

SUSTAINABLE  
ECONOMIC  
DEV.

REF: MAL08

Grant Application Form		Office use only	Application ref: <del>38</del>
International Division – Malawi Development Programme			Project ref:

MAL - OXF - WFA

<b>Scottish Government International Development Fund</b>
<b>Application Form Malawi Development Programme</b>

OXFAM SCOTLAND

SCOTTISH GOVERNMENT MALAWI DEVELOPMENT PROGRAMME  
INTERNATIONAL DEVELOPMENT FUND 2012/13

Please read the Guidance Notes before completing this application.

**Section A: APPLICANT INFORMATION**

1. Name of organisation.

Oxfam Scotland

2. Contact details of organisation.

<b>Address:</b>	207 Bath Street GLASGOW
<b>Postcode:</b>	G2 4HZ
<b>Telephone:</b>	0300 200 1250
<b>Fax:</b>	0300 200 1251
<b>Website:</b>	www.oxfam.org.uk/scotland

3. Scottish Project Manager details.

<b>Name:</b>	[REDACTED]
<b>Organisation (if different from Q2):</b>	[REDACTED]
<b>Position in organisation:</b>	[REDACTED]
<b>Address (if different from Q2):</b>	[REDACTED]
<b>Telephone:</b>	0141 285 8873
<b>E-mail:</b>	[REDACTED]@oxfam.org.uk

4. Name of individual responsible for this application during the assessment process and address/ contact details if different from above.

<b>Name:</b>	As above
<b>Position in organisation:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	

<b>5. Where did you first hear about this grant scheme?</b>	
Scottish Government Website <input type="checkbox"/>	Scotland Malawi Partnership <input type="checkbox"/>
NIDOS Yes	Other - please state <input type="checkbox"/>

<b>6a. Is your organisation a registered charity?</b>
Yes
<b>6b. If Yes what is the Charity Number?</b>
Oxfam is a registered charity in Scotland (SC039042).

<b>7. What is the status of your organisation if it is not a charity?</b>

<b>8. What is your organisation's annual turnover?</b>
Total gross income for 2010 /2011 £367.5 million

<b>9. Does your organisation's board consider that it is diaspora led?</b>
No

<b>10. Please tick if your organisation is a member of</b>
Scotland Malawi Partnership    No            NIDOS    Yes

<b>Section B: PROJECT INFORMATION</b>
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<b>11. Project Title Max 30 characters – to be used in all future correspondence.</b>
Women farmers access value-chains and adapt to climate change

<b>12. Describe in one sentence the overall aim of this project. NB for successful projects this may be used for publicity purposes.</b>
To improve poor women's economic, social and environmental resilience through participation in value chains, increased status and adaptation to climate change

<b>13. Duration of funding requested.</b>
__Three__ financial years __  __ months

14. Planned start and end date (mm/yy) of your project.	
From April 2012	to March 2015

15. Funds requested from Scottish Government: (£)			
Year 1: Apr 2012 – Mar 2013	£128,133	114,388	13750
Year 2: Apr 2013– Mar 2014	£135,034	133,034	2000
Year 3: Apr 2014 – Mar 2015	£136,833	134,821	21012
<b>GRAND TOTAL</b>	<b>£400,000</b>		

16. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.

<b>Organisation:</b>	<b>FAFOTRAJ</b> Farmers' Forum for Trade and Social Justice
<b>Type of organisation:</b>	Non Government Organisation
<b>Relationship between organisation and yours (maximum word limit, 100 words):</b>	Oxfam and FAFOTRAJ have collaborated since 2007 on issues of advocacy and lobbying on a range of government policies. The strategic fit of the partnership is based on a shared vision of overcoming poverty and by promoting women's access to markets.
<b>Address:</b>	Msandula House Off Murray Road Area 4 Private Bag 144 Lilongwe Malawi
<b>Postcode:</b>	
<b>Telephone:</b>	+00 265 () 1 750 234 / 751 / 761
<b>Email:</b>	info@fafotraj.org
<b>Fax:</b>	
<b>Website:</b>	www.fafotraj.org

17. Details of Project Manager in Malawi.

<b>Name:</b>	██████████
<b>Position in organisation:</b>	████████████████████
<b>Address:</b>	Oxfam, Second Floor, Green Heritage Building Area 13, City Centre Lilongwe Private Bag B331 Lilongwe
<b>Postcode:</b>	

<b>Telephone:</b>	+265 (0) 1 770 489 / 525 / 491 +265 (0) 884 836 [REDACTED]
<b>Fax:</b>	
<b>E-mail:</b>	[REDACTED]@oxfam.org.uk

<b>18. Where in Malawi will the project be based?</b>	
<b>Location (District):</b>	Lilongwe, Dowa and Mchinji Districts
<b>Address:</b>	Oxfam, Second Floor, Green Heritage Building Area 13, City Centre Lilongwe Private Bag B331 Lilongwe
<b>Telephone:</b>	+265 (0) 1 770 489 / 525 / 491

<b>19a. Please provide details of how long you have been working together with your lead partner and examples of previous joint delivery of projects or events in the last three years. If the partnership is a new one please describe how and when it was formed. Maximum word limit, 150 words</b>	
<p>As above, Oxfam and FAFOTRAJ have collaborated since 2007 on issues of advocacy and lobbying on a range of government policies. We have worked together in several civil society networks such as the National Agribusiness Thematic working group, the Malawi Vulnerability Assessment Committee and the National Humanitarian Country team. FAFOTRAJ contributed to the development of the current Oxfam Joint Country Strategy, the Contextual Analysis and the development of the Economic Justice Theory of Change.</p> <p>The main area of coordination has been to foster sustainable changes in market systems to benefit poor smallholders, especially women.</p> <p>FAFOTRAJ has also been involved in the development of the proposed project and collating information on key indicators.</p> <p>In 2010, FAFOTRAJ implemented a project in Chiwamba, Lilongwe District, known as Environmental Protection for Agribusiness Sustainability funded by the Global Green Grants Fund. Oxfam was a key partner providing technical support to FAFOTRAJ on how best to integrate climate adaptation into the project.</p>	

<b>19b. Please describe the role of the lead partner organisation in developing your application for funding. Maximum word limit, 150 words.</b>	
<p>FAFOTRAJ worked with Oxfam in a series of consultations with a range of stakeholders, including the women farmers in the target districts, to develop this project to enhance women's participation in value chains, building resilience and adaptive capacities against the impacts of climate change.</p>	

Having already contributed to the process of developing the current Joint Country Strategy, FAFOTRAJ helped provide key inputs into this project, including where the project would be implemented, which value chains would best promote women's economic sustainability and how the activities could be adapted to take account of climate change.

**19c.** Please confirm that a letter of support written by your partner organisation is included, which address the points above in **19a** and **19b** from your partner organisation's perspective. **Please note:** the application will not be eligible without this.

Yes

**20.** Please describe the length of partnership and role of any additional partners. **Maximum word limit, 150 words**

While we have identified various potential partners for this project, there are not, at present, any formal agreements in place. However, as the value chain development work progresses, we anticipate that several key partnerships will be developed. In order to be sustainable, the women who will be participating in the project will themselves be involved in the development of partnerships with other relevant actors, for example: agro-processors, microfinance institutions, input suppliers, specific value chain regulators (mostly government bodies that control the quality standards). Other private sector organisations will be involved depending on the specific requirements of the women engaged in their specific value chains, for example: Malawi Agricultural Commodity Exchange (MACE).

