



International Case Study

Project title: Social and economic empowerment of smallholder producers in rural Malawi

Programme: Malawi Development Programme/ Economic Justice

Organisation: Oxfam

Interview Date: 21 February 2016

Interview type: Individual

Source: Project beneficiary

Name: [REDACTED]

Age: 48

Anonymous? No

Project Summary

The Circle for Integrated Community Development (CICOD), in partnership with Oxfam Malawi, carried out a three year livelihood security project from April 2013 to March 2016. The project was implemented in Kawamba in the Kasungu district. This was a component of the Social and Economic Empowerment of Smallholder Producers Project funded by the Scottish Government, a multi-stakeholder project that was implemented by CICOD and Malawi Interfaith AIDS Association (MIAA) in Kasungu and Centre for Alternatives for Victimised Women and Vulnerable Children (CAVWOC) in Chiradzulu as well as Oxfam.

The project aimed to address four challenges that smallholder producers face which included; low production levels particularly in horticulture enterprise; limited skills and technology to optimise livestock and crop production; poor access to financial and market services by smallholder producers and weak advocacy capacity amongst smallholder producers to engage decision-makers, policy-makers and service providers.

Case Study Background

■■■■■ lives in Kawamba Mwale Village, in Kasungu District. He is married with three children. ■■■■■ and his family benefitted from agricultural training for soybean farming and the 'Goat Pass-On' scheme under the project funded by the Scottish Government.

Until the 2015 growing season, ■■■■■ grew tobacco, maize, sweet potatoes and groundnuts. He had heard about soybean farming, but had never had an interest in it because he did not appreciate the economic importance of the crop.

At the end 2014 ■■■■■ attended an interface meeting with the Auction Holdings Commodities Exchange (AHCX) organised under the project. This triggered his interest in soybean production. He commented that the AHCX were offering attractive conditions such as negotiable prices when dealing with farmers' produce. With the technical support from Oxfam's partner CICOD, Joshua decided to venture into soybean farming. CICOD also provided him with a starter kit that comprised of 1 kg of soya seed, vegetable seed and fertiliser. His crops will be ready to harvest in May 2016, he is hopeful that as per other farmers who have received inputs he will see an increase in production of up-to 80%.

Quotes

"After harvesting, I will sell my soybean to Auction Holdings. I am very optimistic that the crop yield will earn me enough money to buy iron sheets and start my house project.

I have always wanted to build a descent house for me and my family but the low prices offered by most buyers and the crops I used to grow did not enable me to do that. I am now equipped to increase my soybean yield in the next growing season and this could be my gateway out of poverty."

Photos



■■■■■ (far right in the blue shirt) showing partner staff round his soybean field



standing in the field they farm together

Contact Details

Contact Name: [REDACTED]
Contact Number: +265 888 [REDACTED]
Address: CICOD, P.O. Box 20355
Email: [REDACTED]@yahoo.co.uk

Media List

Agreed to media work: Y
Case Study signed off: Y
Pictures attached: Y
Group photos: Y

Used for media: N/A

Grant Application Form		Office use only	Application ref:
Malawi Development Programme			Project ref:

<p style="text-align: center;">Scottish Government</p>
<p style="text-align: center;">Application Form</p> <p style="text-align: center;">Malawi Development Programme</p> <p style="text-align: center;">2013 - 2016</p>

CHECKLIST

Your Application consisting of:

- Part 1 - the Application Form (this document)**
- Part 2 - the Logical Framework in Excel Spreadsheet in format provided with both 'tabs' completed**
- Part 3 - the Budget in the Excel Spreadsheet format provided - with all tabs and summary sheet completed**

Please ensure that you have considered the following:

- Have you provided start and end dates for your project?
- Have you provided your budget based on Scottish Government financial years (i.e. 1 April - 31 March)? (although the first year of your project will start on 1 May 2013)
- Have you checked that your budget is complete, correctly adds up and correlates with your project description and the logical framework? Have you included the correct final totals at Q16?
- Has your application been approved by a suitably authorised individual? (Clear electronic or scanned signatures are acceptable in the e-mail, but a 'wet' signature should be provided in the hard copy version).

Please ensure the following **essential documents** are attached to your application. Your application will be ineligible without these.

Essential

- Most recent audited accounts, or independently-signed statement of income and expenditure. An electronic link to a website is acceptable. **Please note:** a project cannot be funded if no audited/independently verified accounts are available.
Annual Accounts 2011 – 2012 <http://oxf.am/37c>
- A letter of support and confirmation of partnership with organisations in the relevant country.
- Project Manager's CV in Scotland (one of not more than 2 pages A4 in length).
- Project Manager's CV in Malawi (one of not more than 2 pages A4 in length).
- A copy of your certificate of charitable status from the Inland Revenue – if applicable.
- A copy of your Equal Opportunities policy – if applicable, a hyperlink is acceptable.

Declaration

I apply on behalf of the organisation Oxfam for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described within the application form and supporting documentation.

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 by e-mail to: **malawiapplications@scotland.gsi.gov.uk** by no later than **noon** on **Monday 14 January 2013** using the project title as the subject of your email.

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

In addition, a **signed hard copy of the application** and any supporting documents, not available electronically, must be submitted to Scottish Government to arrive no later than **14 January 2013**. This must include all three parts of the application and supporting documents, or the application will be **disqualified**.

Please note, when sending hard copy applications and supporting documents please ensure the name of your organisation is highlighted on the envelope for ease of identification. Please send to:

Malawi 2013 - 2016 Development Programme - *(Name of Your Organisation)*
Scottish Government
International Development Team
Victoria Quay - Area 3C-North
Edinburgh
EH6 6QQ

If you are unable to return the form electronically, please contact the **Scottish Government International Development Team** on 0131 244 1890 in advance of the deadline. In this case the hard copy application must be submitted with proof of postage/courier collection dated no later than **14 January** and should be received by Scottish Government no later than **17 January 2013**. Hard copies of the applications will then be passed to the assessors in sealed envelopes.

These deadlines are all absolute and all documentation required must be submitted on time.

**SCOTTISH GOVERNMENT
MALAWI DEVELOPMENT PROGRAMME 2013 - 2016**

Please read the Guidance Notes before completing this application

Section A:	APPLICANT INFORMATION
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1. Name of organisation.	
Oxfam Scotland	

2. Contact details of organisation.	
Address:	207 Bath Street Glasgow
Postcode:	G2 4HZ
Telephone:	0141 285 8850
Fax:	
Website:	www.oxfam.org.uk

3. Scottish Project Manager details.	
Name:	██████████
Organisation (if different from Q2):	
Position in organisation:	████████████████████
Address (if different from Q2):	
Telephone:	██████████
E-mail:	████████████████

4. Name of individual responsible for this application during the assessment process and address/ contact details if different from above.	
Name:	As Above
Position in organisation:	
Address:	
Telephone:	
E-mail:	
5. Where did you first hear about this grant scheme?	

Scotland Government's website

6a. Is your organisation a registered charity? If yes, what is your charity number?
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Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Charity No: (SC039042).

6b. What is the status of your organisation if it is not a charity?
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7. Is your organisation a member of the Network of International Development Organisations in Scotland or the Scotland Malawi Partnership?

Member of NIDOS

8. What is your organisation's annual turnover?
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Total gross income 2011/2012 £385.5 million

9. Does your organisation's board consider that it is Diaspora led?
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No

Section B:**PROJECT INFORMATION**

10. Project Title to be used in all future correspondence.

Social and economic empowerment of 19,200 smallholder producers in rural Malawi

11. Please indicate which thematic area your project aims to address.

Health

Education

Sustainable Economic Development

Civic Governance

12. Please indicate which area(s) of Malawi your project aims to support.

Chiradzulu and Kasungu Districts
11,484 households in Chiradzulu
7,716 households in Kasungu

13. Describe in one sentence the overall Objective of this project.

NB: for successful projects this may be used for publicity purposes.

The overall objective of the project is to support 19,200 poor smallholder producers, especially women, to become resilient by earning a decent living from farming and new enterprise activities.

14. Duration of funding requested (maximum 35 months). Project outputs must be delivered by March 2016.

___Two___ financial years ___eleven___ months

15. Planned start and end date (mm/yy) of your project (earliest start date is 1 May 2013 and latest end date is 31 March 2016).

From 1 May 2013 to 31 March 2016

16. Funds requested from Scottish Government:

Year 1: May 2013 – Mar 2014

£ 158,028

Year 2: Apr 2014 – Mar 2015

£ 133,232

Year 3: Apr 2015 – Mar 2016

£ 108,740

GRAND TOTAL	£ 400,000
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17a. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.

