has more impact as it has trained most of its members on sustaining links”* REDACTED, African Federation of the DeafBlind
- *“I like the idea how It implement its programs as well trainings in how people can have radical Thinking in various issues for instance how to write best proposals to Have grants, monitoring and evaluation just to mention a few”* REDACTED, Centre for Community Organisation and Development
- *“Have seen masp visiting members more”* REDACTED
- *“It is impactful because our Likhubula Dunblane organization was glad upon visited by Southern region coordinator (Ruth) for us being operating at grassroots, we felt more honoured and experienced a good progress of MaSP”* REDACTED Dunblane
- *“It has developed more sustainable programmes with partners”* REDACTED, Synod of Livingstonia Development Department (SOLDEV)

- *“More networks this year”* REDACTED, VSO
- *“It has managed to tricle down and broaden its membership to other organisation”* REDACTED, Eye of the Child
- *“It's more visible”* REDACTED, Centre for Human Rights and Community Development
- *“The training it has introduced will have more impacts”* REDACTED, DAPP Malawi
- *“From the last symposium maps heard we learnt of A lot of developments taking place and the roles maps is playing to support Scottish Government funded projects and to connect performing projects to other opportunities that have arisen”* REDACTED, Challenges Malawi
- *“It has its own projects that is implimenting and the introduction of membership fee will promote sustainability”* REDACTED, St John (Ambulance) Malawi
- *“It has increased its visibility to make partners and widen its membership which is key for sustainability of an organisation like MASP”* REDACTED, FOCUS
- *“More visible I would say”* REDACTED, RENAMA
- *“There is more engagement with its Stakeholders at the moment”* REDACTED, Community Energy Malawi
- *“Strengthens Organisation links within Malawi as we come together”* Rev. REDACTED C C A P Partnership
- *“It's very organized”* REDACTED

**If you have a link with Scotland, do you feel MaSP membership has helped support/strengthen this link in 2018/19?**

- *“Joining the partnership has helped us as an organisation a lot.”* REDACTED
- *“Through MaSP I am able to maintain my links”* REDACTED
- *“We have just found this link in 2019 and MaSP has indirectly facilitated this link since I came to know Banana Box Trust through the Disability Mainstreaming workshop organized by MaSP in Mzuzu. So, MaSP has an indirect role in this link.”* REDACTED, Revolution Human Aid and Transparency Initiative (REHAAT-INITIATIVE)
- *“MaSP provides additional forum for engagement with government officials on matters relating to the cooperation agreement framework”* Richard Perekamoyo, Ministry of Foreign Affairs and International Cooperation
- *“MaSP membership is very helpful in strengthening connections between two nations”* REDACTED, Community Initiative for Social Empowerment (CISE)
- *“Currently, MaSP is helping us link up with new partnerships for new collaboration.”* REDACTED, Centre for Youth Empowerment and Civic Education (CYECE)
- *“Despite not having a direct partner, we are benefiting from members through sharing and networking with those that have direct links”* REDACTED, MAICC
- *“Yes, through coordination with strand leads”* REDACTED, St John Malawi (Ambulance)
- *“We have been provided with 4 computers and they are helping us in resource mobilisation”* REDACTED, Youth Arm Org
- *“Initially, we lost contact of each other but through the MaSP regional meetings and trainings, we resumed our contacts”* REDACTED, African Federation of the DeafBlind
- *“Its trainings enables us to have a wide overview of doing things and how to access them with excellency”* REDACTED, Centre for Community Organisation and Development
- *“They have assisted us to link with Scotland's energy organisations”* REDACTED, Kuwala Energy
- *“We have experienced the strength because the coordinator paid us a visit”* REDACTED Dunblane
- *“MaSP has provided recommendations in terms of programming and capacity building initiatives for both the synod as well as SOLDEV - being its development arm of the church”* REDACTED, Synod of Livingstonia Development Department (SOLDEV)

