

**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.

<b>Supporting Documentation</b>  <i>Check box to confirm key documents have been submitted with this report</i>	<b>Logical Framework, which reflects any changes in this reporting period.</b>  <b>Budget</b>  <b>Case study</b>  <b>Risk register</b>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>
<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>		
<b>MaSP Project Manager:</b> <span style="background-color: black; color: black;">[REDACTED]</span>	<b>Signature:</b> <span style="background-color: black; color: black;">[REDACTED]</span>	

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<b>1. General project information</b>		
1.1	<b>Project reference Number</b>	MaSP 2020/23
1.2	<b>Name of organisation</b>	Malawi Scotland Partnership
1.3	<b>Lead partner(s) organisation</b>	Scotland Malawi Partnership
1.4	<b>Project title</b>	Malawi Scotland Partnership
1.5	<b>Reporting period</b>	<b>From:</b> 01/04/2020 <b>To:</b> 30/09/2020
1.6	<b>Reporting year</b>	2020/21
1.7	<b>Project start date</b>	April, 2020.
1.8	<b>Project end date</b>	March, 2023
1.9	<b>Total project budget*</b>	£129,500.00
1.10	<b>Total funding from Scottish Government*</b>	£129,500.00
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>	<p>MaSP overall aim is to foster vibrant, diverse and productive civic links between the peoples of Malawi and Scotland. Specifically, MaSP strive to achieve six objectives under the 2020/23 grant period. These are to:</p> <ol style="list-style-type: none"> <li>1. Develop MaSP as an organization to support the achievement of SG priorities as well as to set it up as a sustainable organization (<b>Underpinning Priority</b>)</li> <li>2. Promote Scotland's links to Malawi and in particular the Scottish Government's International Development Strategy</li> <li>3. Build and support links between the Government of Malawi and its agencies, the Scottish Government and Scottish Government funded projects.</li> <li>4. Offer advice and practical assistance to the Scottish Government, Scottish organisations and Schools in Malawi</li> </ol>

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		<p>5. Disseminate International Development expertise and good practice between individuals and organizations in Scotland and Malawi</p> <p>6. Facilitate Interactions between individuals and organizations with an interest in the Scotland Malawi relationship</p> <p>In doing the above, we zero in much on <b>SDG number 17</b> on '<b>Partnership for Goals</b>'. However, as we implement our work on a daily basis, we address the remaining 16 SDGs directly or indirectly in different ways both as an organization as well as through the support we render to the wider MaSP membership in Malawi.</p>
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**2. Project progress and results**

Please use this section to give an update on the progress the project has made during this reporting period. This should include issues resulting from the COVID-19 pandemic.

