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:** 01/04/2015 **To:** 31/03/2016
1.3	Project Year (e.g. Year 1)	Year 1
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*	
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*	£68,110 (for financial year 2015/16)
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) X☐
		Mid Year Financial Report X☐
	Please list any further supporting documentation that has been submitted	MLOL Monitoring & Evaluation document
		Baseline Assessment documents (June 2015)

1.14	Response to Previous Progress Reviews	Scottish Government's comments on previous reports (state which report) :	Action taken since the last report:
1.15	Date report produced	23/10/2015	
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
Outcome Indicator 2, Output Indicator 1.3, Output Indicator 3.4 & Output Indicator 4.3	We would like to amend these indicators to read: "Percentage of evaluations of selected standards on learning and teaching achieving **the Level 4 standard** from participating schools". These are the indicators that relate to the eight Malawian Education Standards that are the focus of the annual Monitoring and Evaluation visits.	Quite simply, we underestimated the progress that has already been made in the schools we identified to be used. As the reports collected during the baseline visit in June 2015 (see 2.3 below), in almost all cases the schools had already achieved the 'minimum standard' (i.e. Level 2) in the eight standards we assessed. Therefore, we propose to "raise the bar", by increasing the standard from Level 2 (meets minimum standards) to

		Level 4 (effective practice).

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.	

The baseline monitoring visit took place in June 2015. It focused on the following six schools:

Catholic Institute Primary School,

Chitsime Primary School,

Matindi Primary School,

Namwiyo Primary School,

Ngumbe Primary School and

Zingwangwa Primary School.

The visits were carried out by REDACTED, an experienced Glasgow head teacher who had previously worked in Malawi as part of the MLOL programme. She was accompanied on her visits by the two Malawian MLOL Co-ordinators (REDACTED and REDACTED) and a Primary Education Adviser from the REDACTED Division of the Malawian Education Department (REDACTED). We identified eight of the Malawian Education Standards to report on as during the annual monitoring and evaluation visits:

ES 2 – Students' outcomes in the curriculum,

ES 3 – Attainment across the school,

ES 4 – Students' participation in education,

ES 8 – High expectations,

ES 10 – Well-planned lessons,

ES 11 – Teaching for effective learning,

18 – Leadership and

ES 25 – Management of materials and resources.

ES 18 doesn't relate directly to a logframe indicator, but we selected it to enhance our monitoring of Output 2, to see if our leadership training programme has a longterm impact on the schools the course attendees come from. The full Monitoring and Evaluation document and the reports on each school visit are included in this submission.

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.	Although we are not yet able to report on Outcome Indicator 2 (see logframe), we have already far exceeded our target for Outcome Indicator 1. We would welcome the opportunity to discuss setting new targets in light of this.
	Output 1: All partner schools have a library.	Although we are not yet able to report on Output Indicator 1.3 (see logframe), we have already far exceeded our target for Output Indicators 1.1 and 1.2. We would welcome the opportunity to discuss setting new targets in light of this.
	Output 2: Malawian senior staff to participate in a leadership programme.	We are to date, approximately half way to reaching our Year 1 milestone. The first cohort of 8 staff have completed the programme and graduated, while the second cohort started the programme in October 2015.
	Output 3: Glasgow MLOLs and Malawian staff working alongside each other using coaching in context.	Although we are not yet able to report on Output Indicator 3.4 (see logframe), we are on target with Output Indicators 3.1 and 3.3. Twelve Glasgow staff spent four weeks in partner schools in Blantyre in September/October 2015, and five Malawian senior staff spent two weeks in Glasgow schools in April/May 2015. We have already far exceeded our target for Output Indicator 3.2. We would welcome the opportunity to discuss setting new targets in light of this.
	Output 4: More children, particularly girls, enrol and actively participate in school, resulting in improved attainment and reduced early drop out.	Although we are not yet able to report on Output Indicator 4.3 (see logframe), we are currently on target for Output Indicator 4.2. However, if we were to adjust the Output Indicator from "grade 1-5" to "grade 1-8", the drop out rate would not be 7%, but 45%. Primary school populations remain fairly stable across the first five grades, but fall off significantly through grades 6, 7 and 8. We would welcome the opportunity to discuss whether this Output Indicator should be amended. We have already far exceeded our target for Output Indicator 4.1 and have nearly reached the target we set for 2017/18. We would welcome the opportunity to discuss setting new targets in light of this.
	Output 5: Young people in Glasgow and Malawi better able to contribute to civic society.	We are on target with Output Indicators 5.1 and 5.2. Eighteen young people from two Glasgow schools (Eastbank Academy and St Mungo's Academy) spent two weeks in Blantyre in September 2015. They worked with twenty young people in their partner school on projects contributing to civic society and also focussing on physical activity and well-being. In relation to Output indicator 5.3, we should have set our baseline lower, but will work hard with our partners to ensure more of the programmed activities are led by Malawian staff and young people.
	Output 6: Malawian District senior staff to participate in a leadership	We are to date, approximately half way to reaching our Year 1 milestone. The first cohort of 10 staff undertook the programme in April 2015, and the second cohort are scheduled to undertake the programme in April 2016.

	programme.			
	Please add additional outputs/ outcomes as required			
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.