- *“Community members are fully aware”* REDACTED, WFP
- *“Training...Monitoring and Evaluation”* REDACTED, Centre for Human Rights and Community Development
- *“We are a new entity and through MaSP we have learnt a lot on the standards required by Scottish government for example safeguarding and disability mainstreaming”* REDACTED, Challenges Malawi
- *“Very much help mainly by visiting the project through the Regional Coordinator of the Northern Malawi which added value to our work in Malawi as far as beneficiary support is concerned.”* REDACTED, CCAP Sýnod of Livingstonia Education Department
- *“Provided advise to the partner on Visas, organized the high level forum through which partnership was strengthened, provided opportunity for us to share our work through the bulletin, symposium and other gatherings”* REDACTED, Centre for Youth and Development
- *“Yes the visit our southern cluster secretariate did in March will take us at a higher level”* Rev. REDACTED C C A P Partnership

**Please describe the impact you feel MaSP membership has had for you in 2018/19.**

- *“We have managed to support poor communities to be reliable in the areas of food security, education and economic empowerment”* REDACTED, Tearfund
- *“Attending of our project events right in the community has brought a positive impact to our community beneficiaries.”* REDACTED, Fountain of Hope
- *“Our network and impact has increased.”* REDACTED, Supreme Sanitary Pads
- *“MaSP is doing great job to alleviate peoples poverty”,* REDACTED, Ukhondo Services Foundation
- *“The continuous communication and information sharing”* REDACTED, Malawi Association of Counselling (MAC)
- *“Networking and interacting with high level Scottish Government officials”* AP, AMAMI
- *“Research studies in the renewable energy sector by University of Strathclyde and development of Renewable Energy Strategy and Policy.”* REDACTED, UNDP
- *“As an Individual member, I have learnt how to maintain friendships and support my links”* REDACTED
- *“It has given us an opportunity to communicate without problems with are partners in Malawi and beyond through the free internet we access at the resource centre in Mzuzu. It has also afforded me trainings since 2016 and in 2018/19 it has even been of great impact.”* REDACTED Revolution Human Aid and Transparency Initiative (REHAAT-INITIATIVE)
- *“News updates”* REDACTED, Ngumbe CDSS
- *“Provided an opportunity to discuss issues on the cooperation agreement in view of CSOs request for tax waiver on projects”* Richard Perekmoyo, Ministry of Foreign Affairs and International Cooperation
- *“Our membership has helped raise our profile within the local NGO network as well as within Scotland. Further to this, our membership has also provided an opportunity for networking which has led to engagements in our ongoing projects.”* REDACTED
- *“We had an opportunity to apply for support from Scottish government despite that we were not successful”* REDACTED, Kasalika Community Development Organization
- *“Has helped in networking with fellow members.”* REDACTED, Parents of Disabled Children Association of Malawi
- *“So far MaSP has kept on updating me on the current issues that are taking place so far. From the updates they have imparted me with more knowledge and other skills which i am able to share with others so that they can also develop their communities.”* REDACTED
- *“The work done by members of the MaSP benefits BOTH Malawi and Scotland. Each year thousands of Scots and millions of Malawians benefit from this activity”* REDACTED, Community Initiative for Social Empowerment (CISE)