2.1	<p>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)</p> <p>MaSP has been greatly affected in its activity implementation due to measures put in place by the Government of Malawi and MaSP as an organisation to curb Covid-19 pandemic which remains a global challenge. However, MaSP quickly adapted and developed a Covid-19 Risk Register, Covid-19 Communication Plan and Covid-19 Response Strategy with migration of most of its member engagements to digital platforms.</p> <p>During the reporting period, MaSP managed to review, develop and implement about 11 systems and policies with key being financial control systems, Covid-19 activity implementation strategies, Human Resource Management policy, resource mobilisation and board and governance system in an effort to achieve its underpinning priority.</p> <p>MaSP conducted a total of 6 member engagements which includes a digital brainstorming meeting which was attended by about 50 participants including official from the Malawi and Scottish Governments and the SMP. This was the first virtual meeting conducted by MaSP which was aimed at discussing with members the impact of Covid-19 on day to day programming and sharing contingency plans put in place by different organisations to ensure business continuity. MaSP also conducted one integrated biannual strand meeting with a</p>
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	<p>total of about 36 members and strand leads under all the 7 strands attending. At regional level, MaSP conducted three virtual regional meetings 1 per region aimed at promoting local networking, learning and collaborations. A training on the use of Zoom as a digital meeting platform was also conducted. One shared cultural event (Malawi Independence Day) was conducted.</p> <p>As a way of promoting Scotland's links to Malawi, harnessing expertise, good practice and implementation of its Covid-19 communication plan MaSP produced a total of 18 news bulletins and engaged about 90, 218 through Facebook, twitter and Instagram. MaSP website was also visited 2, 675 times.</p> <p>MaSP received a total of 285 enquiries regarding Scotland and its work through its communication platforms which such as regional CRCs, emails and social media.</p> <p>Five financial proposals were submitted to different development partners which includes Open Society Initiative for Southern Africa (OSISA), Management Science for Health (MSH), Mick James, and eLife as part of resource mobilisation.</p>
2.2	<p>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)</p> <p>Yes, there was a delay in implementation of several activities due to National elections which were marred by post-election (Between April and June 2020) violence and Covid-19 restrictions which led to most of the face to face member engagements such as school partnership, faith-based engagements, national and regional meetings delayed. Now that there is reduction in number of Covid-19 cases, a plan in being developed to implement the activities which were delayed either through virtual meetings or reducing numbers of participants for face to face member engagements.</p> <p>An Annual General Meeting which was supposed to be conducted by September, 2020 was also delayed in fear of fostering local Covid-19 transmission since it involves a huge number of participants. MaSP is currently in consultation with its members on the possibility of conducting the AGM virtually learning from its sister organisation in Scotland, the Scotland Malawi Partnership.</p>
2.3	<p>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)</p> <p>MaSP is on track on achieving its end of year milestone except in some few indicators such as number of systems and policies developed and implemented, enquiries received, proposals submitted, and news bulleting produced we anticipate to over achieve due to increased funding opportunities at the time of Covid-19, introduction of new systems/policies during the pandemic and increased digital engagements and communications.</p> <p>For some activities which were paused such as youth, schools and other member engagements, MaSP is developing an acceleration plan to fast track the implementation of the activities.</p>

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2.4	If not covered above, what mitigation measures have you put in place in response to the COVID-19 pandemic? (Max 250 words)
	<p>MaSP developed a rapid response plan which was also shared with its members as a way of reducing local transmission. Below is a summary of measures put in place in the ten-point response plan:</p> <ul style="list-style-type: none"><li>• Ensuring that All staff, project beneficiaries, stakeholders and volunteers are informed of coronavirus prevention measures.</li><li>• Enforcing of a NO-HANDSHAKE policy at national and regional offices, field activities, meetings, workshops, conferences etc.</li><li>• Coronavirus prevention IEC materials displayed in all offices including CRCs and places of meetings.</li><li>• Placing hand washing facilities in all offices for staff and visitors. Everyone (including staff and visitors) must wash their hands before entering MASP office premises</li><li>• In the event of any suspected case of Coronavirus, staff will be sent back home for a reasonable number of days until such a time when the hospital has confirmed them coronavirus free.</li><li>• MASP banned all staff from travelling to high risk countries as per Malawi Government, WHO listed countries and all indoor activities for staff and beneficiaries until further notice.</li><li>• Inclusion of coronavirus prevention information and messages have been in all program activities.</li><li>• Working closely with the Ministry of Health and other stakeholders in monitoring the situation and get updates on further actions to prevent the spread of the virus within Malawi.</li><li>• In the event that the situation goes out of hand, MASP management shall advise all staff and volunteers to operate from homes until such a time when fresh communication shall be sent to all staff to return to their offices and duty stations.</li></ul>
<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.	

