

**Malawi Development**

**End of Year 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**

<b>1. Basic Project Information</b>		
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	<b>Project Reference Number</b>	Blantyre-Blantyre Clinical Research Facility
1.2	<b>Reporting Year</b>	<b>From:</b> 01/11/2018 <b>To:</b> 31/03/2019
1.3	<b>Project Year</b> (e.g. Year 1)	<b>Year 2</b>
1.4	<b>Name of Lead Organisation (Grant Holder)*</b>	University of Glasgow [redacted]
1.5	<b>Name of Partner(s)*</b>	University of Glasgow/College of Medicine, Malawi
1.6	<b>Name of Project*</b>	Blantyre-Blantyre Clinical Research Facility
1.7	<b>Project Description*</b>	Provision of Clinical Research Facility based within College of Medicine, Malawi
1.8	<b>Project Country/Region*</b>	
1.9	<b>Project Start &amp; End Date*</b>	<b>Start:</b> 30/03/2017 <b>End:</b> 30/06/2022
1.10	<b>Total Project Budget*</b>	Blantyre, Malawi
1.11	<b>Total Funding from IDF*</b>	<b>£1,000,000</b>
1.12	<b>IDF Development Priorities</b>  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 type="checkbox"/> Renewable Energy
1.13	<b>Supporting Documentation</b> Check box to confirm key documents have been submitted with this report	<b>Up-to-Date Logical Framework (LF)</b> summarising progress against relevant milestones for project activities, outputs, outcomes and impact. <input checked="" type="checkbox"/> Please indicate (check box) if you have <input 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.

		proposed amendments to your LF since your last report. If so, please detail any changes in Q3.2 <input checked="" type="checkbox"/> <input type="checkbox"/>	
		Please indicate (check box) if the LF submitted has been approved by the Scottish Government.	
		<b>End of Year Financial Report</b> <input checked="" type="checkbox"/> <input type="checkbox"/>	
		<b>Proposed Revised Budget (if applicable)</b> N/A <input type="checkbox"/>	
	Please list any further supporting documentation that has been submitted	Other, please detail	
1.14	<b>Response to Previous Progress Reviews</b>	<b>Scottish Government's comments on previous reports (State which):</b>	<b>Action taken since received:</b>
1.15	<b>Date report produced</b>	<b>April 2018</b>	
1.16	<b>Name and position of person(s) who compiled this report</b>	[redacted]	
1.17	<b>Main contact details for project, if changed</b>	N/A	

Signed by [redacted] Date 30/04/2019

Designation on the Project: Grant Holder

<b>2. Project Relevance</b>	
2.1	<p><b>Project Beneficiaries</b> 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>This project remains relevant to its original context and beneficiaries. It will ultimately enhance research &amp; healthcare provision in Malawi and Scotland.</p>
2.2	<p><b>Gender and social inclusion</b> 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>We continue to monitor opportunities for gender and social inclusion in the delivery of this project. The project is already generating interest from female research scientists who are currently working out with Malawi but have heard of the development of the Blantyre Blantyre lab and have indicated that long term they are positioning their careers to return to Malawi and build a research group of their own at COM. Clearly the development of the lab affords women and girls many opportunities previously not available to them in Malawi.</p>
2.3	<p><b>Accountability to stakeholders</b> 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>Communication with wider stakeholders and beneficiaries continues. Regular visits by University of Glasgow personnel to Malawi and to other scientific institutions in Malawi generates ongoing engagement. On completion of the lab we will launch a twitter and social media presence that will engage wider stakeholders to the labs services. Feedback via this route will be valuable.</p>

<b>3. Progress and Results</b>	
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><b>Changes to Project Status</b> 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>The focus of the project has not changed in the last financial year.</p>
3.2	<p><b>Changes to the Logical Framework</b> 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</p>