- *"I am better at my work as a fisheries research officer due to the training I got through MaSP. I appreciate the link for project funding grants proposals I get through regular updates I get from the MaSP emails."* REDACTED, Department of Fisheries; Fisheries Research Unit
- *"The impact I saw is the coordination"* REDACTED, OSSEDI Malawi
- *"As an organization through MaSP have participated in a number of meetings whose focal point has been to strengthen partnership and encourage the spirit of harmonization in our project ideas. This has so far helped us to have a deeper understanding of the developmental ideas that are being implemented by other organization. MaSP helped us to organize travel documents for students to participate in the Military festival in Edinburgh. We have through trainings organized by MaSP learnt quite a number of skills in Project Management at the same time how to mainstream disability in our project cycle."* REDACTED, Chesney Trust
- *"So far, MaSP has been engaging us in terms of internal collaboration, learning ( through strand meetings and conferences) and capacity development. This has also helped us to learn necessary advocacy skills for policy engagement."* REDACTED, Centre for Youth Empowerment and Civic Education (CYECE)
- *"Provision of computer training benefited our girls so much"* REDACTED, CEWAG
- *"Capacity building Rev"* REDACTED, Global Teens challenge (Malawi)
- *"We have been interacting with other members in Malawi where we have been sharing ideas on business and other things"* REDACTED, Mzuzu Coffee Planters Cooperative Union Limited
- *"Capacity to effectively monitor and evaluate interventions"* REDACTED, MAICC
- *"Able to link is with the ministry through health strand coordination. And also introduction of enterprise training is helping us taking our project that direction for sustainable"* REDACTED Nkhoma CCAP Hospital
- *"Enhanced links with local partners"* REDACTED, Eye of the Child
- *"A lot of networking as an individual and an organization."* REDACTED LISAP
- *"Strengthened network and learning from other MaSP members with possibilities of partnerships"* AHAB, Foundation for Advancement of Youth Development and Empowerment
- *"By coordinating the disability mainstreaming training, by strengthening organisation relationship and visibility through mapping exercise"* REDACTED, STEKA org
- *"Has helped us to grow and manage funds also to mobilise more resources"* REDACTED, CADYoPz
- *"Our Organization has added capacity through MaSP Trainings, has increased relationship between staff members of our organization and entire MaSP Members etc"* REDACTED, Defum Human Rights Association
- *"Helped network to some extent with other agencies"* Malawi Epidemiology and Intervention Research Unit
- *"Partnership building and supporting other health related causes as per informed from tv."* REDACTED, White Ribbon Alliance for Safe Motherhood
- *"It has been wonderful and helping indeed after High level international conference last year I gained relevant skills and experience from past development that Scotland had been implementing specifically on Education sector where learners have benefited and we are able to do motivation talks and students pay much attention and improve in their performance"* REDACTED 265 org
- *"Through training"* REDACTED, Young women can do it (ywcdi )
- *"Improved the office to follow the project impact by providing indicators to specific project",* REDACTED, Mzuzu Market Resource Centre
- *"MASP has enriched our organisation through knowledge sharing and capacity building."* REDACTED, National Youth Council of Malawi

- *"We have enjoyed information and skills sharing especially through interaction with both Malawi and Scottish members. We have also drawn lessons from the MASP Health Sub Committee meetings."* REDACTED, Malawi Health Equity Network
- *"It has increased our visibility"* REDACTED, REDACTED
- *"Trainings"* REDACTED, Synod of Livingstonia
- *"Very impressive and encouraging"* REDACTED, Girls Empowerment Society (GES)
- *"MaSP has provided some training to St John staff and; engaged and involve St John Malawi to participate in different forum. MaSP has also provided good feedback during project monitoring visit that helped St John Malawi to improve"* REDACTED, St John Malawi (Ambulance)
- *"Capacity building on the disability mainstreaming as well climate change workshop. Networking and exposure"* REDACTED, MaSP youth leader
- *"Our capacity has been built and high networking with other institutions"* REDACTED, Youth Arm Org
- *"It has assisted as I have been browsing and sending emails all over the world. It made me connected to the world which is very important."* REDACTED, God Cares
- *"The interaction that I have through the regional meetings and trainings has helped me alot to understand the importance of maintaining the relationship and contacts with my partners in Scotland."* REDACTED, African Federation of the DeafBlind
- *"I capable to write proposals and I am currently writing one for my forth coming project for the elderly through trainings attained from MaSP"* REDACTED, Centre for Community Organisation and Development
- *"Assisted me to showcase the solar products to the MASP members"* REDACTED, Kuwala Energy
- *"I had no experience on M&E bit now I believe am OK and I can do better"* REDACTED, National youth council of Malawi
- *"Managed to participate in a disability mainstreaming training because of masp"* REDACTED
- *"After the visitation of the southern region coordinator to our local org. She managed to link up us with other local org. and individuals via whatsapp group. We are learning a lot and there is an expectation that we will participate in the forth coming ME training."* REDACTED Dunblane
- *"Has impacted us with knowledge and able to see what we must do at a professional level"* Itcan Mpithi, Reach out for life
- *"Through membership, EPD has been able to connect and appreciate programmes and projects under MaSP in different disctrucrs of Malawi"* REDACTED, Economic planning and development
- *"On the sustainable economic development part, MaSP has done a lot especially in supporting Malawian businesses through bilateral trade initiatives between Malawi and Scotland"* REDACTED
- *"Has provided capacity building initiatives mostly in safeguarding and attending to high level meetings organised by MaSP"* REDACTED, Synod of Livingstonia Development Department (SOLDEV)
- *"Increased networks"* REDACTED, VSO
- *"Provision of training to equip officer"* REDACTED, WFP
- *"The have help in finding new project"* REDACTED, Community energy Malawi
- *"The organization had a chance to participate in anumber of activities organized by Masp."* REDACTED, Ladder for rural development organization
- *"Members had benefited more skills for their projects"* REDACTED, Child Protection, Education and Support Organization(CHIPESO)
- *"The M and E training i participated has helped me improve in my work and m&e area."* REDACTED, Eye of the Child
- *"I was not aware of M&E in my organization"* REDACTED, Tidye Innovative Engineering