Organisation:	Centre for Alternatives for Victimised Women and Children (CAVWOC)
Type of organisation:	Centre for Alternatives for Victimised Women and Children (CAVWOC) is a social service organisation formed in 1997 and was registered under the Trustees Incorporation Act of Malawi in 1998. It is affiliated to Council for Non-Government Organisations in Malawi (CONGOMA), NGO Board of Malawi, NGOGCN and the Human Rights Consultative Committee. Contact persons: [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	Oxfam has now been working with CAVWOC as its gender equality implementing partner for more than three years. Together we have made progress in undertaking specific gender work and integrating this into the Chiradzulu programme. The focus on women in this project proposal is informed by ongoing analysis which CAVWOC has been conducting on its gender programmes. This has indicated a strong need to strengthen economic empowerment alongside social empowerment, if the position of women in society is to be improved
Please give an example of a previous project carried out by your organisation and its partners	The current Scottish Government-funded project: Promoting Sustainable Livelihoods for Vulnerable Groups, Particularly Women, in Chiradzulu District, 2010 – 2013.
Address:	Malawi Posts Cooperation Conference Centre Building Kasungu Crescent Road Opposite Blantyre Museum, Chichiri
Postcode:	P.O. Box 3196, Blantyre
Telephone:	[REDACTED]
Email:	[REDACTED] [REDACTED] [REDACTED]
Fax:	

Website:	
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17b. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.	
Organisation:	Circle for Integrated Community Development (CICOD). CICOD is a national non-profit making non-government organisation registered with the Malawi Government under Trustees Incorporation Act in 2004.
Type of organisation:	Local Non-Government Organisation Contact Person: [REDACTED] [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	CICOD has been working with Oxfam for the past five years implementing development projects in the sectors of livelihoods and health. A total of 20,000 poor people have been supported in Thyolo District. This proposal will partner with CICOD in Kasungu. The strategic fit of the partnership is based on a shared vision of overcoming poverty and by promoting economic empowerment of rural grassroots communities, with a special focus on women.
Please give an example of a previous project carried out by your organisation and its partners	1. Thyolo Livelihood Security Project, funded by the Cooperative Group: A three-year project implemented in Thyolo District of southern Malawi with the objective of transforming the lives and livelihoods of poor estate workers and their households around Satemwa Tea Estate. 2. Satemwa WASH and Food Security Project: A two-year project implemented in Thyolo District with the objective of supporting vulnerable rural communities with water and sanitation interventions and improving food security.
Address:	Old Town, Lilongwe, MALAWI
Postcode:	P.O. Box 20355, Lilongwe 2 Malawi,
Telephone:	[REDACTED]
Email:	[REDACTED]
Fax:	Fax +265 01 755 398,
Website:	Website: www.cicod.org

17c. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.	
Organisation:	Malawi Interfaith AIDS Association (MIAA)
Type of organisation:	Local Non Government Organisation Contact Person: [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	MIAA has been Oxfam's partner in the Essential Services thematic area since December 2011. MIAA has also played a strategic role through their active participation and technical input in the development of Oxfam's five-year strategy 'Joint Country Analysis and Strategy'.
Please give an example of a previous project carried out by your organisation and its partners	The current Oxfam and MIAA joint project 'Towards equitable access to treatment, care and support for people and vulnerable children living with HIV in Malawi' is due to end in 2015.
Address:	Malawi Interfaith AIDS Association Plot No: 14/142- Lilongwe
Postcode:	Private Bag 385 Lilongwe
Telephone:	Tel: [REDACTED]
Email:	[REDACTED]
Fax:	
Website:	Web Site: www.interfaithaids.mw

18. Details of Project Manager in Malawi.	
Name:	[REDACTED]
Position in organisation:	[REDACTED]

Address:	Oxfam, Second Floor, Green Heritage Building Area 13, City Centre Lilongwe
Postcode:	Private Bag B331 Lilongwe
Telephone:	████████████████████ ████████████████████
Email:	████████████████████
Fax:	████████████████████

19. Where in Malawi will the project be based?	
Location (District):	Chiradzulu District: Likoswe and Onga Traditional Authorities Kasungu District: Traditional Authority Chulu and Kaluluma.
Address:	C/o Chiradzulu District Assembly, P/Bag 1 Chiradzulu C/o Kasungu District Assembly P/Bag 1, Kasungu
Telephone:	████████████████████

<p>20. Please provide details of how long you have been working together with your Malawi lead partner and clear 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</p>
<p>The proposed project will be implemented in collaboration with three partner organisations.</p> <p>CAVWOC: Since March 2010, CAVWOC, in collaboration with Oxfam, has been implementing the three-year Scottish Government-funded sustainable livelihoods programme in Chiradzulu District. The project has two themes: sustainable economic development and gender equality, and women’s empowerment.</p> <p>CICOD: Oxfam has been working with CICOD for five years, implementing two projects: Thyolo Livelihoods Security Project and Satemwa WASH and Food Security Project.</p> <p>MIAA: MIAA has been an Oxfam partner in the Essential Services programme since 2011. Currently, Oxfam and MIAA are implementing the project ‘Towards equitable access to treatment, care and support for adults and children living with HIV in Malawi’. This project, to improve the quality of life for adults and children affected by HIV and AIDS, is being implemented in Kasungu District.</p>

<p>21. Please describe the role of your Malawi lead partner organisation in developing your application for funding. Maximum word limit: 150 words.</p>
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Oxfam held a workshop with prospective partners to discuss the needs, challenges, issues and ideas around the proposed project. The partners also conducted a Rapid Needs Assessment with the communities and District Assemblies in target communities. Together, the partners and Oxfam designed a draft project by considering in detail the problems to be addressed, the resources and expertise required, the outputs, the expected outcomes, the anticipated activities to be implemented and the impact.

On agreement of the aim, objectives and outcomes of the proposal, roles of partners and other stakeholders were defined, activities and their scale and impacts were developed, and budgets were prepared for the full proposal. The project is thus jointly owned, with Oxfam providing technical leadership, capacity-building and overall management, while partners will be responsible for direct implementation of the project activities at local level.

22. Please confirm that a letter of support written by your Malawi lead partner organisation is included, which address the points above in 20 and 21 from your partner organisation's perspective.

Please note: the application will not be eligible without this.

Yes

23. Please describe the length of partnership with any additional partners. **Maximum word limit: 150 words**

In addition to three local NGOs, the project will also involve other key stakeholders with whom Oxfam will continue to maintain strong connections and overall coordination. Stakeholders include: the Government of Malawi in general and specific Ministries in particular, e.g.: the Ministry of Agriculture and the Ministry of Health.

In partnership with the Ministry of Agriculture for more than twenty years, Oxfam's agricultural and livelihoods programmes have enhanced local ownership and sustainability across a range of projects.

Oxfam has also collaborated closely with the Ministry of Health in the delivery of the Essential Services programme, particularly in the provision of voluntary home-based care projects, building the capacity of local Village and District AIDS Committees (also funded by the Scottish Government).

Oxfam also works closely with the Civil Society Agriculture Network in Malawi (CISANET) on advocacy issues to enhance equitable access to agricultural services for the smallholder producers.

24. If your bid is being submitted by a consortium of organisations, please state this here. For consortium bids only. How will consortium partners work together and how will the overall programme be co-ordinated and managed? **Maximum word limit, 150 words.**

N/A

25a. Please list the roles and responsibilities of your organisation and partners in the project, as well as their location. Please include details about responsibilities for management and coordination of work between partners - rows may be added to accommodate additional partner organisations as required.

Organisation/ Location	Role	Responsibilities	Frequency and method of contact
OxfamScotland	<ul style="list-style-type: none"> - Grant management; - Donor liaison; - Advocacy - national (Scotland) and international; - Media- national (Scotland) and international. - Liaison with the Programme Performance and Accountability Team (PPAT) on MEAL, Gender Equality and Economic Justice and Climate Change. 	<ul style="list-style-type: none"> - Liaising with the Scottish Government on financial accounts and narrative reporting; - Supporting Oxfam Malawi's advocacy and campaign work in Malawi; - Providing grant management support to the Malawi implementing team. - Ensuring support to Malawi team on best practice from Oxfam's PPAT, including Programme Effectiveness, Monitoring, Evaluation, Accountability and Learning (MEAL) and Programme Information Management. 	<p>Bi- Annual and Annual. Reports;</p> <p>Regular contact through reports, phone calls and emails; and Two Programme Management visits to Malawi over the course of the project (Year One and Year Three);</p> <p>Regular contact with the Programme Performance and Accountability Team in Oxford through email, phone call and visits.</p>
Oxfam Malawi	<ul style="list-style-type: none"> - Supporting grant management to local partners; - Providing technical support in project implementation to local partners; - Advocacy (local and national levels) and contributing to global advocacy campaigns. 	<ul style="list-style-type: none"> - Provide grant management support to local partners; - Provide technical support to local partners through monitoring and on-going capacity-building; - Ensure accountability to the community through work with partners and community; - Ensuring technical support and guidance on best practice across gender equality, economic justice and climate change from Oxfam's global experts; - Spearhead advocacy at local and national levels on economic justice, gender justice, and Essential Services, and facilitate links with other partners and government departments; - Support partners to link 	<p>Quarterly, bi- annually and annually, through:</p> <ul style="list-style-type: none"> • Reports (financial and narrative); • Field visits; • Workshops; • Meetings; • Seminars. <p>Regular contact and visits, as appropriate, by Oxfam's experts on gender equality, economic justice and climate change.</p>