**Section C: MORE ABOUT YOUR ORGANISATION**

**21.** Please provide details of the number of people currently based in your organisation in Scotland.

<b>Full time</b>	17 in Head Office, Glasgow 40 in shops around Scotland
<b>Part time</b>	3 in Head Office, Glasgow 26 in shops around Scotland
<b>Volunteers</b>	10 in Head Office, Glasgow 100+ in shops around Scotland
<b>Total staff</b>	30 in Head Office 100+ in 56 shops around Scotland

**22.** How are equal opportunities/diversity promoted within your organisation? If you have one, please provide a copy of your Equal Opportunities Policy. **Maximum word limit, 150 words.**

Oxfam's commitment to equality applies to everything we do. Equality is at the heart of our work on poverty and relationships we build. The values of equality are at the heart of how we accept, respect and value people with diverse identities and backgrounds.

Oxfam sees diversity as a description of the visible and invisible differences that exist between people, such as, gender, race, ethnic origin, physical and mental ability, sexual orientation, age, economic class, language, religion, nationality, education, and family/marital status. Oxfam recognises that these visible and non-visible differences between people can also lead to differences in experiences, values, attitudes, ways of thinking, behaving, communicating and working. For further clarification refer to Oxfam Equal opportunities policy in annex 1

**23.** How does Scottish expertise add value to this proposal? What expertise will specifically be involved on this project? In addition, if you are making use of diasporan expertise within Scotland, you should describe this here. **Maximum word limit, 150 words.**

Oxfam Scotland continues to play an active role in building support for Scotland's engagement with Malawi across a range of different audiences in Scotland and Malawi and has worked closely with the Malawi team to support progress towards the MDGs. Oxfam Scotland provides ongoing support to Oxfam Malawi's advocacy and campaign work by highlighting the challenges faced by the poorest and most vulnerable communities in Malawi.

In 2011, the Scottish Fundraising Manager accompanied [REDACTED] to visit Oxfam projects funded by the Scottish Government, resulting in the leveraging of additional funding for the programme as well as wider media coverage. Subsequently, the Malawi team's Gender and Advocacy Adviser visited Scotland to promote the programme to the Scottish public.

Oxfam Scotland also held a series of photo exhibitions entitled 'Scotland's Aid in Action' that featured all the Oxfam projects funded recently by the Scottish Government, including the Haiti, Gaza and Pakistan emergencies.

**24. Please state who the Project Manager will be and outline their previous project management experience. Please also give details of your organisation's ability to manage a project budget effectively. Word limit, 250 words. NB you must also attach a CV**

■■■■■ has more than twelve years experience of development work in the public and NGO sectors at both national and operational levels. She has worked on development intervention programmes, advocacy, communications and research, as well as with various development institutions at village, district and national levels. ■■■■■ is experienced in long-term development programming, advocacy, humanitarian preparedness and response. In addition, she is an experienced project manager, and has excellent networking and communication skills. Her analytical skills add value to the development of the monitoring and evaluation systems.

■■■■■ brings more than ten years of research experience, both as a consultant and associate, having also worked as an advocacy trainer for the past five years.

■■■■■ is responsible for ensuring Oxfam's programmes are budgeted and managed in accordance with agreed budgets, and she is responsible for monitoring expenditure against budgets for all programmes.

Please see Annex 2 for Oxfam's programme and financial managements systems  
**Oxfam Systems and Assurance Framework**

#### **Section D: COHERENCE WITH IN-COUNTRY PROGRAMMES**

**25. How does your project fit with the priorities of the *Malawi Growth and Development Strategy I?* Show how your project will complement these priorities. You may also wish to refer to District Development Plans, if relevant and appropriate. Maximum word limit, 250 words.**

The strength of Oxfam's work in Malawi lies in the recognition that sustainable economic development remains a key priority for the Government of Malawi in the reduction of poverty and attainment of the Millennium Development Goals.

Oxfam's work is in line with the Malawi Growth and Development Strategy policies. This includes National Agriculture Food and Nutrition Security Policy, Malawi Land Policy, the National Adaptation Programme of Action, the National Gender Policy and the National HIV and AIDS Policy.

Oxfam's work complements national priorities in the following ways:

##### **Theme 1 – Sustainable Economic Growth:**

**Agricultural productivity:** The actions focus on supporting women smallholder farmers accessing extension services; promoting uptake of improved farming technologies; strengthening linkages of farmers to markets, development of farmer organizations and markets information systems.

**Agro-processing:** The actions intend to build women's capacity in value addition of agricultural commodities through production, processing, packaging, marketing and encouraging public-private partnerships.

##### **Theme 2- Social Protection and Disaster Risk Management:**

**Protecting the vulnerable:** The actions target households prone to economic shocks and that are mostly constrained in accessing and controlling production resources, such as land.



**Improving Disaster Risk Management:** The actions focus on building community resilience and adaptive capacity to climate change through promotion of improved agricultural production.

**Theme 3 – Social Development:**

**Health:** The actions will mainstream HIV and AIDS advocacy issues to stimulate behaviour change, improve access to voluntary counselling and testing (VCT) and uptake of anti retroviral drugs (ARVs).

**Gender:** The proposal works towards increasing women's participation in profitable market chains.

**26. How does this project fit with the Scottish Government's International Development Policy <http://www.scotland.gov.uk/Publications/2008/05/06144819/1> and the achievement of the Millennium Development Goals? **Maximum word limit, 250 words.****

This project recognises the complexities and interconnections of the challenges faced by poor people in lifting themselves out of poverty and, in this way, reflects the ethos of the Scottish Government's International Development Policy and contributes to several key Millennium Development Goals. This project is also in alignment with the Malawi Growth and Development Strategy.

More specifically, this project aims to make progress in the following areas:

- **Gender equality and empowerment of women:** This project will promote the social and economic empowerment of women in an integrated manner with the aim of improving the status and position of women in society. In terms of social empowerment, the project will capitalise on building individual and collective power among women to deal with socio-cultural barriers and gender stereotypes which lead to the marginalisation of their economic rights. Women will be trained in leadership and assertiveness, as well as providing them with platforms for mobilisation and engagement with various duty bearers as a way of asserting their social and economic rights. The project will promote economic empowerment models which are sensitive to the needs of women, while at the same time maximising their contribution to the household, local and national economy.

**Enterprise development:** The project will build the capacity of both partners and beneficiaries to run viable income-generating enterprises provide resource inputs and facilitate linkages to microfinance services to beneficiaries and promote the formation of producer associations. Aggregating smallholders into producer associations strengthens their access to markets and this project will support the development of viable partnerships between local producers and the private sector. The project will create a platform of engagement between beneficiaries and microfinance institutions in order for the beneficiaries to access the working capital required to establish their enterprises.