<b>3. Progress and Results</b>								
<p>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.</p>								
	below – and highlight the proposed changes in the revised logframe.							
	<b>Result Area/ Indicator</b>	<b>Proposed/ Approved Change</b> (please clarify and evidence below)						
	<b>N/A</b>							
3.3	<p><b>Gaps in Monitoring Data</b>            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>Detailed below are the baseline objectives of this overall project those in bold are 1-24-month objectives and so relevant to this year 2 report</p> <ol style="list-style-type: none"> <li><b>1. Identify and appoint key strategic personnel to establish CLF (laboratory manager and commercial manager in Blantyre (month 1 of the Project),</b></li> <li><b>2. Renovate an existing building to co-locate all four labs currently in different buildings (months 2-6 of the Project).</b></li> <li><b>3. Survey equipment in existing laboratories at COM (months 2-6 of the Project). Establish LIMS and financial management systems in Malawi (months 6-12 of the Project). Laboratory manager &amp; administrator develop sustainability business plan (months 12-24 of the Project).</b></li> <li><b>4. Initiate training of clinicians and allied health professionals on services by CLF and LIMS use (months 12-24 of the Project).</b></li> <li>5. Provision of limited clinical service (months 12-24 of the Project).</li> <li>6. Accreditation of CLF to internationally recognised standard (month 24 of the Project)</li> <li>7. Initial clinical surveys to assess inflammatory NCD burden in Malawi (months 12-24 of the Project) and provide preliminary data to support larger surveys and intervention studies (months 24-60 of the Project).</li> </ol>							
3.2Output 3.4	<p><b>Project Outputs</b>            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><b>Output 1: Identify, appoint and begin training of key strategic personnel to establish CLF</b></p> <table border="1"> <thead> <tr> <th><b>Output Indicator</b></th> <th><b>Progress against Planned Milestone/ Target</b></th> </tr> </thead> <tbody> <tr> <td>1.1 Appointment of laboratory manager</td> <td>This was achieved with the appointment of Dikani Salema in August 2017.</td> </tr> <tr> <td>1.2</td> <td></td> </tr> </tbody> </table>		<b>Output Indicator</b>	<b>Progress against Planned Milestone/ Target</b>	1.1 Appointment of laboratory manager	This was achieved with the appointment of Dikani Salema in August 2017.	1.2	
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### 3. Progress and Results

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Appointment of commercialisation manager	This was achieved with the appointment of Youngson Ghambi in September 2017.
1.3 Training of laboratory & commercialisation manager	<p>This was achieved in December 2017 when a delegation including the lab manager &amp; commercialisation manager from COM visited University of Glasgow for a week's long training.</p> <p>Continued training of staff will be ongoing throughout this project. University of Glasgow staff will travel to Blantyre Blantyre lab in June 2019 and further training in microscopy/lab information management systems and lab diagnostic systems will be delivered.</p>
Output 2 :	<b>Renovate an existing building to co-locate all four labs currently in different buildings</b>
Output Indicator	Progress against Planned Milestone/Target
2.1 Planning and refurbishment of lab and office space	<p>The lab refurbishment commenced in the first week of January 2019 and is scheduled for completion by end April 2019. Staff have been providing weekly reports and photos of the refurbishment. Snagging of the refurbishment will be closely monitored before final payment to the contractor.</p> <p>Office refurbishment is complete with the CLF lab manager and commercial manager now installed in fully functioning offices which were renovated with match funding resources directly from COM.</p> <p>We continue to monitor internet, phone access and computing requirements for offices and the refurbished lab.</p>
2.2 Relocate equipment and personnel from existing labs to refurbished CLF	<p>With the lab refurbishment almost complete we have commenced shipments of lab equipment from Scotland to Malawi. Two new -80 freezers, all freezer racking and two microwaves whose funding (£38,000) was secured by grant holder <b>[redacted]</b> from the Global Challenges Research fund has arrived and been installed into the lab.</p> <p>Further lab equipment FACS machine, microscope (the first of its kind in Malawi), liquid nitrogen dewars, will be shipped to the lab in the next month.</p>
2.3 Survey equipment and upgrade replace and enhance capability	The lab manager (Dikani Salema) has completed a sample mapping and full equipment valuation for the project. This included an analysis of equipment management, selection and procurement, standard operating procedures and

