Scottish Government

Malawi Development Programme 2015-2018

Mid Year Report – Part 1 of 2

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

PLEASE READ ATTACHED GUIDELINES BEFORE COMPLETING THE FORM

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

1.1	Project Reference Number	M/15/E/011
1.2	Reporting Year	From: 01/04/2017 To: 31/03/2018
1.3	Project Year (e.g. Year 1)	Year 3
1.4	Name of Lead Organisation (Grant Holder)*	Education Services, Glasgow City Council
1.5	Name of Partner(s)*	South West Education Division, Malawi
1.6	Name of Project*	Malawi Leaders of Learning
1.7	Project Description*	Improving educational outcomes for children and young people through improving learning and teaching and leadership of Malawian staff and young people.
1.8	Project Country/ Region*	Blantyre Urban & Blantyre Rural
1.9	Project Start & End Date*	Start: 01/04/2015 End: 31/03/2018
1.10	Total Project Budget*	£326,530
1.11	Total Funding from IDF*	£209,310
1.12	IDF Development Priorities Please tick the box next to the development priority/priorities that your block grant aims to address	☐ Health X☐ Education ☐ Civic Governance ☐ Sustainable Economic Development ☐ Renewable Energy
1.13	Supporting Documentation Check box to confirm key documents have been submitted with this report	Proposed Revised Logical Framework, if applicable (see Q3.2) ☐ Mid Year Financial Report X ☐
	Please list any further supporting documentation that has been submitted	N/A

1.14	Response to Previous Progress Reviews	Scottish Government's comments on previous reports (state which report) : N/A	Action taken since the last report: N/A
1.15	Date report produced	27/10/2017	
1.16	Name and position of person(s) who compiled this report	REDACTED	
1.17	Main contact details for project, if changed	N/A	

Signed by_____ **Date**_____

Designation on the Project_____

2.	Progress and Results		
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.			
2.1	**Changes to Project Status** 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.		
2.2	**Changes to the Logical Framework** If changes have been made to the logframe since the previous financial year please describe these below. Please also provide evidence (e.g. copies of correspondence) that these changes have been agreed with the Scottish Government. If you would like to make changes to your logframe, but these have not yet been approved by the Scottish Government, please describe and justify in detail the requested changes below – and highlight the proposed changes in the revised logframe.		
	Result Area/ Indicator	**Proposed/ Approved Change** (please clarify and evidence below)	**Reason for Change**
	N/A		
2.3	**Baseline Data (for first 6 month report only)** 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.		
	N/A		

2.4	**Project Progress and Results** 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.	
	Output/ Outcome	**Summary of Progress and Results**
	Outcome: Children in partner schools will experience improved learning and teaching.	We continue to far exceed our target in relation to Outcome Indicator 1. This is due to the fact that once in situ in our partner schools in Malawi, Malawian colleagues ,are very keen to both work alongside their Glasgow colleagues, and attend CPD opportunities offered by the Glasgow staff. The offering of CPD sessions in-school for Malawian staff has evolved throughout the duration of the programme so far, and we plan for this to continue. In relation to the revised Outcome Indicator 2 (revision agreed with SG in February 2016), our partner schools continue to achieve an average standard of Level 3 in relation to the Malawian Education Standards (MES), and anticipate further progress building on the progress made so far, when we make our final monitoring and evaluation visit in February/March 2018.
	Output 1: All partner schools have a library.	We continue to far exceed our target in relation to Output Indicators 1.1 and 1.2. We have now established school libraries in 14 partner schools in the Blantyre Urban and Blantyre Rural districts, and have managed to source a far greater supply of appropriate books than we had anticipated. Our greatest challenge to date has been ensuring schools have operational systems in place to make effective use of the books. In order to ensure this, when Glasgow staff make their annual MLOL visit in September/October they check on the status of the libraries and where necessary provide additional support and guidance. This was very much the case during the most recent visit (September/October 2017). In relation to the revised Output Indicator 1.3 (revision agreed with SG in February 2016), our partner schools continue to achieve an average standard of Level 3 in relation to the Malawian Education Standards (MES), and we anticipate further progress building on the progress made so far, when we make our final monitoring and evaluation visit in February/March 2018.
	Output 2: Malawian senior staff to participate in a leadership programme.	We continue to make good progress in relation to all three Output Indicators. We are currently slightly below our end-of-project target. However, as previously indicated, we are working with our partners to train an additional cohort this year. One cohort of 13 has already undertaken the training programme and another cohort is scheduled to undertake it in February/March 2018.
	Output 3: Glasgow MLOLs and Malawian staff working alongside each other using coaching in context.	We continue to far exceed our target in relation to Output Indicator 3.2 (please refer to comments in relation to Outcome above). We continue to make good progress in relation to Output Indicators 3.1 and 3.3. In relation to the revised Output Indicator 3.4 (revision agreed with SG in February 2016), our partner schools continue to achieve an average standard of Level 3 in relation to the Malawian Education Standards (MES). We had 10 staff in Malawi in September/October 2017. We have already selected 12 staff to travel to Malawi in