**27a. How has your organisation identified that this project does not duplicate the work of other organisations in the area? **Maximum word limit, 150 words.****

During the consultations undertaken by Oxfam and FAFOTRAJ in the development of this project, care was taken to discover other actors working in the project's intended locations and with the target communities. Consultations included key institutions and other actors, for example: government officials (based at both district and community levels), other local NGOs and Civil Society Organisations as well as community representatives from the three target areas. No other projects around the integration of value chain development and climate change adaptation initiatives for poor women, or the social-economic empowerment and resilience building to climate change impacts were found and Oxfam is confident that there will be no duplication of work emanating from the

implementation of this project in the three districts.

**27b. If there are similar projects in the area, how will your project work with them to ensure they are complementary and to avoid duplication? Maximum word limit, 150 words**

This project will be implemented in close collaboration with the District Councils to avoid duplication in the three target districts and with the community groups.

At district and national levels, the project will seek to build alliances and networks with other CSOs to complement each other and build a collective voice especially in promoting the effective participation of women in value chains and to share the learning of building community resilience to the impacts of climate variability and change.

**28. Have you provided evidence of consultation with the Government of Malawi at the local, district or national level?**

**Please note: projects that do not supply evidence will be deemed ineligible. Further detail on what constitutes evidence of consultation is provided in the accompanying guidance notes.**

Yes

## Section E: YOUR PROJECT PLAN

**29.** Please describe the problem that your project will address and state clearly the reasons why this project is needed. You should provide detail on how the need for the project was derived and the expected impact of this work. Please also include details of the expected roles of the organisations involved in the project including the management, financial management and the monitoring and evaluation of progress. **Maximum word limit, 500 words.**

Poor women<sup>1</sup> in Malawi, especially in rural areas, face many challenges to participate effectively and efficiently in agro-based value chains. Context analysis by Oxfam and partners indicates that the lack of agribusiness skills, low access to market information,<sup>2</sup> low access to working capital<sup>3</sup>, credit and agro-processing equipment for adding value hinders smallholder farmers, particularly women, from participating in market chains.

The policy and regulatory environment is not conducive to effective participation of poor women in the agro-based value chains. Women are precluded from many issues that would allow them to become economically viable and competitive, such as the ownership of factors of production (such as land, skilled labour and other assets). Negative social, cultural norms and beliefs<sup>4</sup> also affect the effective participation of poor women in agro-based value chains. The project will, through advocacy fora, address the challenges of women's ownership of factors of production such as land.

Climate change is having a negative impact on the lives of poor people, propagating chronic poverty and economic vulnerability. More than 90 per cent of the farming population (70 per cent of who are women) depend on rain-fed agriculture. Poor farmers are failing to adapt to the effects of changing weather patterns and traditional forms of farming are not producing sufficient yields or harvests.

The project is integrating climate change adaptation and risk reduction initiatives to build the women adaptive capacities and resilience to the climate related risks and hazards for their competitiveness in the agro-based value chains.

Taking much of the learning from the Scottish Government-funded project in Chiradzulu District which is promoting women's engagement in agro-based values chain, the project will enable 15,000 women farmers across the three districts to work equitably in agribusiness, facilitating their linkages to other specialised service providers, improve their access to factors of production (including working capital and credit, land, agricultural inputs and processing equipment) and facilitate an enabling environment for women's agro-based enterprises in the value chains. This will lead to their increased income and sustainable improved livelihood.

The project rationale is that, although most women in Dowa, Mchinji and Lilongwe<sup>5</sup> are engaged in cash crops production such as soya beans, mushrooms and vegetables, their ability to create wealth

<sup>1</sup> These are poor women that have no access to factors of production and whose lives are also highly vulnerable to HIV and AIDS. Their lack of power in value chains makes them highly vulnerable to HIV infection and to many forms of gender based violence. The project will work at empowering such poor women in the agro-based value chains.

<sup>2</sup> Nakhumwa, T and Peiris H, 2009 Empowering Smallholder farmers in markets

<sup>3</sup> Seodi White, 2007: Malawi Gender Country profile-

<sup>4</sup> A Report on the Public Hearing on Domestic Violence in Malawi," Unpublished Enquiry. Cited in *Discussing the Proposed Domestic Violence Legislation in Malawi, Multi Sectoral Perspectives*, WLSA Malawi publication, 2003, p.11

<sup>5</sup> The incidence of poverty and ultra-poverty is higher in female-headed households. On average, 51 percent of the people who live in male-headed households in all project areas are poor, while 59 per cent of people living in female-headed households are poor (SEP Dowa and Lilongwe 2009, 2006). This significant disparity in welfare between men and women is due to a number of gender-based differences in access to resources and bargaining power.

in the agricultural value chain is undermined by the lack of viable enterprises<sup>6</sup> that enable them to operate in the formal competitive commercial sector.

**FAFOTRAJ** will facilitate gendered market mapping, establish women's groups, agribusiness capacity building and establishment of viable agro-enterprises.

**Department of Agricultural Extension Services (DAES)** will provide extension service to the women.

**Malawi Agricultural Commodity Exchange (MACE)** will provide value chain information to the poor women

Oxfam will bring both local and global experience to this project to provide overall guidance and technical support to the project. In Malawi Oxfam has over ten years experience in promoting gendered agro-based value chain development amongst poor women's groups in districts such as Chiradzulu, Thyolo, Phalombe, Blantyre Rural, and Balaka.

**30. Describe in one sentence the objective you expect your project to achieve.**

15,000 female-headed households in Lilongwe, Dowa and Mchinji Districts will have improved status, income and food security and greater capacity to adapt to the impacts of climate change.

**31. What needs analysis or assessment has your organisation carried out in relation of the development priority issue that your project is designed to address? Maximum word limit, 250 words.**

In developing the 2011-2015 Country Strategy, Oxfam conducted a context analysis to understand the factors that impact on the socio-economic growth of poor and vulnerable households, especially women. Analysis indicated that there is lack of conducive policy environment for smallholders farmers, especially women, to benefit equitably from existing agro-based market systems. This is exacerbated by unfair share of economic opportunities and lack of access to required business development services. In particular, the following issues have been identified as development priority issues within the pro-poor, gendered approach.

**Low agriculture production:**

- Low agricultural productivity at household level due to poor seed quality, rainfall variability
- Low income levels
- Limited use of agriculture technologies
- Inadequate extension services
- Inadequate crop diversification
- Prohibitive farm input prices
- Over-dependency on rain-fed agriculture
- Impact of climate change.

**Post harvesting handling and processing:**

- Lack of knowledge and skills in grading and processing
- Lack of good storage facilities that can minimize post harvest losses
- Improper harvest handling

<sup>6</sup> Jere P and Makoko, M. Market Assessment Research for Concern Worldwide programmes in Dowa, Lilongwe

**Marketing:**

- Lack of collective marketing by majority of women smallholder farmers
- Limited access to market information
- High cost of transportation
- Lack of trust between traders and farmers
- No price differentiation for quality

**Financing:**

- Limited access to information on microfinance products
- High interest rates charged by financial institutions
- Lack of working capital

**Policy Environment:**

- Existing policies and regulations not adequately addressing the constraints faced by smallholder farmers to effectively participate in market systems.

The project will be addressing these issues in an integrated approach and through the formation and strengthening of associations.

**32.** Please list the actual activities the project will deliver and their resultant outputs and outcomes. An example is provided below.