		<p>the voice of the community with national advocacy initiatives.</p> <ul style="list-style-type: none"> - Capture and share lessons learned within Malawi and globally. 	
CAVWOC	<ul style="list-style-type: none"> - Implementing the project at local level. 	<ul style="list-style-type: none"> - CAVWOC will implement an exit strategy to the on-going project on economic justice in Chiradzulu. - The focus will be on marketing of livestock and horticultural products, as well as business management for Village Savings and Loan groups. - Capture and share learning for replication in Kasungu. 	<p>Day-to-day interaction with communities, Monthly meeting with duty-bearers at district level. Bi-annual reporting.</p>
CICOD	<ul style="list-style-type: none"> - Scaling up the project implementation to new project target areas in Kasungu, replicating the learning and experience of the Chiradzulu project, funded by the Scottish Government. 	<ul style="list-style-type: none"> - Direct implementation of the project activities at local level including meetings with the district authorities. - Link with CAVWOC to learn from the Scottish Government-funded programmes. - Link closely with MIAA and other strategic partners. 	<p>Day-to-day interaction with communities; Monthly meeting with duty-bearers at district level. Bi-annual reporting.</p>
MIAA	<ul style="list-style-type: none"> - Ensuring the delivery of essential services, focused on HIV and AIDS, are targeted appropriately through 'one programme; approach 	<p>MIAA will closely work with CICOD targeting the same project participants, the most vulnerable people affected by HIV and AIDS, to enhance delivery of essential services.</p>	<p>Day-to-day interaction with communities, Monthly meeting with duty-bearers at district level. Bi-annual reporting</p>

25b. Please describe briefly how the team/partners will communicate, and how regularly, to enable effective working and co-ordination. **Maximum word limit: 50 words.**

- Quarterly review and planning exercises: Learning and joint monitoring of the project;
- Participation of partners in Oxfam's training sessions, workshops and meetings on programme quality;
- Bi-annual reports from partners;
- Communication by email and phone on daily/weekly basis; and meetings/workshops on monthly basis

26. Dissemination/outreach strategy: how will you publicise the work undertaken by your project? Your plans may include dissemination to stakeholders (e.g. beneficiaries, government agencies, other organisations in Malawi or in Scotland), and to groups and organisations not directly affected by the project. **Maximum word limit: 250 words.**

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.

Oxfam’s policies, campaigns and advocacy strategies are underpinned by the solid evidence gained from its development programmes. Oxfam’s practice is to use its international platform to disseminate the success stories from this project, and others, to a wide audience. The challenges, learning and successes from its programmes are shared within the international development sector and help to formulate new and innovative solutions to overcoming poverty.

In particular, Oxfam will disseminate and publish critical information on the project for the international community on its website, blogs, and media articles while Oxfam Scotland will engage more directly with the Scottish public through its media communications, presentations and exhibitions.

In Malawi, Oxfam will use print and electronic media to publicise the project for cross-learning and replication in other areas. As before, case studies will be used to show-case best practice and impact. Oxfam Malawi’s Communications Officer will be instrumental in documenting and publishing success stories from the project.

Oxfam and partners are members of multiple coordination and networking fora within Malawi, where learning is shared. Experience and learning are also shared at monthly District Executive Committee meetings, where Community Chiefs are present and feed back to the community.

If this proposal is successful, a ceremony will be organised, with invited media, to launch the project and publicise its aims and objectives to a wide range of stakeholders and the general public.

Section C: MORE ABOUT YOUR ORGANISATION

27. Please provide details of the number of people based in your organisation in Scotland.	
Full time	17 in Head Office 40 in shops around Scotland
Part time	3 in Head Office 26 in shops around Scotland
Volunteers	6 in Head office 100+ in shops around Scotland
Total staff	26 in Head office 100+ in 56 shops around Scotland

28. How are equal opportunities/diversity promoted within your organisation? If you have one, please provide a copy (or web link) of your Equal Opportunities Policy.

Maximum word limit: 150 words.

Oxfam places great emphasis on promoting equality of opportunity and eliminating unfair discrimination. Through commitment, action and review, Oxfam aims to ensure that employees and volunteers are given equal opportunity in recruitment, training and promotion, and are treated on the basis of their relevant abilities according to the requirements of the role. Monitoring processes are institutionalised and used to assess effectiveness and help establish benchmarks, encompassing the main human resource functions, including recruitment, performance ratings, progression, learning and development, retention and any other aspects deemed appropriate.

Oxfam's Equal Opportunities Policy is attached

29. 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: 250 words.

Oxfam Scotland continues to play an active role in building support for Scotland's engagement with Malawi, and international development more generally, 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 and the often innovative approaches that help poor people work their way out of poverty. As an example, presenting models of investment in small-scale agriculture and developing local entrepreneurial producers help change public perceptions of poor people as passive recipients of aid.

In 2011, [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. Oxfam Scotland staff will work to communicate the programme to the public, Oxfam supporters, and policy-makers at Scottish and UK Government levels using a range of print, broadcast and online media.

In addition, the Scottish Fundraising Manager has managed the grants from the Scottish Government since 2005 and has excellent relationships with colleagues in Malawi. She will visit the project in Years One and Three to ensure the efficient and effective implementation of the project and the active flow of information to the International Development Team at the Scottish Government.

30. Please state who the Project Manager in Scotland will be and outline their previous project management experience. Please also give details of your organisation's ability to manage a project budget effectively.

Maximum word limit: 250 words.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Please see attached paper on Oxfam's Systems and Assurance Framework, demonstrating Oxfam's project budget management systems.

31. What is the extent of your experience of working in Malawi (as appropriate)? Specifically, how long has your organisation been working in-country and what is your relationship with the Government of Malawi at district and national level?

Word limit: 250 words.

Oxfam has been working in Malawi since 1987, helping people earn a better living, responding to climate change, tackling the spread of HIV and AIDS and working to prevent violence against women and girls, as well as emergency response.

Oxfam works with a range of local partners with a track record of successful delivery of projects. These organisations have technical expertise in the Emergency Food Security and Livelihood (EFSL) sector and well established relationships of coordination and collaboration with relevant national, provincial and local authorities in their respective areas of intervention. Working with local partners who already know the composition of the community accelerates and improves identification of most vulnerable sections of society and effectively supports the development of local institutions for upholding the rights of marginalised people.

Oxfam has a close working relationship with the Government of Malawi, at district and national levels, e.g. projects on vegetable production and marketing are supported by the Department of Agriculture Extension Services. And, for many years, Oxfam has been working with the District Assembly in Chiradzulu District in the areas of Traditional Authority Likoswe and Sub-Traditional Authority Onga, as well as the Ministry Of Women and Child Development, implementing development programmes.

In addition, Oxfam is committed to increasing and strengthening the meaningful participation of citizens, improving the government's responsiveness and accountability; and promoting policy and practice change.



32. With reference to the call for funding, how and where does this project fit with Malawian national and/or regional development frameworks?

Maximum word limit: 250 words

The strength of Oxfam's work in Malawi lies in the recognition that women are at the centre of any poverty eradication initiatives. Oxfam's work complements national priorities as it is aligned to the **Malawi Growth and Development Strategy (MGDS II)**, and contributes especially in the following thematic areas:

Theme 1 – Sustainable Economic Growth:

The project particularly contributes to the sub-Theme 1, focusing on improving agricultural productivity and market development for sustainable economic development.

Oxfam and partners will contribute to this theme by working to increase household incomes by:

- Improving access to markets for producers (many of whom are women);
- Enhancing links between producers and agro-processors; and
- Improving the capacity of producers to add value to their produce.

Theme 2– Social Development:

The proposed project contributes to gender equality through a special focus on women and other vulnerable groups. It also tackles health matters by incorporating issues around HIV and AIDS (under sub-Theme 2).

The proposed project also contributes to Malawi's **Economic Recovery Plan (ERP)**.

The ERP recognises agriculture as key to the country's economic growth, wealth creation and food security. The project will, in particular, contribute to the following thematic areas under the ERP within the agriculture sector:

- Greenbelt Initiative, focusing on irrigation for farming high-value crops, aquaculture and livestock;
- Diversify and scale up production of key high-value crops that have marketing potential;
- Increase and improve agricultural extension services;
- Improve livestock farming and husbandry of farm animals.

33. How does this project fit with Scottish Government's International Development Policy and the achievement of the Millennium Development Goals targeted under this funding round?

Maximum word limit: 250 words

Making progress against the Millennium Development Goals is integral to Oxfam's global programme, thus underpinning and informing Oxfam's work in Malawi. This project fits the Scottish Government's International Development Policy by recognising the complexity and working to address the interrelated challenges faced by poor people in lifting themselves out of poverty.