### 3. Progress and Results

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	accordingly with new purchases	contingency measures in the event of equipment failure.
	Output 3:	Establish LIMS & financial management systems in Malawi
	Output Indicator	Progress against Planned Milestone/Target
	3.1 Consultation with LIMS & financial management system providers	This is complete.
	3.2 Implementation of bespoke LIMS and financial management systems at CLF	Testing of the Unit 4 Agresso system & LIMS continues.
	3.3 Training of COM staff on LIMS and financial management systems, links to Glasgow systems and initiation of joint data collection	Initial training was completed, and we continue to offer additional training. A delegation of finance and administratively trained staff from University of Glasgow will visit in June 2019 to provide further additional hands on Agresso training.
	Please add additional outputs/ indicators as required	
3.5	<p><b>Project Outcomes</b> 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><b>Outcome:</b> Establishment and accreditation of clinical lab facility which will have major impact on the health of the population</p>	
	<b>Outcome Indicator</b>	<b>Progress against Planned Milestone/ Target</b>
	1. Identify, appoint and begin training strategic personnel to establish CLF	This is complete
	2. Renovate an existing building to co-locate all four labs currently in different buildings	Lab refurbishment is due for completion end April 2019  Office refurbishment to house newly appointed CLF staff is complete.

<b>3. Progress and Results</b>																			
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	3 Establish LIMS and financial management systems in Malawi	This outcome has been achieved and testing of the new systems software is ongoing. As indicated above continual training and support is being provided.																	
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3.6	<p><b>Project Impact</b> 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><b>Project Impact:</b> Establishment and accreditation of clinical lab facility</p> <table border="1"> <thead> <tr> <th>Impact Indicator</th> <th colspan="3">Progress against Planned Milestone/ Target</th> </tr> </thead> <tbody> <tr> <td>1 Appointment and training of strategic personnel.</td> <td colspan="3">This is complete and strategic personnel (Lab Manager) will travel to University of Glasgow in July 2019 for additional training and the development of grant applications.</td> </tr> <tr> <td>2 Renovation of office space</td> <td colspan="3">This is complete and we recently shipped to the lab additional laptops, mobile phones and small office equipment (data storage items) for use by the Blantyre Blantyre staff all the equipment was funded by University of Glasgow.</td> </tr> <tr> <td>3 Establishment of LIMS and financial management systems in Malawi</td> <td colspan="3">This is complete and we continue to provide guidance and support as necessary.</td> </tr> </tbody> </table>			Impact Indicator	Progress against Planned Milestone/ Target			1 Appointment and training of strategic personnel.	This is complete and strategic personnel (Lab Manager) will travel to University of Glasgow in July 2019 for additional training and the development of grant applications.			2 Renovation of office space	This is complete and we recently shipped to the lab additional laptops, mobile phones and small office equipment (data storage items) for use by the Blantyre Blantyre staff all the equipment was funded by University of Glasgow.			3 Establishment of LIMS and financial management systems in Malawi	This is complete and we continue to provide guidance and support as necessary.		
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3.7	<p><b>Risk Management</b> 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>Issue/ Risk</th> <th>On risk register?</th> <th>Action Taken</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Delay in finalising refurbishment of lab space</td> <td>Yes</td> <td>Intervention by monitoring officer [redacted]</td> <td>Principal at COM is progressing the situation</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Please add additional issues as required</p>			Issue/ Risk	On risk register?	Action Taken	Outcome	Delay in finalising refurbishment of lab space	Yes	Intervention by monitoring officer [redacted]	Principal at COM is progressing the situation								
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<b>4. Sustainability</b>	
4.1	<p><b>Partnerships</b> Provide a brief description of the roles and responsibilities of all partners, including in M&amp;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</p>