Activity	Outputs	Outcomes
<b>1 Community mobilization</b>		
1.1 To conduct meetings on value chain development and climate change adaptation at district and community levels.	<b>1.1.1 (a) 15,000 women will participate in the meetings on value chains and climate change adaptation in the 13 Traditional Authorities of the three target districts.</b>	<b>1 Improved capacity for 15,000 poor women smallholder farmer groups to participate in profitable value chains</b>
1.1.2 To conduct training in gendered participatory market mapping and value chain analysis for district partners and community representatives	1.1.2 50 stakeholder participants per district trained in gendered participatory market mapping and value chain analysis	
1.1.3 To facilitate gendered market mapping with women smallholders to identify potential value chains	1.1.3 Three value chains mapped and selected for development by beneficiaries per district.	
1.1.4 To register 15,000 women interested in different value chains	1.1.4 5,000 women smallholder farmers registered for each specific value chain per district.	
1.1.5 To facilitate the formation of producer groups based on value chains of choice by the women	1.1.5 30 women groups formed per district.	
1.1.6 To facilitate the formation of village market fora for accessing value chain services for producers	1.1.6 (a) 20 village market fora formed per district.	
	1.1.6 (b) 4,000 women participating in	

	the village market fora per district.
1.1.7 To facilitate the establishment of community based processing centres for adding value to produce in each of the three districts	1.1.7 (a) Five community based processing centres established per district. 1.1.7 (b) 5,000 women per district participating in processing centres per district. 1.1.7 (c) Three high value agro-commodities selected for processed processing.
1.1.8 To facilitate formation of Village Savings and Loan (VSL) groups for poor women and linkages to microfinance institutions	1.1.8 (a) Five women VSL groups established per district. 1.1.8 (b) 3,000 women participating in VSL groups per district. 1.1.8 (c) At least three microfinance institutions linked to project beneficiaries in the three districts
<b>1.2 Capacity building</b>	
1.2.1 To conduct training sessions on farmer producer group dynamics; governance; administration; and financial management	1.2.1 15,000 women trained in - governance; administration; and financial management
1.2.2 To facilitate strategic planning for respective farmer producer groups (leading to associations for specific value chains)	1.2.2 3,000 women per district smallholder farmers participating in the development of plans.
1.2.3 To conduct training sessions in agribusiness development, value addition and marketing for specific value chains	1.2.3 3,000 women trained per district.
1.2.4 To conduct exchange visits for farmer organisations	1.2.4 Five exchange visits per year.
<b>1.3 Link to specialised expertise</b>	
1.3.1 To facilitate links between producer groups and business development service providers (e.g. micro-finance institutions) and supporting the microfinance institutions to provide services	1.3.1 (a) Three partnerships with micro-finance institutions established. 1.3.1 (b) 6,000 women accessing micro-loans.
1.3.2 To facilitate link between producer groups and business development service providers (e.g. agricultural commodity markets)	1.3.2 (a) 130 partnerships with agricultural commodity markets developed. 1.3.2 (b) 600 women interacting with commodity buyers 1.3.2 (c) Income returns from commodity markets increase by 60 per cent.
1.3.3 To facilitate links with national farmer organisations and registrar of associations	1.3.3) Six registered women's farmer co-operatives.

<b>2 Integration of climate change adaptation in agro-based value chain development work.</b>		<b>2 Enhanced levels of productivity of agro-based products among producers</b>
2.1.1 To facilitate climate-related hazard risk analysis for the project areas as an entry point for climate change adaptation work with the producers.	2.1.1 All prominent climate-related hazards for 13 Traditional Authority areas identified, in participation with the women producers	
2.1.2 To facilitate the development of community based climate change adaptation measures.	2.1.2 Six community based climate change adaptation plans developed and implemented by the 15,000 women farmers in 13 Traditional Authority areas of the three target districts	
2.1.3 To develop community managed early warning systems based on the identified hazards	2.1.3 Early warning systems developed	
<b>2.2 Support Sustainable agricultural practices (incorporating climate change adaptation plans)</b>		
2.2.1 To train producer groups in sustainable agricultural practices related to specific value chains and specific climate related hazards for the specific areas.	2.2.1 6,000 women trained in sustainable agricultural practices for specific value chains	
2.2.2 To provide start-up seeds and assets to producer groups for specific value chains.	2.2.2 (a) 8,000 women receiving start-up seeds and items such as fertilisers; agro-processing equipment and irrigation equipment.	
<b>3 Facilitate enabling environment for agribusiness</b>		<b>3 Improved enabling environment for poor women smallholders' integration into the profitable agro-based value chains through increased national awareness</b>
3.1 To facilitate agribusiness and market roadshows	3.1 Three agribusiness fairs and market roadshows held each year.	
3.2 To facilitate women farmers' participation in national trade fairs	3.2 300 women smallholder farmers participate in national trade fairs	
3.3 To conduct advocacy and lobbying for improvements in the regulatory/ enabling environment for specific value chains based on evidence from the project.	3.3 (a) Advocacy issues tabled on specific value chains policy/ enabling environment 3.3 (b) Three stakeholder policy meetings held per year. 3.3 (c) Two new agribusiness-related policies developed and existing ones reviewed	

**33.** Please outline any assumptions that may affect the delivery of your project. Please complete the risk assessment table below to demonstrate how you have considered any potential risks in your planning. Insert extra rows if necessary.

<b>Assumption</b>	<b>Likelihood of happening</b> (Low, Medium or High)	<b>Mitigating action(s)</b>	<b>Recovery plan</b>
Economic stability of the country	Medium	Budgeting to be done with proper consultation and resources to be in foreign currency	Oxfam and its partners continuously monitor the situation and adjust to the context accordingly
The political environment allows the programme and partners to implement the project	Medium	Continue to invest resources in strengthening partner capacity to demand rights and hold government to account	Oxfam and its partners consistently monitor the political environment and make adjustments to the programme accordingly
The government is willing to enact and implement pro-poor policies and plans	Medium	Generate media awareness and action on poverty and development issues in Malawi	Support citizens' mobilisation, research, lobbying and advocacy towards government actors and institutions
Governments and citizens in donor countries fulfil aid commitments to reduce poverty and vulnerability	Medium	Contribute to global initiatives that promote aid and development	Continue to link with Oxfam regional and global structures, providing relevant information to engage with donor countries on why aid is important
Civil society organisations/Oxfam's local partners are willing and committed to lead on research, policy analysis, lobbying, campaigning and implementation of the change goals	Medium	Developing effective partnerships	Set aside financial and technical resources to support capacity building for local partners (technical and institutional)
Oxfam partners use funds efficiently and prioritise programme activity implementation in the management of grants	Medium	Develop clear contractual agreements with relevant termination clauses	Conduct periodic monitoring, budget reviews, programme audits and provide technical support in finance and programme management to partners
Absence of major climate-related disasters such as droughts and floods	Medium	Facilitate the development of community managed early warning systems for common disaster hazards such as droughts and floods	Lobby government for financial and technical resources to support community recovery initiatives in cases of disasters



**34. The Scottish Government intends to support sustainable development outcomes for Malawi through this programme. How will you ensure that the outcomes of your work are built-on or continued at the end of Scottish Government funding (i.e. your exit strategy)?**

**Maximum word limit, 250 words.**

Sustainability is at the heart of Oxfam's approach to development – we are committed to supporting the communities with whom we work with to achieve economic growth, environmental protection and social progress at the same time.