More specifically, by adopting an integrated and holistic approach, this project aims to make

progress in the following areas:

- **Gender equality and empowerment of women:** The project will work with groups of women to develop and build their individual and collective power, encouraging them to use their voice and address the socio-cultural barriers and gender stereotyping which keeps them marginalised and deprives them of their economic and social rights.
 - Women will be trained in leadership and assertiveness so that they develop a more positive identity;
 - Women will be supported and provided with opportunities to engage with various duty bearers as a way of asserting their social and economic rights.
 - Economic empowerment models will be promoted that are both sensitive to the needs of women, and which maximise their contribution to the household, local and national economies.
- **Enterprise development:** The project will build the capacity of both partners and the participating smallholder producers to develop and grow viable and profitable enterprises.
 - Smallholder producers will receive the necessary inputs and resources (training, seeds, fertilisers etc.);
 - Smallholder producers will be encouraged to form Producer Associations in order to increase their collective power.

34. What specific previous experience does your organisation and your partners have in this area? Please give details of successful outcomes and learning, and independent evaluation. Where possible, please provide hyperlinks to published reports.

Maximum word limit: 250 words

The Scottish Government has invested in Oxfam projects in Chiradzulu District since 2005, and this proposal is an extension of that programme. The first project focused on the training of volunteers to provide home-based care to adults and children living with, and affected by, HIV and AIDS. The Scottish Government funded the provision of medical kits, bicycle ambulances and community-based child-care centres, as well as training in food production and nutrition. Poor people received support to exercise their rights to health-care and free antiretroviral treatment and the government responded by increasing its health-care budget.

Such has been the success of the ongoing projects that, in the same villages, poor people, although still HIV-positive, have improved their health and now want to take control over the rest of their lives. By forming Farmer Groups and Associations; increasing their crop production; learning how to add value and market their produce; engage in the supply-chains, access credit facilities and develop business plans, these smallholder producers are preparing to become resilient and self-sustaining. Indeed, this proposal is expected to be the final project in, and the exit strategy from, Chiradzulu. The Kasungu element of the proposal is a replication of the learning and experience from Chiradzulu, made possible by the previous Scottish Government investment.

CAVWOC:

Ongoing analysis conducted by CAVWOC has indicated a strong need to strengthen economic empowerment alongside social empowerment, if the position of women in society is to be improved.

CICOD:

More than 36,000 poor estate workers and their households around Satemwa Tea Estate in Thyolo District have benefited from the joint livelihoods, water and sanitation and food security projects.

35. Was an inclusive needs analysis carried out by your organisation (or partner organisation) in relation to the development priority issue that your project is designed to address? If not, how did you identify the issues this project seeks to address?

Maximum word limit: 250 words

During ongoing project monitoring, focus group discussions, partner meetings and the recent evaluation conducted in 2012, Oxfam and its partners identified the following key lessons:

1. Introducing a market approach to communities, who are more used to service delivery, takes time for the communities to embrace the new approach.
2. Transport costs and the mode of payment discourage individual producers from taking up market opportunities that sometimes exist with supermarkets, hotels and institutions.
3. Advocacy at community level must be linked with advocacy at national level
4. Collaboration and networking with other like-minded stakeholders improve project results through sharing of ideas, experiences and challenges.
5. Producers must be supported to plan and diversify their crops, produce the necessary volumes and yields at the required quality before they can enter markets and generate profits.
6. Seasonal production must be supplemented by other non-seasonal businesses or crops.
7. Village Savings and Loans is an approach which is empowering the communities, especially women, and can be used to integrate other issues if properly designed. Formal microfinance institutions prefer dealing with producers who already have a degree of financial knowledge, track record or collateral.

An exit strategy for the Chiradzulu programme has been designed to ensure sustainability. The lessons from the Chiradzulu programme, along with a needs assessment, have been used to design and replicate the successes for the proposed programme in Kasungu District. This has been conducted with partners, the District Authorities and the communities involved.

36a. How has your organisation identified that this project does not duplicate the work of others in Malawi e.g. National/Local Government; International/National NGOs or other donor funded projects in the area?

Maximum word limit: 150 words

Oxfam and its proposed partners are active members of different networks and fora, such as the District Executive Committees (DEC), where progress of different developmental programmes is shared. Oxfam and its partners consulted with these networks, including local authorities in the proposed districts, and received their endorsement of the proposed project. To demonstrate their commitment, the district authorities have provided Oxfam and its partners with support letters which are part of this application.

Extensive consultations conducted at district levels have shown that there are no other similar

initiatives currently being implemented in Kasungu. Nevertheless, Oxfam and its partners will hold a project inception meeting at district level where stakeholders will be alerted of the new project.

The District Executive Committee in Chiradzulu coordinate projects in the district to ensure that there is no duplication of activities.

36b. If there are similar initiatives in the area, how will your project work with them to ensure they are complementary and to avoid duplication? **Maximum word limit: 150 words**

If new projects are to be implemented in the target areas by other actors, efforts will be made to collaborate to avoid duplication and use resources effectively and efficiently.

37. Please let us know what impact the implementation of your project might have on climate change (positive and negative) and the actions you intend to take to mitigate against this? **Maximum word limit: 250 words**

The proposed project is expected to have little impact on climate change. Indeed, this project will practise 'climate smart agriculture' – the strengthening of the smallholder producers' adaptive and entrepreneurial capacity. Environmentally sustainable practices that can help producers adapt to climate change and that are appropriate for small-scale agriculture will be employed, such as agroforestry, improving water conservation and increasing soil fertility.

As producers are no longer able to depend on an increasingly erratic rainfall pattern, the project will promote low-technological soil and water conservation measures such as construction of contour ridges, planting of vertiver grass, construction of box-ridges, construction of small reservoirs for irrigation. Where possible the project will also promote the planting and growing of agroforestry as trees can play a vital role when farming communities need to adapt their agricultural practices to the ongoing influences of climate change; and that trees function as a sink for greenhouse gases. There will be no large-scale construction or unnecessary cutting down of trees in this project. Wherever negative effects to climate change are observed as a result of this project, necessary preventive measures will be taken, including consultations with the appropriate Ministries of the Malawi Government, e.g. The Ministry of Environment

Applicants are requested to complete the logical framework with details of both the outputs and outcomes for this project. Guidance on completing the logical framework template is included in Section E and Section F of the Guidance Notes, with further general information in Annex 2.

PLEASE USE THE LOGICAL FRAMEWORK IN THE FORMAT SUPPLIED and note that there are two ‘tabs’ within the workbook, the first labelled Malawi 2013 - 2016 Logical Framework and the second Malawi 2013 – 2016 Activities Log. You are required to complete both.

38. With reference to the logical framework, 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. What are the specific activities you propose to undertake?

Maximum word limit: 500 words.

This project will address the inter-related problems of economic and social insecurities faced by 19,200 poor households, around 70 per cent of whom will be women, and particularly those living with, or affected by HIV and AIDS (including child-headed households) as they are more vulnerable to shocks and marginalisation. Specifically, this project will address the following problems:

1. Limited access to value-chains, particularly in the horticultural and livestock sectors.
2. Limited skills and technology to optimise livestock and crop production.
3. Lack of regular and available access to financial services by smallholder producers.
4. Weak capacity for advocacy of smallholder producers.

The project design was formulated in collaboration with partners and is underpinned by consultations at local level with poor and marginalised smallholder producers, partners and local government.

This project is proposed as sustainable exit from the current project ‘Promoting Sustainable Livelihoods for Vulnerable Groups, Particularly Women, in Chiradzulu District’. The exit strategy will include an emphasis on ensuring that the groups have support from, and are part of, other networks and organisations who can continue to give the communities a channel to voice their concerns to policy-makers.

Learning will be taken from the Chiradzulu programme and shared with the partners in Kasungu District. This will take place, where possible, with the same groups, in an effort to link up strategic focus areas to maximise impact.

The project will ensure that 19,200 poor smallholder producers participate in profitable value-chains by 2016. The project will help producers access market information through improved communication infrastructure, contract farming policies and services, and the formation, and strengthening of Producers’ Associations. The project will aim to link the smallholder producers to better markets and facilitate their participation in regional and national trade fairs.

Secondly, the project will support the 19,200 households to improve their crop and livestock production through ‘climate smart agriculture’. The project will support livestock production and integrated agriculture-aquaculture with an aim to improve nutritional and income status of

households. The project will promote extension services and exchange visits. Irrigation technologies will also be introduced to reduce overreliance on rain-fed agriculture.

This project will help to improve access to finance for 7,500 smallholder producers through Village Savings and Loans (VSLs) and linkages to microfinance institutions by 2016. Producers' groups will be trained on business management to build their organisational capacity and link them to relevant financial institutions.

By 2016, building on the work with MIAA, the project will also empower 19,200 producers to have better knowledge of, and access to, HIV and AIDS healthcare services and their greater participation in social and economic activities. Support from community governance structures and assertiveness training for 2,500 women will enable them to speak out and make decisions on issues of markets, access to productive resources and access to healthcare and treatment.