	<p>in Scotland and Malawi.</p> <p>University of Glasgow's role in this project continues to be one of guidance and support for COM colleagues .COM is directly benefitting from world class academics who have an establish track record in research and attracting funding from numerous agencies. In addition, extensive admin and management expertise of University of Glasgow staff is key in providing training for COM. The partnership with COM continues to go from strength to strength and the move by the Malawian government to establish a new independent University has been fully supported by University of Glasgow. Indeed, the principal of COM recently visited University of Glasgow for a training, and work shadowing week spent with senior University of Glasgow Vice Principals and Deans. University of Glasgow strategy and commitment is very much long term in Malawi, the university continues to free up academic staff and administrators time at no cost to the project to ensure its success.</p> <p>Communication links can be challenging at times with Malawian partners, power cuts, and unreliable internet connectivity can delay progress. The COM principal is seeking to improve these matters by securing backup generators and investing in more up to date technology.</p> <p>University of Malawi (College of Medicine) role in this project is to seek to improve the facilities, training and international reach of its services. They are going through a significant change process to establish a new independent entity and their involvement in the Blantyre Blantyre project is affording them significant access at the highest level to governance, policy and strategy advice that will add value to the Blantyre Blantyre project and to the new independent University.</p>
4.2	<p><b>Exit Strategy</b> 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>Part of the CLF project is to prepare a business plan to ensure the project is self-sustaining by providing commercial diagnostic services by the end of the 5-year period. To that end the commercialisation manager for the project is working to draw up the said business plan. In addition, government and charity research funding applications are under development and will be submitted by end April 2019.</p>

<p><b>5. Learning and Dissemination</b></p>	
5.1	<p><b>Lessons Learned</b> Describe briefly any lessons learned during this reporting period, and how it will influence the project and your work moving forward.</p> <p>Issues beyond the scope of COM procurement have been challenging. The key to solving this is continual engagement with senior management at COM.</p>
5.2	<p><b>Innovation and Best Practice</b> Summarise briefly any examples of innovations/ innovative approaches or best practice demonstrated by your project during this reporting period. Please explain why</p>



**5. Learning and Dissemination**

these are innovative or best practice and detail any plans to share these with others.

The Blantyre Blantyre project continues to foster new opportunities between COM and the University of Glasgow. The annual opportunity to apply to the Global Challenges Research Fund with Malawian partners has again arisen and many more innovative collaborative applications will be submitted by University of Glasgow researchers. The power of the initial Scottish Government award to leverage funding from other avenues has been gathering speed and is encouraging. An innovative example of this is the grant holder [redacted] has tapped into ERASMUS staff mobility funding available to the University of Glasgow to fund an exchange trip of staff between Blantyre Blantyre project and University of Glasgow. These exchange trips will take place in June/July of 2019.

**5.3 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.

Dissemination at the highest level continues to be encouraged within University of Glasgow.

The grant holder is now the University Dean for Global Engagement (Africa & Middle East). This has afforded him opportunity to further promote and link the Blantyre Blantyre project to opportunities arising from other networks such as (African Research Universities Alliance (ARUA).

A high-level delegation from University of Glasgow made up of [redacted] (grantholder) and Dean for Global Engagement (Africa & Middle East), [redacted] , Director Wellcome Centre for Integrative Parasitology, [redacted], Director, Institute Infection, Immunity & Inflammation visited Malawi in February 2019 they spent a week visiting the MEIRU base in Lilongwe the Malawi Liverpool Wellcome base and COM. Discussions with senior academics at these institutions have further established collaborations and future grant applications are being developed. eg an application to the MRC to research link between nutrition type 2 diabetes and inflammation is being developed.