Oxfam will facilitate the creation of long-term partnerships between the women's producer groups and various stakeholders participating in the specific value chains including government and the private sector. Capacity-building initiatives will empower beneficiaries to sustain partnerships with relevant stakeholders while links with government departments and private sector partners will ensure that beneficiaries continue to demand and receive support. In this way, this project will support and build the capacity of women in producer groups to realise their rights to social and economic development beyond the lifetime of the project. In addition to increasing people's resilience to impacts of climate change, the project will advocate for implementation of the National Adaptation Plan of Action on Climate Change.

It is anticipated that a number of mechanisms will form part of the exit plan and these will include:

- Continuous engagement in participatory processes in identifying and addressing capacity needs of communities and CSOs (as capacity needs will vary from one institution or one group of women to another and will change overtime). The programme will address capacity needs through provision of technical support, training, coaching, mentoring and leadership.
- Identifying and working with key allies within targeted institutions (at local, district and national levels) to champion sustainable change in the enabling environment for the specific value chains.
- Facilitating collaboration, coordination and linkages of the farmer groups with private sector actors (including micro-finance institutions; the bureau of standards, agro-processors and food processors) and local and regional networks. This will help to see the project on-going even beyond the lifetime of the project.

**35. How will you ensure that your project is inclusive (please detail how you will ensure that no person will be discriminated against on the grounds of age, gender, ethnicity, disability, religion)?** **Maximum word limit, 250 words.**

Oxfam operates comprehensive policies on equality and diversity, and takes a 'rights based approach' in developing its policies, programmes and practices.

The promotion of equality is integral not only to Oxfam's internal policies and procedures, but also to the planning and delivery of Oxfam's humanitarian and development programmes around the world. Throughout the organisation, Oxfam bases its work on a common understanding that equality is key in overcoming poverty and suffering. Oxfam works with both women and men to address the specific ideas and beliefs that create and reinforce poverty. Oxfam aims to empower all men, women and girls through all aspects of the organisation's work, and will often prioritise work which specifically raises the status of women, who too frequently have the lowest status. Indeed, this understanding of the gender dynamics and the ways in which HIV affects men and women differently is at the heart of this project. Oxfam is committed to a programme of action to make equality and diversity policies fully effective, and to this end constantly reviews the procedures, practices and guidelines which underpin the policies, monitoring the results as appropriate. The project will target both men and women, although it will deliberately put women at the centre. People living with HIV will be encouraged to join the farmer groups as well.

**36. How will you publicise the work undertaken by your project?**

Your plans may include dissemination to beneficiaries and stakeholders, and to groups and organisations not directly affected by the project. Please describe:

- who you will target;
- what media and methods you will use to highlight the work of your project or to share results and learning.

**Maximum word limit, 250 words.**

In Malawi, Oxfam produces a regular newsletter to provide an update to a variety of stakeholders and to share learning. Oxfam also enjoys excellent relationships with the media in Malawi and regularly provide information and stories both in video, print and radio formats. The project will take advantage of learning and sharing workshops to share information about the project, including key success stories and lessons. Information about the project will also be uploaded on Oxfam's website.

In Scotland, Oxfam Scotland consistently seeks opportunities to highlight the issues facing poor and vulnerable people in Malawi, being an active member of various networks, including NIDOS, to ensure that we share best practice and we have considerable success in attracting interest in our work from various sections of the media. We are able to make the most of visits from Malawian colleagues such as [REDACTED] Adviser for Oxfam in Malawi, [REDACTED] who visited Scotland in November 2011 and engaged in discussion with key Scottish Government civil servants and members of the Scottish Parliament.

We are keen to work with the Scottish Government to ensure a wide range of audiences and stakeholders are informed about the issues and to continue to build support for aid to developing countries.

Target Audience	Type of Medium	Method
Donors and international supporters	Online and print in Malawi and Scotland	Case studies, stories, video, pictures
Governments, other development partners, NGOs	Online and print in Malawi and Scotland	Newsletters, open-day picture gallery, exhibitions
Farmer producer groups	Radio and print in Malawi	Radio programmes in vernacular language, jingles, drama, posters
Other Oxfam affiliates	Online	Blogs
Scottish Public	Online, print and exhibitions	Case studies, stories, video, pictures, debates, campaigns

**37a. Please let us know what impact your project might have on climate change and the actions you intend to take to mitigate against this?**

Are the aims of your project consistent with the aims of Malawi's National Adaptation Programmes Action (NAPA)? [www.sarpn.org.za/documents/d0003013](http://www.sarpn.org.za/documents/d0003013)

**Maximum word limit, 250 words.**

Oxfam sees climate change as a cross-cutting issue and integrates this into all its development activities, both in relation to our responsibility to reduce our own contribution to climate change and in relation to the impact climate change is having in the communities in which we work.

This project is consistent with the Malawi National Adaptation Programmes of Action (NAPA) (2006) and Oxfam does not anticipate any major impact on perpetuating climate change in Malawi. The

project team will ensure that they minimise carbon emissions in project implementation. The main source of carbon emissions from the project will mainly be use of vehicles for project activities. To minimise carbon emissions on vehicle use, the project team will ensure that there is a work plan which will eliminate unnecessary vehicle use in the project.

As well as ensuring we are accountable for our own environmental impact, Oxfam continues to press national and international leaders to take action on climate change. Oxfam in Malawi, along with other civil society stakeholders, is lobbying the Malawian government to make progress on NAPA (2006) the and initiate coordination inside government to ensure that all existing staff such as agricultural extension workers are aware of the impact of climate change and the ways in which they can assist communities in mitigating its impact.

**37b. Please let us know how you have considered the potential negative impacts of climate change on your project and actions you intend to take to adapt to these?**

**Maximum word limit, 250 words.**

According to the NAPA (2006), Malawi continues to experience a number of adverse climatic hazards over the last few decades. The most serious have been dry spells, seasonal droughts, intense rainfall, riverine floods and flash floods. The three project districts, Dowa, Mchinji and Lilongwe, have not been spared from experiencing the negative impacts of climate change identified by the NAPA. To ensure that the project is able to enhance the participation of poor women in different value chains in the face of climate change, the project will deliberately integrate climate change adaptation and risk reduction initiatives aimed at building resilience and adaptive capacity amongst the women.

The major climate-related hazards affecting the three districts are dry spells and seasonal droughts. This adversely affects agricultural livelihoods among the farmers, especially women, in the districts. Since the project will also be supporting agro-based value chains, the project will promote adaptation measures that will see the women able to produce and market their produce in the face of dry spells and seasonal droughts.

The project will work with the women farmers and their communities:

- To enhance awareness on the impacts of climate change in the areas, climate hazard analysis, planning and action planning,
- To facilitate development and use of early warning systems on climate hazards,
- To support the use of improved and early maturing crop varieties
- To support livelihood diversification from over-dependence on rain-fed agriculture to markets-oriented / value-chain-focused production systems.

**Section F: PROJECT MONITORING**

The Scottish Government is committed to rigorous monitoring and evaluation procedures for all Scottish Government funded activity.

All successful applicants will be expected to report to the Scottish Government at the end of each financial year on project progress. Six monthly interim reporting will also be required for financial and risk management purposes. See section F of the guidance notes attached.