Oxfam will work to facilitate links with the community-based organisations on the ground, and national advocacy partners. This ensures that the advocacy work is evidence-based, and takes the reach of the programme well beyond the community-based activities, creating the potential for greater impact at national policy level.

39. 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 (i.e. risks affecting the project over which the project has limited or no control e.g. collapse of currency/drought etc. Insert extra rows if necessary. Please refer to the Guidance Document.

Risks	Likelihood of happening (Low, Medium or High)	Mitigating action(s)	Recovery plan
The changing political environment destabilises progress towards pro-poor policies and laws, particularly through changing local governance structures	Medium	Monitor political situation through media, Human Rights NGOs and intelligence gathering by Malawi Advocacy Team. Work with community to encourage non-political, and transparent, structures for the programme.	Continue to advocate and lobby Ministers and officials for pro-poor policies.
Economic instability, particularly due to the recent devaluation of the Kwacha and the high inflation rate. This may increase	Medium/high	Continue to play a leading role in national and district coordination of the food security response by the Government of Malawi, and lobby for links to stronger	Continue to advocate and lobby Ministry of Economic Planning and Development and advocate for

food insecurity and reduce the chances of producers being able to participate in the programme.		safety net programmes. Monitor the markets and prices, and continue to work holistically with communities to provide support on economic and advocacy issues. Continually review the economic and political situation in Malawi to ensure that the programme remains relevant and effective.	policies that will enable small-scale enterprise to develop.
Campaigning for the 2014 elections may affect the programme as funding and aid becomes political	Medium	Ensure the neutrality of Oxfam and partners is communicated to the community and community leaders. Monitor and support community structures to ensure that they are sustainable regardless of the election outcome.	
Donors reduce funding to Malawi, based on the global economic situation, thus jeopardising larger strategic gains for NGOs and communities	Low/medium	Continue to lobby for NGOs/CBOs/networks to work closely together to maximise the impact of funding. Ensure that donors are able to contribute to planning and implementation goals and ideas. Continue to lobby internationally for funding for Malawi.	Continue to lobby internationally for funding for Malawi.

40. The Scottish Government intends to support sustainable development outcomes. 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 or ongoing finance, interventions etc. beyond Scottish Government funding)? Please note that a good quality exit strategy is required.

Maximum word limit: 250 words.

Exit strategies have been incorporated into the project from the initial planning stages. The project will promote the use of low-cost materials, locally available resources, and low input technologies in all project activities. The project will also promote participation in Village Savings and Loans groups, so that producers will develop the financial and business skills required by more formal microfinance institutions beyond the life of the project. These VSLs have already proved to be successful in Chiradzulu, and other Oxfam programmes.

Oxfam's commitment in Malawi includes the development of its partners in Malawi. Through this project, Oxfam will:

- Work with, and help improve, the organisational capacity of existing farmer organisations and agricultural structures. These will include the Area Development Committees (ADCs) and

Village Development Committees (VDCs) that government and other stakeholders use to channel projects to the rural communities.

- Promote climate-sensitive agricultural practices and measures that will not degrade the environment. Producers will be trained in soil and water conservation and soil fertility improvement, among other adaptation strategies, that they will continue to practise beyond the project.
- Assess the environmental impact of new irrigation schemes of more than ten hectares, and ensure that it will be positive. The support and expertise will be provided by Oxfam's Climate Change Coordinator.

Section F: PROJECT MONITORING

Applicants are requested to complete the attached logical framework as in Section E, with clear milestones and targets (alongside the baseline) which can provide monitoring information from which the progress for this project will be assessed.

41. What percentage of your budget is allocated to Monitoring and Evaluation (M&E)? We would expect around 5% of the budget to be dedicated to M&E.

Maximum word limit: 100 words.

The Malawi Country Programme budget allocates five per cent of the total annual budget to Monitoring, Evaluation, Accountability and Learning (MEAL). As a principle of good practice, and in line with Oxfam International standards, the partner grants also provides for five per cent of the total grant for MEAL.

42. Describe who in your project will be responsible for M&E and learning.

Maximum word limit: 100 words.

- The Oxfam Scotland Project Manager, the Project Manager and the MEAL Coordinator in Oxfam Malawi will oversee the Monitoring, Evaluation, Accountability and Learning functions of the project.
- The Oxfam Scotland Project Manager, the Project Manager and the MEAL Coordinator in Oxfam Malawi will liaise directly with the Global Adviser of MEAL for support and guidance in order to ensure best practice in the project.
- The Oxfam Malawi MEAL Coordinator will work with partner organisations in MEAL initiatives.
- The producers will be involved in monitoring, evaluating and learning of the project.
- Other stakeholders e.g. the District Assembly officials and other within the districts will also be involved.

43. Describe the M&E methods and approaches you will apply to your project.

Maximum word limit: 250 words.

- The project will undertake baseline assessment and develop a framework for Monitoring, Evaluation, Accountability and Learning (MEAL), which will be shared with the donor.
- Oxfam and partners will develop data collection tools that will be employed in collecting data and assessing the project progress on a monthly basis (household surveys, number of producers' groups formed etc.).
- Project producers, local leaders and partners will be trained on project objectives and indicators, so that they can monitor their own progress of project implementation and expected outcomes.
- Workshops will be conducted to share the experiences and learning from the Chiradzulu programme with all partners.
- On a quarterly basis, Oxfam and partners will conduct partner and programme reviews to assess progress, learning of opportunities for programme growth and challenges. This will also involve producers and local leaders, including District Assembly officials. Internally, programme reviews will be conducted jointly with Oxfam's programme and finance personnel.
- The project will conduct a mid-term review to enable learning and reflection.
- Participatory project reviews will be held annually within communities to ensure contributions from producers and others in the communities.
- The project will document case studies and success stories per project outcome that will be shared to internal and external stakeholders to show changes made to communities
- The project will conduct an end of project evaluation.

44. What processes will the project use to promote effective learning within the project? How will the outcomes of these processes be translated into material that can be disseminated through the process described at Question 26? Describe the internal learning approaches within your project and how relevant learning will be disseminated to stakeholders (e.g. beneficiaries, government agencies, other organisations working in the relevant sector and beyond).

Maximum word limit: 250 words.

Learning will be generated through reflection and reviews with the project producers whose engagement with the project is the most critical. The project producers, along with other producers in the communities, partners and District Assembly officials will participate in the regular meetings where information, learning and feedback will be captured and documented. Communities will have 'learning visits', both in the project area and in other areas, so producers can learn from other and similar challenges and ways of working and report back to their own communities.

Case studies and lessons will be documented and shared with stakeholders: through written papers and other documentation shared with partners and government agencies to seek their views regarding possible changes or developments; and for discussion at workshops, training sessions, community meetings, etc. with producers and others in the communities.

Oxfam will use case studies to share project outcomes to the wider audience (internally and externally). Oxfam will work with the media to highlight the project using their various means of communication, both print and electronic, and Information, Education and Communication (IEC) materials will be used to disseminate project information and learning.

Case studies will be published in the Oxfam newsletters, both in Malawi and Scotland, and on the

internet and partners' websites. Oxfam and partners will continue to participate in, and contribute to, relevant networks and share project learning as appropriate.

Oxfam Malawi will contribute the case studies and learning from this project as evidence for the wider GROW campaign (Oxfam International's campaign on food security).

45. Programme Level Indicators

Decide which of the indicators 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 outcomes you expect to have achieved at the end of the project. All Indicators should be SMART and therefore will have a specific number and/or percentage at its baseline and again at its expected outcome.

This information will help us measure the impact of our Programme in its entirety. **An example of how to complete the table is given below and further guidance can be found in the guidance notes supplied with this application.**

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)
EXAMPLE D13	EXAMPLE <i>There currently exist few employment opportunities in 'x' area of y country and unemployment for men currently stands at 'x' %.while unemployment for women is 'y' %</i>	EXAMPLE <i>List number of men and women who have received training, and in what, e.g. 20 small holder producers trained in crop rotation and improved livestock management. State number of men and women currently in employment, or the increase in economic output as a direct result of the project activities.</i>
D4	There are currently only two associations in Chiradzulu that promotes gender equality and the active empowerment of women and other excluded groups in civil society organisations.	One cooperative, four associations and 30 clubs targeting women will be formed that will promote gender equality and the active empowerment of women and other excluded groups in civil society organisations.
D9	Low output of existing economic activities with little diversification.	Increase economic activities and expand diversification to support (mainly women) producers: 1,200 producers in horticultural production, 560 producers engaged in pig-farming, 300 producers engaged in fish-farming, 150 producers engaged in goat-farming, 25 farmer groups supported in mushroom-farming and 500 producers growing

		soybean.
D10	Currently there are few business start-ups outwith the existing Chiradzulu project.	50 new small businesses established.
D12	Few training opportunities in relevant skills and business-related areas.	VSLs and other local structures are trained in business management and practice to support 7,500 producers especially women
D15	Little use of environmentally sustainable agricultural practices.	5,000 producers trained in conservation agriculture

Section G: PROJECT BUDGET

Applicants are requested to complete the Excel budget spreadsheet with details of the project budget. The section below is for the additional information that is required to support your budget as presented. Guidance on completing the budget spreadsheet is included in Section G of the Guidance Notes.

