

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

**Notes for Completion:**

- Please note, with the exception of the cover page, this report will be published.
- To ensure compliance with GDPR, refrain from using any personal or identifying information unless you have obtained consent from the data subject and are content for this to be made public.
- Answer all questions in the template provided, noting the word limits.
- Include all relevant information in the reporting template – hyperlinks and annexes will not be accepted as part of the report.
- Ensure answers are clear, concise and in plain English. Explain acronyms and avoid using jargon.

<p><b>Supporting Documentation</b></p> <p><i>Check box to confirm key documents have been submitted with this report</i></p>	<p><b>Logical Framework, which reflects any changes in this reporting period.</b></p> <p><b>Budget</b></p> <p><b>Case study</b></p> <p><b>Risk register</b></p>	<p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p> <p align="center">✓</p>
<p><b>As the project manager responsible for the completion of this report, I hereby confirm the information included is accurate and complies with the notes for completion.</b></p>		
<p><b>Scotland-based Project Manager:</b> [redacted]</p>	<p><b>Signature:</b> [redacted]</p>	

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

<b>1. General project information</b>		
1.1	<b>Project reference Number</b>	MAL/18/08
1.2	<b>Name of organisation</b>	The Global Concerns Trust
1.3	<b>Lead partner(s) organisation</b>	MACOHA
1.4	<b>Project title</b>	Tools and Training for Livelihood in Malawi
1.5	<b>Reporting period</b>	<b>From:</b> 01/04/2019 <b>To:</b> 31/10/2019
1.6	<b>Reporting year</b>	Year 2
1.7	<b>Project start date</b>	1 <sup>st</sup> October 2018
1.8	<b>Project end date</b>	31 <sup>ST</sup> March 2023
1.9	<b>Total project budget*</b>	£957,991.00
1.10	<b>Total funding from Scottish Government*</b>	£706,406.00
1.11	<b>Provide a brief description of the project's aims, highlighting which of the Sustainable Development Goals (SDGs) your project is working towards? (200 words)</b>	To contribute to the reduction of poverty, the enhancement of economic sustainability and participation in development processes of disabled men and women in Malawi, while promoting skill development, well-being and engagement in international development of people with disabilities in the UK. MACOHA and KODO will provide 329 adults with disabilities living in rural areas with comprehensive vocational training, business training, and the tools and materials needed to start their own businesses. They will receive post-training support to help them in the early stages of setting up a business and attend skill sharing workshops to facilitate continued business growth. Participants will receive training in human rights, AIDS prevention, gender awareness and reproductive health. MACOHA will conduct a series of disability mainstreaming training events across in each region in Year 1 and 2. To contribute to implementation of the Global Goals on Inclusive Education (4), Inclusive Economic Growth (8) and Reducing Inequality (10) in Malawi through skills development and empowerment of persons with disabilities.
<b>2. Project progress and results</b>		
Please use this section to give an update on the progress the project has made during this reporting period.		
2.1	Provide an update on the progress your project has made during this reporting period. Use this space to update us on what has gone well and any challenges you have experienced, detailing how you have overcome these. (Max 350 words)	

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

We have implemented all aspects of the training and post training support for trainees in line with planned project activities. 65 adults with disabilities have received training. We have recruited trainees with diverse types of disabilities. 33 graduates from Year 1 have been provided with start up equipment and solar panels and started businesses. They have been visited at home and invited to attend skill – sharing workshops. Initial post training data for these graduates show that they have an average increase of income of 311% since starting their businesses. Their families have an average increase of income of 277%. 51% of graduates are passing on their skills to others and 66% are saving money with village savings schemes.

We implemented amendments to recruitment procedures and policies, curriculums and the way we capture data.

We continued to work with partners to increase our safeguarding policies and procedures, including providing training on safeguarding issues to all trainers, district managers and officers.

We have been preparing for the second part of our disability mainstream training for MaSP members, which will be held in December. 126 people from 86 organisations attended Part 1 and each organisation set themselves targets to work towards.

We have had some reported issues **[redacted]**, who have struggled to establish a market for their businesses. Other cane furniture graduates' businesses in the area are doing fine. **[redacted]** We will continue to monitor the success of cane furniture graduates' businesses in Ntcheu. If there are deemed to be continuing issues with the cane furniture market here we will consider training more trainees in tailoring instead.