		September/October 2018. We are also already making arrangements for the next cohort of Malawian senior staff to undertake a study visit to Glasgow in April/May 2018. If our application for a six month extension to the funding of this project was successful, both these activities would have an impact on the final revised targets we have submitted as part of our application. In relation to the revised Output Indicator 3.4 (revision agreed with SG in February 2016), our partner schools continue to achieve an average standard of Level 3 in relation to the Malawian Education Standards (MES), and we anticipate further progress building on the progress made so far, when we make our final monitoring and evaluation visit in February/March 2018.
	Output 4: More children, particularly girls, enrol and actively participate in school, resulting in improved attainment and reduced early drop out.	We continue to exceed our targets in relation to all three Output Indicators. This is not necessarily a direct result of our programme, but we are now starting to see a greater number of children remaining in school to the end of primary school and moving on to secondary school in our partner schools. As data on all Output Indicators are obtained during the annual monitoring and evaluation visit (next and final one due to take place February/March 2018), all updated data in relation to this Output will be recorded in the End of Year report. In relation to the revised Output Indicator 4.3 (revision agreed with SG in February 2016), our partner schools continue to achieve an average standard of Level 3 in relation to the Malawian Education Standards (MES), and we anticipate further progress building on the progress made so far, when we make our final monitoring and evaluation visit in February/March 2018.
	Output 5: Young people in Glasgow and Malawi better able to contribute to civic society.	We continue to exceed our targets in relation to Output Indicators 5.1 and 5.2. This has been another positive year for the MYLOL programme, with 25 young people from two Glasgow schools volunteering to be involved in the programme. We had flagged up Output Indicator 5.3 in Section 2.5 Risk Management in the Mid-Year report last year. We have made a real effort to make progress in relation to this Output Indicator, including arranging for Glasgow group leaders to undertake a much more focussed pre-visit to Malawi. A greater focus on the staff planning visit to Malawi to establish clearer roles for all partners has had a real impact. This has led to significantly more activities in Malawi led by in-country staff, and indeed the Malawian young people themselves. The Glasgow schools involved in the programme this year were Rosshall Academy and Springburn Academy.
	Output 6: Malawian district senior staff to participate in a leadership programme.	We continue to make good progress in relation to all three Output Indicators, and are pleased to be able to indicate on the log frame that we have achieved our targets for this Output. Significantly more Primary Education Advisers (PEAs) have participated in the leadership programme since the delivery of this element of the MLOL programme was handed over to Link Community Development (revision agreed with SG in April 2016) – 30 participating in the training this year. If our application for a six month extension to the funding of this project was successful, Link Community Development have indicated another cycle of training could be undertaken and

		would have an impact on the final revised targets we have submitted as part of our application.
		Please add additional outputs/ outcomes as required
2.5	**Risk Management**	

2.5	**Risk Management** If progress towards delivering activities and outcomes is slower than planned or there have been delays in the delivery of the project, please explain: a) What the issues have been and whether they were highlighted on your risk register? b) What actions have been taken in response to these issues?			
	Issue/ Risk	**On risk register?**	**Action Taken**	**Outcome**
	N/A			
	Please add additional issues as required			

3.	**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.	
3.1	**Project Underspend** 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 31st of the current financial year.

Annex 1: Guidance Notes: Mid Year Report

- This report is to be completed by all project managers/leaders 6 months into the next reporting year.
- Please complete this form electronically.
- Once complete please send this reporting form, by email to your Scottish Government project manager.
- The report should be submitted by the end of October following the financial year to which the report relates.

Question	Guidance
Basic Project Information	
1.1	The project reference number was given to you by the Scottish Government in your grant offer letter – please refer to it in all correspondence. This is a number unique to your project and helps the Scottish Government track information relating to your project within the system.
1.2	Insert the financial year for which you are reporting
1.3	Insert the year of your project (i.e. Year 1, 2 or 3)
1.4	Insert the name of your lead organisation responsible for managing the grant (based in Scotland). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.5	Insert the names of your partner organisations in Scotland and Partner countries. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.6	Insert the name of your project in the space provided. This should correspond with the name given in your grant offer letter. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.7	Provide a brief project description as per your grant offer letter.
1.8	Insert the geographical area in which your project is being implemented. Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.9	Insert start and end dates. The start date is the date you received your first tranche of funding.
1.10	Insert the total project budget (including funding from other sources). Please make a note if this has changed during this financial year. Reasons for changes should be reported in section 3.
1.11	Insert the total amount of funding received through the IDF for this project.
1.12	Indicate the theme that your project addresses (tick as many boxes that apply.)
1.13	Confirm that supporting documentation has been included with your report. Please tick those boxes that apply. Confirm whether any changes have been made to the logical framework, and whether the LF submitted has been approved by the Scottish Government (or is pending approval). **Reports that do not include all required documentation will not be considered complete**.
1.14	Please reference previous (actionable) feedback that you have received since your last 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.
Progress and Results	
2.1	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.
2.2	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.
2.3	Baselines MUST be in place within the first 6 months of the project and must be reported on in the first Mid Year report. This question is only required for the first 6 month report (in the first year).
2.4	Please summarise key progress and results, providing explanations where required.
2.5	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.
Financial Reporting	
3	**For this question, you will also need to complete the summary page of the budget spreadsheet**. Please use the budget headings on the spreadsheet to provide a detailed breakdown of actual expenditure incurred during the financial year to which this report relates, against expenditure planned as well as expected expenditure for the next financial year. Please outline any reasons for any discrepancy in the budget spend. *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.*
3.1	It is important for us to understand and learn from how projects budget, including reasons for underspend.