Please note that the implementation budget tab should link directly to the logical framework outputs and activities.

46. Please provide justification for any staff costs other than those in Scotland or in-country of operation.

Staff costs for staff and implementing partners in Malawi are included within the Restricted Programme Value budget of £377,900.

The salary costs for the Oxfam Scotland Project Manager and media team in Glasgow, the Global Adviser on MEAL, the Climate Change Coordinator and other support staff based in Oxford have **not** been included in staff costs of the RPV budget.

Instead, a proportional cost of less than six per cent (£22,100) of the Restricted Programme Value has been included that represents all other administrative support and indirect costs associated with ensuring the governance of the project, technical expertise, global advocacy and guidance from Oxfam’s international programmes. From our accounts, we can demonstrate that every £100 spent in regions and country programmes require approximately £8 direct support costs from the UK. The figure appears in the Staff Costs on the Summary Sheet as there is no other appropriate budget line available.

The central support costs allocated to the International programme include:

International Finance, Directorate and Programme Funding include the costs of the Programme Performance and Accountability Team which are responsible for the Monitoring, Evaluation, Accountability and Learning support for programmes.

Information Systems covers the IT support for programme management, finance, contract management and reporting, and restricted fundraising for the programme.

Central Finance Services covers income receipts, payments, exchange rates transfers etc.

Internal Audit is responsible for risk management and control of all programmes.

Central HR has an overall responsibility for management information, payroll, employee relations advice, salary setting, and personal learning and development.

Other costs include **Purchasing and Logistics, Buildings and Communications.**

47. Please detail in the table below the international airfares in your budget; detail who the airfares are for, the dates, duration and reasons for travel. This applies to visits both to and from country. Please insert more rows if necessary.

Airfare (as detailed in budget)	Person travelling	To/From	Dates	Planned duration of visit	Purpose of visit
£1,250	Oxfam Scotland Project Manager	Glasgow - Lilongwe	June 2013	Five days	MEAL, Reporting, Project management

					liaison
£1,250	Oxfam Scotland Project Manager	Glasgow - Lilongwe	February 2016	Five days	MEAL, Reporting, End of Project evaluation and reporting, completion of Project management.

48. Please provide justification for the in-country travel in your budget

In-country travel costs have been included to assist project team implement the project effectively. Travel costs include vehicle fuels and maintenances, subsistence allowances and insurance. Travelling in this project will include going to and from the project implementation sites, to and from workshops at national and district levels.

The budget also includes the costs of two trips in total by the Oxfam Scotland Project Manager (Years One and Three). This is to enhance and reinforce expertise on development, private sector engagement and links to supply chains. Total costs for travel and subsistence costs have been budgeted to 61,107GBP.

49. Please provide justification for any capital expenditure over £500 in your budget. An explanation of what constitutes capital expenditure has been provided in the guidance notes.

In this project we intend to buy three laptops, one each for Project Officers in Oxfam, CICOD and CAVWOC, and one printer for CICOD. These laptop computers will assist in compiling reports directly and timely in the field without having to return to main offices and desk-based computers. The value at time of purchase of each laptop, 800GBP, will depreciate rapidly over the three years as technology improves and prices continue to drop.

At the end of the project, the laptops and printer will be retained by the user-agency.

The total capital costs represent less than two per cent of the total budget

50. Please provide justification for purchase of any vehicles (this is to be included here and not in an additional document).

In this project, we intend to purchase one motor-bike which will be used by the Field Officer implementing and monitoring the project in the Kasungu area. At the end of the project, the residual value of the motor-bike will be very low due to the amount of mileage it is expected to do over rough terrain. No other vehicle will be procured

51a. Please confirm whether you have applied for additional funding for this work from other parts of the Scottish Government or external sources.

Yes

No

51b. If yes, please provide details by completing the table below.

Source	When did you apply?	Amount requested	Confirmed Y/N – or when you expect to hear outcome
		£	
		£	
		£	

52a. Will there be any other non-financial support for this project, i.e. in-kind contributions?

Yes

No

52b. If yes, please give details of what these might be.
 Oxfam will use its vehicles currently being used in other programmes. Additionally, Oxfam will contribute other Malawi-based personnel not included in this budget e.g. the logistics, human resources, and overall management. Similarly partner organisations will also contribute in-kind by providing vehicles and human resources. Communities will also provide locally available resources e.g. stones, sand, grass during construction of kraals.

53. Please detail the areas where co-finance will be provided in kind and how this will be monitored.

Grant Application Form		Office use only	Application ref:
Malawi Development Programme			Project ref:

<p style="text-align: center;">Scottish Government</p>
<p style="text-align: center;">Application Form</p> <p style="text-align: center;">Malawi Development Programme</p> <p style="text-align: center;">2013 - 2016</p>

CHECKLIST

Your Application consisting of:

- Part 1 - the Application Form (this document)**
- Part 2 - the Logical Framework in Excel Spreadsheet in format provided with both 'tabs' completed**
- Part 3 - the Budget in the Excel Spreadsheet format provided - with all tabs and summary sheet completed**

Please ensure that you have considered the following:

- Have you provided start and end dates for your project?
- Have you provided your budget based on Scottish Government financial years (i.e. 1 April - 31 March)? (although the first year of your project will start on 1 May 2013)
- Have you checked that your budget is complete, correctly adds up and correlates with your project description and the logical framework? Have you included the correct final totals at Q16?
- Has your application been approved by a suitably authorised individual? (Clear electronic or scanned signatures are acceptable in the e-mail, but a 'wet' signature should be provided in the hard copy version).

Please ensure the following **essential documents** are attached to your application. Your application will be ineligible without these.

Essential

- Most recent audited accounts, or independently-signed statement of income and expenditure. An electronic link to a website is acceptable. **Please note:** a project cannot be funded if no audited/independently verified accounts are available.
Annual Accounts 2011 – 2012 <http://oxf.am/37c>
- A letter of support and confirmation of partnership with organisations in the relevant country.
- Project Manager's CV in Scotland (one of not more than 2 pages A4 in length).
- Project Manager's CV in Malawi (one of not more than 2 pages A4 in length).
- A copy of your certificate of charitable status from the Inland Revenue – if applicable.
- A copy of your Equal Opportunities policy – if applicable, a hyperlink is acceptable.

Declaration

I apply on behalf of the organisation Oxfam for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described within the application form and supporting documentation.

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 by e-mail to: **malawiapplications@scotland.gsi.gov.uk** by no later than **noon** on **Monday 14 January 2013** using the project title as the subject of your email.

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

In addition, a **signed hard copy of the application** and any supporting documents, not available electronically, must be submitted to Scottish Government to arrive no later than **14 January 2013**. This must include all three parts of the application and supporting documents, or the application will be **disqualified**.

Please note, when sending hard copy applications and supporting documents please ensure the name of your organisation is highlighted on the envelope for ease of identification. Please send to:

Malawi 2013 - 2016 Development Programme - *(Name of Your Organisation)*
Scottish Government
International Development Team
Victoria Quay - Area 3C-North
Edinburgh
EH6 6QQ

If you are unable to return the form electronically, please contact the **Scottish Government** International Development Team on 0131 244 1890 in advance of the deadline. In this case the hard copy application must be submitted with proof of postage/courier collection dated no later than **14 January** and should be received by Scottish Government no later than **17 January 2013**. Hard copies of the applications will then be passed to the assessors in sealed envelopes.

These deadlines are all absolute and all documentation required must be submitted on time.

**SCOTTISH GOVERNMENT
MALAWI DEVELOPMENT PROGRAMME 2013 - 2016**

Please read the Guidance Notes before completing this application

Section A:	APPLICANT INFORMATION
-------------------	------------------------------

1. Name of organisation.	
Oxfam Scotland	

2. Contact details of organisation.	
Address:	207 Bath Street Glasgow
Postcode:	G2 4HZ
Telephone:	0141 285 8850
Fax:	
Website:	www.oxfam.org.uk

3. Scottish Project Manager details.	
Name:	██████████
Organisation (if different from Q2):	
Position in organisation:	████████████████████
Address (if different from Q2):	
Telephone:	██████████
E-mail:	████████████████

4. Name of individual responsible for this application during the assessment process and address/ contact details if different from above.	
Name:	As Above
Position in organisation:	
Address:	
Telephone:	
E-mail:	
5. Where did you first hear about this grant scheme?	

Scotland Government's website

6a. Is your organisation a registered charity? If yes, what is your charity number?
--

Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Charity No: (SC039042).

6b. What is the status of your organisation if it is not a charity?
--

--

7. Is your organisation a member of the Network of International Development Organisations in Scotland or the Scotland Malawi Partnership?