We are working to increase our capacity to offer training to adults with mental health conditions and organised training for trainers and staff.

We produced a short film about the project, have attended public events and distributed booklets to stakeholders in Scotland and Malawi.

2.2 Have you experienced any delays to planned activities? Provide full details including what action is being taken to bring activities back on track.(Max 350 words)

Some graduates were adversely affected by a delay in the arrival of our last shipment, which was held up in customs in South Africa. These graduates had to wait up to 3 months after graduating before receiving their start up equipment. This had an impact on the development of graduates' businesses and some are still at early stages. 1 graduate has requested to receive some top up training which we will endeavour to organise. We will work with the shipping company to avoid these delays in the next shipment.

2.3 Are you on track to meet your year-end milestones? Give details of any areas that are behind, and how you plan to overcome this. (Max 350 words)

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

	We are on track to achieve all our end-year milestones.	
<b>3. Partnerships and collaboration</b>		
This section allows you to discuss how partnership working is progressing on the project, as well as wider collaboration and sharing of learning.		
3.1	<p>Provide an update on how partnership working has gone during this reporting period. Let us know about any highlights, challenges or changes to roles and responsibilities. (Max 350 words)</p> <p>We are working with MACOHA and KODO to implement agreed changes to different aspects of the training, as identified in our staff training last year. This includes standardizing our curriculums, the use of pre-training contracts and changes to the way we disaggregate data. We continue to improve our safeguarding policies and procedures and have also been working towards including people with mental health within the training.</p> <p>[redacted] MACOHA successfully conducted Part 1 of the disability mainstream training and are preparing for part 2 in which they can further support participants to achieve targets to be more inclusive. MaSP were an integral part of making the training successful by advertising it to their members.</p> <p>[redacted] have all received training in mental health conditions, symptoms and treatments. This training will be passed on to the vocational trainers and KODO staff, so that we will be equipped to offer training to adults with mental health conditions.</p> <p>KODO continues to be a vibrant training centre that creates real impact in Salima district. The organic manure and sustainable agriculture element is very strong at KODO, with graduate trainees passing on the training to many in their communities.</p> <p>We have 8 tool workshops involved in the project in the UK (112 volunteers) and are on track to send our next shipment to Malawi in January. We continue to work closely with the tool workshops whose volunteers remain engaged with the project. Some workshops have been involved in making new tools to add to the cane furniture kits.</p> <p>We are working with TEVET, who are planning to conduct their independent MEL of the training before the end of the financial year.</p>	
3.2	<p>Have any international visits to the project taken place in this period? Give details including key activities and outputs of these visits.</p> <p>Yes</p>	
	<b>Date of visit</b>	<b>Key achievements / outputs of visit</b>
		<b>Follow-up actions</b>

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

<p><b>September 2019</b></p>	<p><b>Conducting MEL within the 3 districts that the project operates. Visiting each training location and meeting all current trainers and trainees, attending skill sharing workshops and visiting graduates at home. Assessing the level of technical skill and understanding of each component of the training. Conducting financial monitoring. Collecting further film footage, photographs and case studies.</b></p>	<p><b>Trainers to receive further business training and support to include more practical book-keeping within daily training practice.</b></p> <p><b>Post training questionnaires to be edited to better capture data on use of organic manure.</b></p> <p><b>Changes made to the way we disaggregate different types of disability and inclusion of Washington Group questions within pre-training questionnaires.</b></p>
	<p><b>Strengthening safeguarding within the project, including the organisation of safeguarding training and new reporting procedures.</b></p>	<p><b>All trainers, current trainees and future trainees to receive training into safeguarding issues and provided with independent reporting channels.</b></p>
	<p><b>Further preparation to include people with mental health conditions within the training. Forming links with the mental health matters project.</b></p>	<p><b>All trainees to be given introduction training into mental health conditions within the next 6 months.</b></p>
<p><b>4. Safeguarding and fraud</b></p> <p>Please ensure you complete questions 4.1 and 4.2 even if you have no incidents to report.</p>		
<p>4.1</p>	<p>Have there been any incidents, relating to the Grant or the Project, in the last reporting period which contravene your safeguarding policy?</p>	
	<p><b>No</b></p>	