The Wellcome Centre for Integrative Parasitology (WCIP) in Feb held a full days symposium to celebrate its rebranding. International speakers from across the globe spoke at the symposium and in particular [redacted] from the University of Michigan/ Malaria Alert Centre (Blantyre, Malawi) was a keynote speaker. Critically [redacted] (Director of the Wellcome Trust) was also a keynote speaker and he expressed his enthusiasm for all our collaborative work and developments in Malawi. WCIP also continues to reach out to academic peers to disseminate successes emanating from the Blantyre Blantyre project.

University of Glasgow has also strengthened links with Malawi Liverpool Wellcome and University of Michigan (Malaria Alert Centre) by conferring honorary University of Glasgow staff status on [redacted] (Malaria Alert Centre) [redacted] (MLW) both are senior level scientists working in Malawi and having them work closely with collaborators in Glasgow will add value to the Blantyre Blantyre project and the wider scientific community.

<b>5. Learning and Dissemination</b>	
5.4	<p><b>Wider Influence</b> 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>The establishment of the Blantyre Blantyre lab has unintentionally paid dividends to University of Glasgow in that it has attracted interest from scientific talent from around the globe to Scotland. Our work in Malawi and the development of an internationally accredited lab in the country has opened up lots of possibilities for scientists ongoing research which was previously not available. A perfect example of this is a senior professorial level scientist from Harvard relocating to Wellcome Centre for Integrative Parasitology to further advance his research activities in Malawi. This relocation has contributed significantly to University of Glasgow grant income and directly enhances job creation in Scotland in that he is currently recruiting and building a significant research group in Scotland. Furthermore, his expertise is of great benefit to biomedical research across Scotland.</p> <p>The Blantyre Blantyre project continues to be the focus and conduit for significant development and investment in Malawi by University of Glasgow. The wider influence of and ongoing activities in Malawi is creating a significant critical mass of academic activity across many disciplines. Senior academics who are now much more informed of Malawi's development needs feed into many advisory boards, grants panels and policy decisions. Their influence at the highest level on health, policy and development issues is invaluable for both Scotland and Malawi.</p>

<b>6. Financial Report</b>	
<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 31<sup>st</sup> of the current financial year.</p>	
6.1	<p><b>Project Underspend</b> 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 underspend is the result of currency fluctuations or other issues with project delivery.</p> <p>The overall project expenditure remains the same, we have this year a deferred spend due to the delay in the lab refurbishment. Committed expenditure this year includes staff salaries, overheads, in country travel, office costs and an initial payment of two thirds of the capital refurbishment costs. The remainder of the capital funding allocation will be advanced to COM on completion of the lab refurbishment. See attached budget spreadsheet for further detail.</p>
6.2	<p><b>Cost Effectiveness and Efficiency</b> 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>

	University of Glasgow procurement processes reputation and buying power allowed the project to negotiate a discount from suppliers.
6.2	<p><b>Co-finance and Leverage</b> 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>The grant holder <b>[redacted]</b> secured £55,000 from the Global Challenges Research fund to purchase and ship new and existing equipment from University of Glasgow to the Blantyre Blantyre lab.</p> <p>The grant holder <b>[redacted]</b> secured £20,000 from the ERASMUS staff mobility fund to cover the costs of a 10 strong delegation from COM &amp; University of Glasgow visiting each other's institutes for mutual learning and training.</p> <p>The Blantyre - Blantyre project continues to be written into grant applications to potential funders:</p> <p>A successful application (£60,000) by a Wellcome Trust fellow based within our Institute (<b>[redacted]</b>) and in collaboration with colleagues at Malawi Liverpool Wellcome (<b>[redacted]</b>) will generate further data for subsequent funding applications.</p> <p>An application to the GCRF by WCIP Centre principal investigator &amp; Director of Diploma in Tropical Medicine course at University of Glasgow (<b>[redacted]</b>) will hopefully create 12 training spaces on an annual basis for medics from Malawi to undertake the one-year Diploma in Tropical Medicine course. If successful all course fees, subsistence and travel will be covered by University of Glasgow.</p> <p>An application to the MRC is in development for a total of £200k to research into Diabetes and Hypertension in Malawi.</p> <p>COM principal (<b>[redacted]</b>) provided additional funds to include extra staff from COM in a finance/Agresso training session at University of Glasgow.</p> <p>The Director of our Institute <b>[redacted]</b> in his new role as president of EULAR has directed free access to colleagues in Malawi to online training in Rheumatology.</p> <p>University of Glasgow staff fundraising will fund small pieces of equipment for the Blantyre Blantyre lab.</p>