Member of NIDOS

8. What is your organisation's annual turnover?
--

Total gross income 2011/2012 £385.5 million

9. Does your organisation's board consider that it is Diaspora led?
--

No

Section B:**PROJECT INFORMATION**

10. Project Title to be used in all future correspondence.

Social and economic empowerment of 19,200 smallholder producers in rural Malawi

11. Please indicate which thematic area your project aims to address.

Health

Education

Sustainable Economic Development

Civic Governance

12. Please indicate which area(s) of Malawi your project aims to support.

Chiradzulu and Kasungu Districts
11,484 households in Chiradzulu
7,716 households in Kasungu

13. Describe in one sentence the overall Objective of this project.

NB: for successful projects this may be used for publicity purposes.

The overall objective of the project is to support 19,200 poor smallholder producers, especially women, to become resilient by earning a decent living from farming and new enterprise activities.

14. Duration of funding requested (maximum 35 months). Project outputs must be delivered by March 2016.

___Two___ financial years ___eleven___ months

15. Planned start and end date (mm/yy) of your project (earliest start date is 1 May 2013 and latest end date is 31 March 2016).

From 1 May 2013 to 31 March 2016

16. Funds requested from Scottish Government:

Year 1: May 2013 – Mar 2014

£ 158,028

Year 2: Apr 2014 – Mar 2015

£ 133,232

Year 3: Apr 2015 – Mar 2016

£ 108,740

GRAND TOTAL	£ 400,000
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17a. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.

Organisation:	Centre for Alternatives for Victimised Women and Children (CAVWOC)
Type of organisation:	Centre for Alternatives for Victimised Women and Children (CAVWOC) is a social service organisation formed in 1997 and was registered under the Trustees Incorporation Act of Malawi in 1998. It is affiliated to Council for Non-Government Organisations in Malawi (CONGOMA), NGO Board of Malawi, NGOGCN and the Human Rights Consultative Committee. Contact persons: [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	Oxfam has now been working with CAVWOC as its gender equality implementing partner for more than three years. Together we have made progress in undertaking specific gender work and integrating this into the Chiradzulu programme. The focus on women in this project proposal is informed by ongoing analysis which CAVWOC has been conducting on its gender programmes. This has indicated a strong need to strengthen economic empowerment alongside social empowerment, if the position of women in society is to be improved
Please give an example of a previous project carried out by your organisation and its partners	The current Scottish Government-funded project: Promoting Sustainable Livelihoods for Vulnerable Groups, Particularly Women, in Chiradzulu District, 2010 – 2013.
Address:	Malawi Posts Cooperation Conference Centre Building Kasungu Crescent Road Opposite Blantyre Museum, Chichiri
Postcode:	P.O. Box 3196, Blantyre
Telephone:	[REDACTED]
Email:	[REDACTED] [REDACTED] [REDACTED]
Fax:	

Website:	
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17b. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.	
Organisation:	Circle for Integrated Community Development (CICOD). CICOD is a national non-profit making non-government organisation registered with the Malawi Government under Trustees Incorporation Act in 2004.
Type of organisation:	Local Non-Government Organisation Contact Person: [REDACTED] [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	CICOD has been working with Oxfam for the past five years implementing development projects in the sectors of livelihoods and health. A total of 20,000 poor people have been supported in Thyolo District. This proposal will partner with CICOD in Kasungu. The strategic fit of the partnership is based on a shared vision of overcoming poverty and by promoting economic empowerment of rural grassroots communities, with a special focus on women.
Please give an example of a previous project carried out by your organisation and its partners	1. Thyolo Livelihood Security Project, funded by the Cooperative Group: A three-year project implemented in Thyolo District of southern Malawi with the objective of transforming the lives and livelihoods of poor estate workers and their households around Satemwa Tea Estate. 2. Satemwa WASH and Food Security Project: A two-year project implemented in Thyolo District with the objective of supporting vulnerable rural communities with water and sanitation interventions and improving food security.
Address:	Old Town, Lilongwe, MALAWI
Postcode:	P.O. Box 20355, Lilongwe 2 Malawi,
Telephone:	[REDACTED]
Email:	[REDACTED]
Fax:	Fax +265 01 755 398,
Website:	Website: www.cicod.org

17c. Contact details of lead partner organisation in Malawi. If more than one partner organisation should be listed, please copy and paste the cells.	
Organisation:	Malawi Interfaith AIDS Association (MIAA)
Type of organisation:	Local Non Government Organisation Contact Person: [REDACTED] [REDACTED]
Relationship between organisation and yours (maximum word limit: 100 words):	MIAA has been Oxfam's partner in the Essential Services thematic area since December 2011. MIAA has also played a strategic role through their active participation and technical input in the development of Oxfam's five-year strategy 'Joint Country Analysis and Strategy'.
Please give an example of a previous project carried out by your organisation and its partners	The current Oxfam and MIAA joint project 'Towards equitable access to treatment, care and support for people and vulnerable children living with HIV in Malawi' is due to end in 2015.
Address:	Malawi Interfaith AIDS Association Plot No: 14/142- Lilongwe
Postcode:	Private Bag 385 Lilongwe
Telephone:	Tel: [REDACTED]
Email:	[REDACTED]
Fax:	
Website:	Web Site: www.interfaithaids.mw

18. Details of Project Manager in Malawi.	
Name:	[REDACTED]
Position in organisation:	[REDACTED]

Address:	Oxfam, Second Floor, Green Heritage Building Area 13, City Centre Lilongwe
Postcode:	Private Bag B331 Lilongwe
Telephone:	████████████████████ ████████████████████
Email:	████████████████████
Fax:	████████████████████

19. Where in Malawi will the project be based?	
Location (District):	Chiradzulu District: Likoswe and Onga Traditional Authorities Kasungu District: Traditional Authority Chulu and Kaluluma.
Address:	C/o Chiradzulu District Assembly, P/Bag 1 Chiradzulu C/o Kasungu District Assembly P/Bag 1, Kasungu
Telephone:	████████████████████

<p>20. Please provide details of how long you have been working together with your Malawi lead partner and clear 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</p>
<p>The proposed project will be implemented in collaboration with three partner organisations.</p> <p>CAVWOC: Since March 2010, CAVWOC, in collaboration with Oxfam, has been implementing the three-year Scottish Government-funded sustainable livelihoods programme in Chiradzulu District. The project has two themes: sustainable economic development and gender equality, and women’s empowerment.</p> <p>CICOD: Oxfam has been working with CICOD for five years, implementing two projects: Thyolo Livelihoods Security Project and Satemwa WASH and Food Security Project.</p> <p>MIAA: MIAA has been an Oxfam partner in the Essential Services programme since 2011. Currently, Oxfam and MIAA are implementing the project ‘Towards equitable access to treatment, care and support for adults and children living with HIV in Malawi’. This project, to improve the quality of life for adults and children affected by HIV and AIDS, is being implemented in Kasungu District.</p>

<p>21. Please describe the role of your Malawi lead partner organisation in developing your application for funding. Maximum word limit: 150 words.</p>
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Oxfam held a workshop with prospective partners to discuss the needs, challenges, issues and ideas around the proposed project. The partners also conducted a Rapid Needs Assessment with the communities and District Assemblies in target communities. Together, the partners and Oxfam designed a draft project by considering in detail the problems to be addressed, the resources and expertise required, the outputs, the expected outcomes, the anticipated activities to be implemented and the impact.

On agreement of the aim, objectives and outcomes of the proposal, roles of partners and other stakeholders were defined, activities and their scale and impacts were developed, and budgets were prepared for the full proposal. The project is thus jointly owned, with Oxfam providing technical leadership, capacity-building and overall management, while partners will be responsible for direct implementation of the project activities at local level.

22. Please confirm that a letter of support written by your Malawi lead partner organisation is included, which address the points above in 20 and 21 from your partner organisation's perspective.

Please note: the application will not be eligible without this.

Yes

23. Please describe the length of partnership with any additional partners. **Maximum word limit: 150 words**

In addition to three local NGOs, the project will also involve other key stakeholders with whom Oxfam will continue to maintain strong connections and overall coordination. Stakeholders include: the Government of Malawi in general and specific Ministries in particular, e.g.: the Ministry of Agriculture and the Ministry of Health.

In partnership with the Ministry of Agriculture for more than twenty years, Oxfam's agricultural and livelihoods programmes have enhanced local ownership and sustainability across a range of projects.

Oxfam has also collaborated closely with the Ministry of Health in the delivery of the Essential Services programme, particularly in the provision of voluntary home-based care projects, building the capacity of local Village and District AIDS Committees (also funded by the Scottish Government).

Oxfam also works closely with the Civil Society Agriculture Network in Malawi (CISANET) on advocacy issues to enhance equitable access to agricultural services for the smallholder producers.

24. If your bid is being submitted by a consortium of organisations, please state this here. For consortium bids only. How will consortium partners work together and how will the overall programme be co-ordinated and managed? **Maximum word limit, 150 words.**

N/A

25a. Please list the roles and responsibilities of your organisation and partners in the project, as well as their location. Please include details about responsibilities for management and coordination of work between partners - rows may be added to accommodate additional partner organisations as required.