Please note the Scottish Government will also forward all reports to the Government of Malawi strand leads for comment.

Applicants are requested to complete the following sections to provide monitoring information from which the progress against both the outputs for this project and the Scottish Government's aims and objectives for the International Development Fund will be assessed.

**38. Project Level Indicators**

For each project outcome, as outlined in Q32, list the indicators and provide project-specific baseline values. Please provide a breakdown by gender wherever possible. This information will help us measure the impact of your individual project over time.

Outcome	Indicator	Indicator value/baseline at start of project
<p><b>1 Improved capacity for poor women smallholder farmer groups to participate in profitable value chains</b></p>	<p>15,000 women smallholder farmers trained in organisation (governance; administration; financial management)</p> <ul style="list-style-type: none"> <li>• 80 per cent increase in average quantity commodities sold by participating women small holder farmers (relative to baseline and disaggregated by commodity)</li> <li>• 60 per cent increase of participating women farmers selling to traders and brokers from different markets (relative to baseline)</li> <li>• 15 VSL groups established and 60 per cent of participating women farmers accessing micro-credit through VSL and other micro-finance institutions.</li> </ul>	<p>Dowa has 1,500; Lilongwe has 2,860 and Mchinji has 1,300 women farmers already participating in agribusiness</p> <p>Currently, women contribute 10 per cent of cash crop commodities sold</p> <p>Currently, women farmers sell to middlemen within their locality</p> <p>None of the women participating in VSL</p>

<p><b>2 Enhanced levels of productivity of agro-based products among producers</b></p>	<ul style="list-style-type: none"> <li>• 90 per cent increase of women farmers adopting environmentally sustainable agricultural practices.</li> <li>• 60 per cent increase in the number of poor women using climate-related hazard early warning systems to adapt their production systems.</li> <li>• 70 per cent increase in annual cash crop production</li> <li>• 90 per cent of targeted households use high quality improved seed varieties and / or planting materials</li> </ul>	<p>5 per cent women farmers practise sustainable agricultural practices</p> <p>None of the women farmers are using early warning systems</p> <p>10 per cent use high quality improved seed varieties and / or planting materials</p>
<p><b>3 Improved enabling environment for poor women smallholders' integration into the profitable agro-based value chains through increased national awareness</b></p>	<ul style="list-style-type: none"> <li>• Three agribusiness fairs and market roadshows held.</li> <li>• 5 per cent of women farmers participating in national trade fairs</li> <li>• Nine advocacy issues tabled</li> <li>• Three annual national stakeholder policy meetings held</li> <li>• Two new agribusiness related policies developed and existing ones reviewed to enhance women's participation in agro-based value chains.</li> </ul>	<p>One advocacy issue tabled by FAFOTRAJ</p> <p>None of the women participate in national trade fairs</p> <p>None at the moment</p> <p>None at the moment</p> <p>No agribusiness related policies have been developed or reviewed.</p>

### 39. Programme Level Indicators

Decide which of the indicators for the four strands of the Malawi Development Programme most closely match the expected outcomes of your project. The programme level indicators are listed in section F of the Guidance Notes.

In the grid below list the reference number for each indicator, and give the current baseline for that indicator, (this may be the same as your rationale for the project) and the expected outcome.

This information will help us measure the impact of our Malawi Development Programme in its entirety. **An example of how to complete the table is given below.**

**Please note:** While your project may address any number or combination of indicators from across these four strands, it is not necessary to address every indicator.

All monitoring and evaluation should be gender disaggregated, to show the impact on men and women separately.

List ALL appropriate indicators	Current baseline / rationale for each indicator	Expected outcome (population figures should be split by gender, where possible)
<p><b>EXAMPLE</b></p> <p><b>D13</b></p>	<p><b>EXAMPLE</b></p> <p><i>There currently exist few employment opportunities in 'x' area of Malawi and unemployment for men currently stands at 'x' % while unemployment for women is 'y' %</i></p>	<p><b>EXAMPLE</b></p> <p><i>List number of men and women who have received training, and in what, e.g. 20 small holder farmers trained in crop rotation and improved livestock management.</i></p> <p><i>State number of men and women currently in employment, or the increase in economic output as a direct result of the project activities.</i></p>
<p><b>D9</b></p>	<p>Most women in Dowa, Mchinji and Lilongwe (15,000 women farmers across three districts) engaged in farming are unable to generate secure income from the agricultural value chain as they are undermined by the lack of viable enterprises that would enable them to operate in the formal competitive commercial sector.</p>	<ul style="list-style-type: none"> <li>• 80 per cent increase in average quantity commodities sold by participating women small holder farmers (relative to baseline and disaggregated by commodity)</li> <li>• 600 women farmers trained in business management (governance; administration; financial management) and engaging with commodity buyers on</li> <li>• Three value chains mapped and participated by the women smallholder farmers.</li> <li>• 5,000 women registered for each value chain</li> </ul>

<b>D10</b>	Of the 5,000+ women farmers who participate in agribusiness, most sell to passing traders.	<ul style="list-style-type: none"> <li>• 70 per cent increase in the number of women farmers competing effectively in agro-based value chains</li> <li>• 30 women's producer groups in each of the three districts</li> <li>• 20 village market fora formed in each district</li> <li>• Women farmers interact with Agriculture Commodity Exchange; (ACE), NASFAM, MACE among others</li> </ul>
<b>D12.</b>	Three per cent of women farmers have been trained in agribusiness and business management.	<ul style="list-style-type: none"> <li>• 100 per cent of women farmers trained in agribusiness (production, post harvesting and processing; marketing)</li> <li>• 130 partnerships with agricultural commodity markets developed</li> </ul>
<b>D15-</b>	<p>Five per cent of women farmers practise sustainable agricultural practices</p> <p>None of the women farmers are using early warning systems</p>	<ul style="list-style-type: none"> <li>• 90 per cent increase of women farmers adopting environmentally sustainable agricultural practices.</li> <li>• 60 per cent increase in the number of women using climate-related hazard early warning systems to adapt their production systems.</li> </ul>
<b>D9</b>	Most women in Dowa, Mchinji and Lilongwe (15,000 women farmers across three districts) engaged in farming are unable to generate secure income from the agricultural value chain as they are undermined by the lack of viable enterprises that would enable them to operate in the formal competitive commercial sector.	<ul style="list-style-type: none"> <li>• 80 per cent increase in average quantity commodities sold by participating women small holder farmers (relative to baseline and disaggregated by commodity)</li> <li>• 600 women farmers trained in business management (governance; administration; financial management) and engaging with commodity buyers on</li> <li>• Three value chains mapped and participated by the women smallholder farmers.</li> <li>• 5,000 women registered for each value chain</li> </ul>

**Section G:**
**PROJECT BUDGET**

0a. Please provide your budget for the funds you are requesting from the Scottish Government, showing the breakdown of costs over different financial years.

**Please note:** payment or reimbursement of actual costs for in-country participation by relevant country partners and/or participants may be included as part of the total project costs. However, no additional grant funds may be claimed for attendance allowance or per diems in-country in addition to actual cost reimbursement.