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

4.2	Have there been any incidents in the last reporting period of financial mismanagement or fraud, relating to the Grant or the Project?		
	No		
4.3	Have these incidents been reported to relevant authorities, and if so, to whom?		
	N/A		
4.4	Describe what action has been taken, and highlight any lessons learned.		
	N/A		
<b>5. Risk assessment</b>			
5.1	Have any issues materialised during this reporting period? If so, how were they addressed?		
	<i>Please refer to risk assessment provided at application stage.</i>		
<b>Assumption</b>	<b>Risk</b>	<b>Action taken</b>	<b>Was this included in the Risk Assessment Table in your application?</b>
We have conducted an ongoing in-country market assessment and the monitoring of the economic activity of previous MACOHA and KODO trainees.	<b>10.</b> Change in market demand for products manufactured using skills acquired during training. <b>[redacted]</b> These graduates were affected by the shipping delay and are at the early stages of business.	<b>[redacted]</b> If there are deemed to be continuing issues with the cane furniture market here, we will consider training more trainees in tailoring instead.	Yes
We understand how to set agreed exchange rates to allow for some devaluation whilst not incurring substantial exchange rate gains and	<b>13.</b> Devaluation of the kwacha. We are anticipating a potential exchange rate loss for Year 2, due to the value	We will continue to monitor the situation and if necessary request to use the £5000 'contingency' from Year 1 underspend to make up the potential short-fall of £3000 - £4000. If there continues to be issues with the value of the £ or kwacha, we will make	Yes

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

assume that we will continue to seek and receive reliable advice in terms of economic fluctuations.	of the kwacha not attaining expected levels against other currencies.	adjustments to the number of trainees.	
<b>6. Financial information</b>			
This section will be reviewed alongside your mid-year budget spreadsheet, which must be included with this report.			
6.1	Explain any variances to planned expenditure in this period. (Max 350 words)		
	We have made savings on the MEL visit to Malawi. All other variances relate to expenditure planned for the next 6 months.		
6.2	At this stage, does your projected expenditure look to be on track? If not, outline the reasons why, and what plans are in place to bring spending back on track. If you are requesting changes to your budget at this stage, outline them below. (Max 350 words)		
	Project expenditure is currently on track. We are not requesting any changes to be made to the budget.		
6.3	Do you have a proposal for how you would like to utilise any of your ring-fenced underspend, excluding any currency gains? (Max 350 words)		
	£8803 ring-fenced underspend from Year 1 is held by The Scottish Government. £5000 ring-fenced underspend from Year 1 is held by GCT as a contingency. We have been notified a possible exchange rate loss for the next 6 months due to a lower than expected exchange rate for the kwacha. We will monitor the situation and may ask permission to use some of the £5000 to make up for any exchange rate losses incurred.		
<b>7. Any other information</b>			
Use this section to tell us any other relevant information regarding your project. (Max 350 words)			
<b>Notes on the budget and explanation of variance between amount stated in Grant Offer Letter and current budget.</b>			
We have written to The Scottish Government regarding this but would like to use this space to clarify why there is a difference between the amount stated on our grant offer letter for Year 2 (£148,566) and the total for Year 2 in our budget (£153,929).			
In Year 1 we had a total underspend of £20,466. £13,803 of this was true underspend and £6663 was delayed underspend.			

## Scottish Government International Development Programme Mid-Year Report

£8803 of true underspend (£13,803) was deducted from Year 2 funds. £5000 of the true underspend was retained by GCT as a contingency for Year 2 as agreed by The Scottish Government.

The budget for Year 2 was amended at the beginning of the year, to include the delayed underspend (£6663) and the contingency (£5000). The budget was also amended in terms of a reduction of the expected costs of the disability mainstream training for Year 2 and a re-profiling of these funds to cover the cost of staff training in Years 2 – 5. These changes were agreed by The Scottish Government. However the amounts stated in our Grant Offer Letter were not amended.

The amount of funds we are applying for in Year 2 is £139,763, which is the amount stated in the grant offer letter (£148,566) minus Year 1 underspend deducted from Year 2 grant (£8803).

Please note there is no row available in the Mid – Year Report spreadsheet to include the £5000 contingency. Therefore the total budget shown in cell B47 does not include this figure.

Please also note the amount declared in cell B50 (£8803) is the amount of Year 1 underspend, deducted from Year 2 funds and is no longer held by GCT.