<b>7. IDF Programme Monitoring</b>					
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.					
<b>1. IDF Programme – Poverty and Vulnerability (compulsory)</b>					
1.1	Indicator 1.1 Total number of people <u>directly</u> benefitting from the project				
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)

**7. 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.

0	0	20	20	Staff employed on the Blantyre-Blantyre Project (Lab Manager, Commercial Manager, construction workers, labourers, support and employed in and around Blantyre are benefitting indirectly from the lab refurbishment)
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State the evidence that supports the progress described

The Blantyre Blantyre staff are employed and undergoing training.

In recent times construction and labouring workers have been employed to undertake the lab refurbishment work. Local architects, engineers and surveyors have also directly benefitted from the lab refurbishment.

Facilities and local delivery companies are receiving additional work from the project.

The surrounding economy of Blantyre (Hotels, shops,) etc are benefiting from a regular supply of economically independent visitors from University of Glasgow/Scotland to COM and the Blantyre Blantyre project.

**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)

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 organisations with increased awareness of good governance and human rights**

Baseline	Total	Brief description (e.g. paralegal service)
0	1	COM Principal ( <b>[redacted]</b> ) training

State the evidence that supports the progress described

COM Principal (**[redacted]**) recently spent a week at University of Glasgow. Training

## 7. 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.

and work shadowing senior vice principals, learning in good governance, policy and strategy was achieved.  
**[rdacted]** (Clinical trials specialist, University of Glasgow) also provides ongoing training in good governance and ethics in clinical trials and bio banking for colleagues in Malawi.

2.4	<b>Indicator 2.4 Number of people with increased awareness of good governance and human rights</b>					
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)	
	State the evidence that supports the progress described					

2.5	<b>Indicator 2.5 Number of people who are engaged in advocacy for improving citizens' rights</b>					
	Baseline	Female	Male	Total	Brief description (e.g. small-holders)	
	State the evidence that supports the progress described					

### 3. IDF Programme – Education (optional)

3.1	<b>Indicator 3.1 Number of schools with improved management and resourcing for provision of quality education</b>					
	Baseline		Total		Brief description (e.g. primary school)	
	State the evidence that supports the progress described					

3.2	<b>Indicator 3.2 Number of children/ learners benefitting from improved management and resourcing of schools</b>					
	Baseline	Female	Male	Total	Brief description (e.g. girls, visually-impaired)	
	State the evidence that supports the progress described					

3.3	<b>Indicator 3.3 Number of people trained in improved school inspection and/ or improvement services</b>					
	Baseline	Female	Male	Total	Brief description (e.g. government staff)	
	State the evidence that supports the progress described					

3.4	<b>Indicator 3.4 Number of new teachers qualified to provide quality education that is safe, equitable and accessible to all children</b>					
	Baseline	Female	Male	Total	Brief description (e.g. primary)	
	State the evidence that supports the progress described					

3.5	<b>Indicator 3.5 Number of people entering into higher education</b>					
	Baseline	Adult Female	Adult Male	Child Female (< 18)	Child Male (< 18 yrs)	Total