**TABLE A: Project funds requested from the Scottish Government.**

Budget Line	Year 1 Apr 2012 – Mar 2013	Year 2 Apr 2013 – Mar 2014	Year 3 Apr 2014 – Mar 2015
<b>Staff costs</b>			
Salary costs for Scottish staff. Please list each staff member individually on a separate line below, stating their job title and role in the project and how many hours they will work each week e.g. 0.5 = half of full time, adding extra lines below as necessary. Please also give the total figure for all staff costs for each financial year.			
N/A	£	£	£
	£	£	£
<b>TOTAL SALARY COSTS FOR SCOTTISH STAFF</b>			
Salary costs for Malawi staff. Please list each staff member individually on a separate line below, stating their job title and role in the project and how many hours they will work each week e.g. 0.5 = half of full time, adding extra lines below as necessary. Please also give the total figure for all staff costs for each financial year.			
<b>Project Director (FAFOTRAJ) (10hours)</b> Overall leadership and coordination of project planning, implementation, resource management, project monitoring and evaluation and reporting. Maintain partnership with Oxfam.	£4,800	£6,000	£7,200
<b>Agribusiness Development Specialist (FAFOTRAJ) (40 hours)</b> Responsible for training in agribusiness development and management, develop farmer groups into registered cooperatives, support women groups to develop and implement Business Plans.	£8,400	£9,600	£10,800
<b>Finance and Administration Officer (FAFOTRAJ) (12 hours)</b> Manage project finances, human resources, project equipment and administration.	£2,160	£2,400	£2,550



<b>Office Assistant /Driver (FAFOTRAJ) (12 hours)</b> Administrative support/ Housekeeping, messaging services, driving, office management.	£480	£600	£750
<b>Project Officer (Oxfam) (40 Hours)</b> Overall coordination of implementation with partner staff	£10,500	£10,800	£11,040
<b>Finance Officer (Oxfam) (2 hours)</b> Capacity building of partners' staff on financial management and compilation of donor financial reports	£1,200	£1,620	£2,100
<b>Monitoring and Evaluation Officer (Oxfam) (2 hours)</b> Technical support to partner staff on Monitoring, Evaluation and Learning	£1,620	£2,040	£2,520
<b>TOTAL SALARY COSTS FOR MALAWI STAFF</b>	<b>£29,160</b>	<b>£33,060</b>	<b>£36,960</b>
<b>Salary costs for staff based other than in Scotland or Malawi. Please specify where these staff will be based, why they are not in Scotland or Malawi and provide costs split by geographical location.</b>			
	£	£	£
<b>Running costs in Malawi</b>			
Office Rent	£2,040	£2,400	£2,760
Office stationery and materials	£960	£1,200	£1,440
Office telephone and fax	£600	£600	£700
Office internet	£1,500	£1,500	£1,500
Fuel	£3,000	£3,000	£3,000
Office postage	£400	£400	£400
One laptop	£800	£0	£0
Vehicle maintenance and insurance	£2,000	£2,000	£2,012
<b>TOTAL RUNNING COSTS IN MALAWI</b>	<b>£11,300</b>	<b>£11,100</b>	<b>£11,812</b>
<b>Travel and Subsistence Costs</b>			
Travel and Subsistence Costs – please note that you must provide further detail at Q.40b.	£2,940	£2,940	£2,940
<b>Project Delivery Costs</b>			
Community mobilisation, capacity building and engagement on value-chain development	£12,000	£9,000	£9,000

Training / capacity-building (value-chain development, product value addition and marketing, gendered market mapping)	£12,000	£6,000	£6,000
Facilitating strategic linkages between women producer groups and value-chain development services	£7,500	£9,000	£11,700
Integration of climate change adaptation in agro-based value-chain development work	£9,000	£10,500	£12,000
Support to advocacy initiatives on specific value-chains' enabling environment to facilitate women's participation	£3,900	£4,500	£9,000
Procurement and distribution of start up materials for agro enterprise items for project participants.	£2,500	£31,100	£6,370
Baseline and end of project evaluation	£10,500	0	£12,500
Monitoring, Evaluation and Learning costs	£5,100	£6,000	£6,500
Total Equipment/Capital costs – please note that you must provide further detail at Q.40d.	£11,950	£1,000	£1,000
<b>TOTAL PROJECT DELIVERY COSTS</b>	<b>£74,450</b>	<b>£77,100</b>	<b>£74,070</b>
Audit	£1,900	£2,000	£2,100
<b>SUB-TOTAL PROJECT COSTS</b>	<b>£119,750</b>	<b>£126,200</b>	<b>£127,882</b>
7 per cent administration (as discussed with Scottish Government ID Division)	£8,383	£8,834	£8,951
<b>GRAND-TOTAL PROJECT COSTS</b>	<b>£128,133</b>	<b>£135,034</b>	<b>£136,833</b>

**40b. Additional budget detail (you must fill this in if you have entered expenditure under the Travel and Subsistence or Equipment/Capital costs budget lines)**

**TABLE B: Breakdown of Travel and Subsistence costs**

Travel and substance should be kept to a minimum, particularly international air travel. In addition to the information below please provide a short narrative stating in each budget line why the travel costs below are essential to the delivery of the project. Please note that you may be required to submit boarding passes of any international flights as part of your reporting requirements.

<b>Travel and subsistence costs</b>			
	<b>Year 1</b> Apr 2012 – Mar 2013	<b>Year 2</b> Apr 2013 – Mar 2014	<b>Year 3</b> Apr 2014 – Mar 2015
Airfares (please detail the ticket costs per person for each visit as well as the total airfare expenditure for the financial year)	N/A	N/A	N/A
<b>Internal travel</b>	£	£	£
Accommodation Accommodation cost per person for each visit is £60. This caters for two nights per month amounting to 24 nights per year = £1,440.	£1,440	£1,440	£1,440
Subsistence It also covers for 100 units of subsistence allowances per year of £15/unit for facilitators & participants to trainings/capacity building meetings=£1,500)	£1,500	£1,500	£1,500
Other travel costs, e.g. travel insurance, visas / travel documents	£	£	£
<b>GRAND TOTAL</b>	<b>£2,940</b>	<b>£2,940</b>	<b>£2,940</b>

**40b (cont).** Please outline why these travel costs are essential to the delivery of your project and which particular project outcomes they contribute to. Please refer back to Q32. of your application.

**TABLE C – Equipment or Capital costs**

**40c.** Please detail each item of requested equipment or capital spend per year and justification for this spend. Break this down to show any item or capital cost over £100 as a separate line.

Please note that the Scottish Government will not fund the purchase of vehicles (excluding bicycles) except in exceptional circumstances. If you are including motor vehicle costs as part of your application you must attach a supplementary sheet up of A4 setting out the need and justification for a vehicle and clarifying what will happen to the vehicle at the end of the project.

Equipment/Capital costs and justification	Year 1	Year 2	Year 3
	Apr 2012 – Mar 2013	Apr 2013 – Mar 2014	Apr 2014 – Mar 2015
Bicycles x 30	£1,000	£1,000	£1,000
Motor bikes x3	£10,950	£	£
<b>TOTAL EQUIPMENT COST</b>	<b>£11,950</b>	<b>£1,000</b>	<b>£1,000</b>

**41a.** Please confirm whether you have applied for additional funding for this work from other parts of the Scottish Government or external sources.