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3.1	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>MaSP has established 3 new partnerships with local organisations as follows:</p> <ol style="list-style-type: none"> <li>1. Red cross Malawi Society which supported MaSP with an orientation of members on resource mobilisation during the Covid-19 pandemic.</li> <li>2. Livingstonia Aids Support Program facilitated an advocacy training for the Young Climate Change Leaders.</li> <li>3. People Serving Girls at Risk supported MaSP with the facilitation of Safeguarding trainings and development of safeguarding policies for our members in all the three regions.</li> </ol> <p>MaSP continued its long stand partnership with its sister organisation in Scotland, the Scotland Malawi Partnership in day to day implementation of activities from their end.</p> <p>MaSP has been working closely with the Alliance in Scotland in raising awareness and capacity building of members through its digital meetings and trainings which both MaSP and its members have been attending.</p> <p>We have also been working closely with the 2050 Climate Change group in the implementation of the Climate Justice project which has seen the Scottish Government approving funding for the 3<sup>rd</sup> year beyond August 2020.</p> <p>MaSP has maintained its partnership with the Government of Malawi through different ministries, departments and engagement with strand leads.</p>		
3.2	Have any international visits to the project taken place in this period? Give details including key activities and outputs of these visits.		
	No		
<b>Date of visit</b>		<b>Key achievements / outputs of visit</b>	<b>Follow-up actions</b>
N/A		N/A	N/A
N/A		N/A	N/A
N/A		N/A	N/A

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<b>4. Safeguarding and fraud</b>			
Please ensure you complete questions 4.1 and 4.2 even if you have no incidents to report.			
4.1	Have there been any incidents, relating to the Grant or the Project, in the last reporting period which contravene your safeguarding policy?		
	<b>No</b>		
4.2	Have there been any incidents in the last reporting period of financial mismanagement or fraud, relating to the Grant or the Project?		
	<b>No</b>		
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?		
	<p>During the reporting period, two of MaSP key staff (CEO and Regional Coordinator for North) left the organisation which created a gap in the implementation. The position for the Regional Coordinator for the North was advertised and has been filled while the CEO's has been advertised and candidates have been shortlisted for interviews. MaSP is also engaging the two staff for support whenever need arise.</p> <p>Malawi experienced political violence after the 2019 elections which affected implementation of the activities for the first 3 months of the period under review.</p> <p>Just like all countries across the globe, Malawi and Scotland were also heavily affected by the Covid-19 pandemic which resulted in slow/delayed implementations of both MaSP and activities for our members such as reciprocal visits and other activities within the partnership.</p>		
<b>Assumption</b>	<b>Risk</b>	<b>Action taken</b>	<b>Was this included in the Risk</b>

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			<b>Assessment Table in your application?</b>
MaSP retains key staff	Key staff leaving the organisation	Reviewing of conditions of service	Yes
Political stability	Getting behind targets due to Political violence	Ensuring MaSP political position is neutral	No
Stable and health wellbeing of staff and stakeholders	Getting behind targets due to unforeseen outbreaks/Covid-19	Use of virtual meetings and carrying forward some activities	No
<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 or delays to planned expenditure in this period. This should include any expenditure no longer possible (as opposed to delayed) as a result of COVID-19 and should be included as True Underspend on the budget spreadsheet. (Max 350 words)		
	<p>MaSP has underspent on personnel cost with 5983 due to vacant post of MaSP CEO since July, 2020.</p> <p>Running cost has been overspent by 2001 due to phasing timing by an advance payment for secretariat office rentals for the period of October to December, 2020.</p> <p>MaSP has also underspent on international travel of 2400 due Covid-19 travel restrictions.</p> <p>Under National travel, we have an underspent of 616 due Covid-19 travel restriction and the vacant post of the CEO which reduced travel expenses.</p> <p>MaSP has also underspent on implementation costs by 1788 due delayed activities such as Annual General Meeting, Schools/Youth engagements and changes in implementation modality as most of the face to face meeting were conducted virtually.</p>		
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)		
	Our budget analysis envisaged that MaSP is on track with its projected expenditure as it has spent most of its activities within the budgets except on personnel costs due to a vacant CEO position which will be filled up soon.		



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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)
	MaSP proposes to use the underspent on personnel to cater for staff capacity building.
<b>7. Any other information</b>	
Use this section to tell us any other relevant information regarding your project. (Max 350 words)	