- *“Training plus networking”* REDACTED, Centre for Human Rights and Community Development
- *“Positive impact. We have connected with other sister projects funded by Scottish government. The collaborations were facilitated by Masp because they bring different projects under them together”* REDACTED, Challenges Malawi
- *“I Have increased network which has contributed to my net worth.”* REDACTED
- *“I feel the membership has help me with linkaging and partnership as such we know where to get support from within the network”* REDACTED, St John (Ambulance) Malawi
- *“Capacity building. Resource mobilization opportunity through sharing newsletter. Strong networking with like minded organization.”* REDACTED, FOCUS
- *“Coordination among MaSP members and link each partner to learn from one another has been the most successful whereby, key achievements, key challenges and solutions have been shared among partners for effective and efficiency operation of the projects.”* REDACTED, CCAP Sýnod of Livingstonia Education Department
- *“The membership has helped our organisation because we have known many partners I'm Malawi and also some trainings which are very beneficial to the organisation. For example disability mainstreaming”* REDACTED, DAPP Malawi
- *“Networked with other MaSP members and made contacts for possible collaborations. Hopefully 2019/2020 will bring more”* REDACTED, RENAMA
- *“Exposure, capacity building, networking and collaboration opportunities”* REDACTED, Centre for Youth and Development
- *“Our organisation has managed to get small grants through Masp”* REDACTED, Chipemberety Community Development Organization
- *“We have been able to strengthen our links with our Scottish partners and this is mostly down to the platform MaSp and SMP provides for us.”* REDACTED, Community Energy Malawi
- *“It has made me to relate with other Organisations and increase my working area because of exposure”* Rev. REDACTED C C A P Partnership
- *“Been a bridge with organization”* REDACTED

### **Appendix Three: List MaSP Board Members**

The list of MaSP Board members is as follows:

1. Dr Ann Phoya: Chairperson
2. Aaron Lewani: Vice chairperson
3. Muthi Nhlema: member
4. Peter Mchenga: member
5. Kate Harawa: member
6. Godknows Maseko: member
7. Rev. Getrude Kapuma: member
8. Lucky Mbewe: member
9. Ahab Kafansiyanji: member
10. Karen Kumakanga: member
11. Carol Kulemeka: member

The following members were co-opted onto the Board:

1. Mr Lloyd Archer: Member
2. Mr Daniel Daka (legal practitioner): member

The board has two subcommittees as follows:

- Audit, Finance, Admin and HR Committee
- Membership, Strategy and Resource Mobilization committee

#### **Appendix Four: List of staff members**

1. REDACTED
2. REDACTED
3. REDACTED
4. REDACTED
5. REDACTED