## 7. 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.

				yrs)			
	State the evidence that supports the progress described						
<b>4. IDF Programme – Health (optional)</b>							
4.1	<b>Indicator 4.1 Number of health professionals with up-to-date skills, knowledge and qualifications in essential healthcare</b>						
	Baseline	Female	Male	Total	Brief description (e.g. nurses)		
	0	0	2	2	Laboratory Manager and Commercial Manager		
	State the evidence that supports the progress described						
	The staff continue to undergo training and further training as and when required will be available.						
4.2	<b>Indicator 4.2 Number of women <u>who have access to</u> improved maternal and neonatal healthcare services</b>						
	Baseline		Total		Brief description		
	State the evidence that supports the progress described						
4.3	<b>Indicator 4.3 % births assisted by a skilled provider</b>						
	Baseline		Total		Brief description		
	State the evidence that supports the progress described						
4.4	<b>Indicator 4.4 Number of people <u>directly reached by</u> improved essential health services</b>						
	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	<b>Indicator 4.5 Number of people <u>who have access to</u> improved essential health services</b>						
	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	<b>Indicator 4.6 Number of institutions with improved essential health services</b>						
	Baseline		Total		Brief description (e.g. district clinic)		
	State the evidence that supports the progress described						

## 7. 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.

4.7	<b>Indicator 4.7 Number of people with increased awareness of determinants of health</b>						
	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	<b>Indicator 5.1 Number of people supported to establish or improve business/ economic activities</b>				
	Baseline	Female	Male	Total	Brief description (e.g. agriculture marketing)
	0	0	2	2	Commercial Manager has been employed
	State the evidence that supports the progress described				
Commercial Manager (Youngson Ghambi) is in place and is working to develop a business plan to achieve sustainability for the project.					

5.2	<b>Indicator 5.2 Number of people accessing credit</b>				
	Baseline	Female	Male	Total	Brief description (e.g. widows)
State the evidence that supports the progress described					

5.3	<b>Indicator 5.3 % increase in household income</b>				
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)
State the evidence that supports the progress described					

5.4	<b>Indicator 5.4 Number of small holder farmers supported to adopt environmentally sustainable agricultural practices</b>				
	Baseline	Female	Male	Total	Brief description (e.g. vegetable farming)
State the evidence that supports the progress described					

5.5	<b>Indicator 5.5 % increase in agricultural yield</b>				
	Baseline	Female	Male	Total	Brief description (e.g. maize)
State the evidence that supports the progress described					

## 6. IDF Programme – Renewable Energy (optional)

6.1	<b>Indicator 6.1 Number of public institutions e.g. clinics, schools accessing renewable energy</b>				
	Baseline		Total		Brief description (e.g. district clinics, schools)
State the evidence that supports the progress described					

**7. 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.

6.2	<b>Indicator 6.2 Number of households accessing renewable energy</b>				
	Baseline	Female	Male	Total	Brief description (e.g. solar)
	State the evidence that supports the progress described				
6.3	<b>Indicator 6.3 Number of individual lamps/ lanterns sold</b>				
	Baseline		Total	Brief description (e.g. lantern)	
	State the evidence that supports the progress described				
6.4	<b>Indicator 6.4 Number of community based 'mini-grids' that have been established</b>				
	Baseline		Total	Brief description	
	State the evidence that supports the progress described				



## Annex 1: Guidance Notes: End of Year Report

<ul style="list-style-type: none"> <li>• This report is to be completed by all project managers/leaders at the end of the financial year.</li> <li>• Please complete this form electronically.</li> <li>• Once complete please send this reporting form, by email to your Scottish Government project manager.</li> <li>• The report should be submitted by the end of April following the financial year to which the report relates.</li> </ul>	
Question	Guidance
<b>Basic Project Information</b>	
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). <b>Reports that do not include all required documentation will not be considered complete.</b>
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.
<b>Project Relevance</b>	
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.
<b>Progress and Results</b>	
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	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> 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	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> 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	<b>For this question you will need to refer back to your most up-to-date APPROVED logical framework.</b> 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.
<b>Sustainability</b>	
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.
<b>Learning and Dissemination</b>	
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.
<b>Financial Reporting</b>	
6	<b>For this question, you will also need to complete the summary page of the budget spreadsheet.</b> 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.
<b>IDF Programme Monitoring</b>	
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**

See attached document