No

**41b.** If yes, please provide details by completing the table below.

Source	When did you apply?	Amount requested	Confirmed - or when you expect to hear outcome?
		£	
		£	
		£	

**42.** Please provide your budget for the funds you are expecting from sources other than the Scottish Government, showing the breakdown of costs over different financial years.

**TABLE D: Budget for other funding sources.**

Budget Line	Year 1 Apr 2012 – Mar 2013	Year 2 Apr 2013 – Mar 2014	Year 3 Apr 2014 – Mar 2015

<b>Staff Costs</b>			
Salary costs for Scottish staff	£	£	£
Salary costs for Malawi staff	£	£	£
Salary costs for staff based other than Scotland or Malawi	£	£	£
<b>Running Costs in Malawi</b>			
Rents, rates, heating, cleaning, overheads	£	£	£
Office costs e.g. postage, telephone, stationary	£	£	£
<b>Travel and Subsistence Costs</b>			
Travel and subsistence	£	£	£
<b>Project Delivery Costs</b>			
Training, community engagement and other project activities	£	£	£
Equipment or capital costs	£	£	£
Other – please specify	£	£	£
<b>TOTAL</b>	£	£	£

<b>43a. Will there be any other non-financial support for this project, i.e. in-kind contributions?</b>
No
<b>43b. If yes, please give details of what these might be.</b>

**Checklist**

Please ensure that you have considered the following:

	Check
Have you provided start and end dates for your project?	Yes
Have you provided your budget based on Scottish Government financial years (i.e. 1 April – 31 March)?	Yes
Have you checked that your budget is complete, correctly adds up and that you have included the correct final totals in Q15?	Yes
Has your application been approved by a suitably authorised individual? (Clear electronic or scanned signatures are acceptable in the email, but a wet signature should be provided in the hard copy version).	Yes

Please indicate which additional documents are attached:

#### Essential

- x Most recent audited accounts, or independently-signed statement of income and expenditure. An electronic link to a website is acceptable. **Accounts available at: <http://oxf.am/4mz>.**
- x A letter of support and confirmation of partnership with organisations in the relevant country.
- x Written evidence of consultation with the Government of Malawi.
- x Copy of the Project Manager's CV in Scotland and in Malawi.
- x Additional evidence (up to one side of A4) supporting the need for purchase of a vehicle, if requested.

#### Non-essential

- A copy of your certificate of charitable status from the Inland Revenue - if applicable.
- x A copy of your Equal Opportunities policy – if applicable.
- Additional evidence supporting project management experience or any additional information you would like to highlight.

## Declaration

I *apply* on behalf of the organisation named above for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described above.

I certify that, to the best of my knowledge and belief, the statements made by me in this application are true and the information provided is correct.

This form should be signed by an individual authorised by the applicant organisation to submit applications and sign contracts on their behalf.

Signature

Print Name

Position

Date

Once you have completed the form, please submit the application, no later than **noon on Monday 6 February 2012** using the project title as the **subject of your email**.

If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc).

**In addition**, a signed hard copy of the application and any supporting documents not available electronically should be submitted to IOD Parc with a postmark dated no later than **Monday 6 February 2012**.

If you are unable to return the form electronically, please contact **IOD PARC** on 0131 270 4702 in advance of the deadline. **In this case the hard copy application would arrive with IOD PARC by not later than noon on Wednesday 8 February 2012.**

## **Annex 1**

### **Oxfam Systems and Assurance Framework**

Oxfam implements a rights based approach in tackling poverty. To support this approach, accountable and transparent systems and processes have been developed and improved over the years. If a donor would like to restrict their donation to a particular Oxfam project, we have a set of processes in place to ensure their gift is managed appropriately. The infrastructure relies on having appropriate information systems in place and technology that involves collection, distribution, tracking and monitoring of where and how funds are spent. These systems and technologies are described below:

Oxfam has a finance and logistics system called PeopleSoft. This contains the General ledger and Budget ledgers. It also contains the Oxfam Project Accountability and Learning module (OPAL) and CRIMSON module (both described in detail below). Peoplesoft is an internet-based system that enables a single financial and information system to support Oxfam operations worldwide.

The PeopleSoft system tracks all income and expenditure and produces management information. Mandatory financial controls are in place with checks and balances to ensure that these are operating effectively. Because Peoplesoft is internet-based, data entered by Oxfam programme staff working remotely to the general ledger enables central monitoring of overseas activities.

#### ***OPAL – Programme Management***

OPAL is a programme management tool designed to guide the way that Oxfam plans, manages, monitors and learns from programme implementation. The system enables Oxfam programme managers to design and develop programmes and project activities that are in line with Oxfam's aims, values and beliefs. Specific business rules need to be followed before the programme is approved and programme spending can take place. OPAL rests within the Peoplesoft<sup>8</sup> system and is linked to the General Ledger. By using OPAL we are able to extract linked programme and financial information and determine accountability.

#### **CRIMSON – Managing Contracts with our donors**

The CRIMSON system enables Oxfam to manage its contracts. In CRIMSON, income and expenditure is linked, enabling tracking by project and contract. The system allows programme and funding teams to monitor all stages in the contract management cycle, from submitting a proposal to a donor, to agreeing and authorising the contract terms, complying with signing authority, to monitoring and reporting of programme activities and budget expenditure.

Oxfam has the ability to interrogate our systems by producing relevant and timely management information. Oxfam is committed to continuously improving our systems and processes to enable staff to deliver efficient and effective programming to tackle poverty in an accountable and transparent manner.

#### ***Auditing – external and internal***

Oxfam's current external auditors are Price Waterhouse Coopers. We also have an in-house Internal Audit team. The in-house team has a staff of 20 that reviews all operations across Oxfam - in the UK and overseas and, provides support in loss prevention.

The annual audit plan is approved by the Trustees Audit and Finance Group (TAFG), which is a sub-committee of the Council that meet five times a year. The Head of Internal Audit regularly reports to TAFG providing updates on the status of audits.



Audits follow both risk-based and systems-based methodologies and ensure that all elements of overseas programming are audited. For example:

1. Programme and partner relationship management (including OPAL).
2. Finance management (including Peoplesoft8).
3. Logistics and procurement activities.
4. Donor relations (including CRIMSON).
5. HR processes.
6. Information systems.

### ***Monitoring, Evaluation and Learning***

Oxfam also has an organisation-wide monitoring, evaluation and learning (MEL) process in place. All programme work is subject to MEL, usually consisting of assessments of the programme impact, however this often covers project management processes as well. A central MEL team provides high level reporting to Council and looks to develop best practice.

Much of Oxfam programme is funded by institutional donors who, as part of the contract, require independent audits, which are usually carried out by external auditors working to international accounting standards.

Where programme is delivered through partner organisations, we require the same audit standard to be applied and set this out in formal agreements, which are then monitored by Oxfam staff.

## Annex 2

### **Equipment/Capital costs and justification**

The request for three motor bikes is to provide the necessary transport to cover the distances in each of the three target districts. They will be used by project officers and field assistants during implementation of the project. Each of the three districts would have one motor bike available for its operations allowing regular field visits to outlying areas. Motor-bikes were chosen as the most economic and carbon-friendly alternative to other motor vehicles.