Organisation/ Location	Role	Responsibilities	Frequency and method of contact
OxfamScotland	<ul style="list-style-type: none"> - Grant management; - Donor liaison; - Advocacy - national (Scotland) and international; - Media- national (Scotland) and international. - Liaison with the Programme Performance and Accountability Team (PPAT) on MEAL, Gender Equality and Economic Justice and Climate Change. 	<ul style="list-style-type: none"> - Liaising with the Scottish Government on financial accounts and narrative reporting; - Supporting Oxfam Malawi's advocacy and campaign work in Malawi; - Providing grant management support to the Malawi implementing team. - Ensuring support to Malawi team on best practice from Oxfam's PPAT, including Programme Effectiveness, Monitoring, Evaluation, Accountability and Learning (MEAL) and Programme Information Management. 	<p>Bi- Annual and Annual. Reports;</p> <p>Regular contact through reports, phone calls and emails; and Two Programme Management visits to Malawi over the course of the project (Year One and Year Three);</p> <p>Regular contact with the Programme Performance and Accountability Team in Oxford through email, phone call and visits.</p>
Oxfam Malawi	<ul style="list-style-type: none"> - Supporting grant management to local partners; - Providing technical support in project implementation to local partners; - Advocacy (local and national levels) and contributing to global advocacy campaigns. 	<ul style="list-style-type: none"> - Provide grant management support to local partners; - Provide technical support to local partners through monitoring and on-going capacity-building; - Ensure accountability to the community through work with partners and community; - Ensuring technical support and guidance on best practice across gender equality, economic justice and climate change from Oxfam's global experts; - Spearhead advocacy at local and national levels on economic justice, gender justice, and Essential Services, and facilitate links with other partners and government departments; - Support partners to link 	<p>Quarterly, bi- annually and annually, through:</p> <ul style="list-style-type: none"> • Reports (financial and narrative); • Field visits; • Workshops; • Meetings; • Seminars. <p>Regular contact and visits, as appropriate, by Oxfam's experts on gender equality, economic justice and climate change.</p>

		<p>the voice of the community with national advocacy initiatives.</p> <ul style="list-style-type: none"> - Capture and share lessons learned within Malawi and globally. 	
CAVWOC	<ul style="list-style-type: none"> - Implementing the project at local level. 	<ul style="list-style-type: none"> - CAVWOC will implement an exit strategy to the on-going project on economic justice in Chiradzulu. - The focus will be on marketing of livestock and horticultural products, as well as business management for Village Savings and Loan groups. - Capture and share learning for replication in Kasungu. 	<p>Day-to-day interaction with communities, Monthly meeting with duty-bearers at district level. Bi-annual reporting.</p>
CICOD	<ul style="list-style-type: none"> - Scaling up the project implementation to new project target areas in Kasungu, replicating the learning and experience of the Chiradzulu project, funded by the Scottish Government. 	<ul style="list-style-type: none"> - Direct implementation of the project activities at local level including meetings with the district authorities. - Link with CAVWOC to learn from the Scottish Government-funded programmes. - Link closely with MIAA and other strategic partners. 	<p>Day-to-day interaction with communities; Monthly meeting with duty-bearers at district level. Bi-annual reporting.</p>
MIAA	<ul style="list-style-type: none"> - Ensuring the delivery of essential services, focused on HIV and AIDS, are targeted appropriately through 'one programme; approach 	<p>MIAA will closely work with CICOD targeting the same project participants, the most vulnerable people affected by HIV and AIDS, to enhance delivery of essential services.</p>	<p>Day-to-day interaction with communities, Monthly meeting with duty-bearers at district level. Bi-annual reporting</p>

25b. Please describe briefly how the team/partners will communicate, and how regularly, to enable effective working and co-ordination. **Maximum word limit: 50 words.**

- Quarterly review and planning exercises: Learning and joint monitoring of the project;
- Participation of partners in Oxfam's training sessions, workshops and meetings on programme quality;
- Bi-annual reports from partners;
- Communication by email and phone on daily/weekly basis; and meetings/workshops on monthly basis

26. Dissemination/outreach strategy: how will you publicise the work undertaken by your project? Your plans may include dissemination to stakeholders (e.g. beneficiaries, government agencies, other organisations in Malawi or in Scotland), and to groups and organisations not directly affected by the project. **Maximum word limit: 250 words.**

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.

Oxfam’s policies, campaigns and advocacy strategies are underpinned by the solid evidence gained from its development programmes. Oxfam’s practice is to use its international platform to disseminate the success stories from this project, and others, to a wide audience. The challenges, learning and successes from its programmes are shared within the international development sector and help to formulate new and innovative solutions to overcoming poverty.

In particular, Oxfam will disseminate and publish critical information on the project for the international community on its website, blogs, and media articles while Oxfam Scotland will engage more directly with the Scottish public through its media communications, presentations and exhibitions.

In Malawi, Oxfam will use print and electronic media to publicise the project for cross-learning and replication in other areas. As before, case studies will be used to show-case best practice and impact. Oxfam Malawi’s Communications Officer will be instrumental in documenting and publishing success stories from the project.

Oxfam and partners are members of multiple coordination and networking fora within Malawi, where learning is shared. Experience and learning are also shared at monthly District Executive Committee meetings, where Community Chiefs are present and feed back to the community.

If this proposal is successful, a ceremony will be organised, with invited media, to launch the project and publicise its aims and objectives to a wide range of stakeholders and the general public.

Section C: MORE ABOUT YOUR ORGANISATION

27. Please provide details of the number of people based in your organisation in Scotland.

Full time	17 in Head Office 40 in shops around Scotland
Part time	3 in Head Office 26 in shops around Scotland
Volunteers	6 in Head office 100+ in shops around Scotland
Total staff	26 in Head office 100+ in 56 shops around Scotland

28. How are equal opportunities/diversity promoted within your organisation? If you have one, please provide a copy (or web link) of your Equal Opportunities Policy.

Maximum word limit: 150 words.

Oxfam places great emphasis on promoting equality of opportunity and eliminating unfair discrimination. Through commitment, action and review, Oxfam aims to ensure that employees and volunteers are given equal opportunity in recruitment, training and promotion, and are treated on the basis of their relevant abilities according to the requirements of the role. Monitoring processes are institutionalised and used to assess effectiveness and help establish benchmarks, encompassing the main human resource functions, including recruitment, performance ratings, progression, learning and development, retention and any other aspects deemed appropriate.

Oxfam's Equal Opportunities Policy is attached

29. 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: 250 words.

Oxfam Scotland continues to play an active role in building support for Scotland's engagement with Malawi, and international development more generally, 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 and the often innovative approaches that help poor people work their way out of poverty. As an example, presenting models of investment in small-scale agriculture and developing local entrepreneurial producers help change public perceptions of poor people as passive recipients of aid.

In 2011, [REDACTED] [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. Oxfam Scotland staff will work to communicate the programme to the public, Oxfam supporters, and policy-makers at Scottish and UK Government levels using a range of print, broadcast and online media.

In addition, the Scottish Fundraising Manager has managed the grants from the Scottish Government since 2005 and has excellent relationships with colleagues in Malawi. She will visit the project in Years One and Three to ensure the efficient and effective implementation of the project and the active flow of information to the International Development Team at the Scottish Government.

30. Please state who the Project Manager in Scotland will be and outline their previous project management experience. Please also give details of your organisation's ability to manage a project budget effectively.

Maximum word limit: 250 words.

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Please see attached paper on Oxfam's Systems and Assurance Framework, demonstrating Oxfam's project budget management systems.

31. What is the extent of your experience of working in Malawi (as appropriate)? Specifically, how long has your organisation been working in-country and what is your relationship with the Government of Malawi at district and national level?

Word limit: 250 words.

Oxfam has been working in Malawi since 1987, helping people earn a better living, responding to climate change, tackling the spread of HIV and AIDS and working to prevent violence against women and girls, as well as emergency response.

Oxfam works with a range of local partners with a track record of successful delivery of projects. These organisations have technical expertise in the Emergency Food Security and Livelihood (EFSL) sector and well established relationships of coordination and collaboration with relevant national, provincial and local authorities in their respective areas of intervention. Working with local partners who already know the composition of the community accelerates and improves identification of most vulnerable sections of society and effectively supports the development of local institutions for upholding the rights of marginalised people.

Oxfam has a close working relationship with the Government of Malawi, at district and national levels, e.g. projects on vegetable production and marketing are supported by the Department of Agriculture Extension Services. And, for many years, Oxfam has been working with the District Assembly in Chiradzulu District in the areas of Traditional Authority Likoswe and Sub-Traditional Authority Onga, as well as the Ministry Of Women and Child Development, implementing development programmes.

In addition, Oxfam is committed to increasing and strengthening the meaningful participation of citizens, improving the government's responsiveness and accountability; and promoting policy and practice change.



32. With reference to the call for funding, how and where does this project fit with Malawian national and/or regional development frameworks?

Maximum word limit: 250 words

The strength of Oxfam's work in Malawi lies in the recognition that women are at the centre of any poverty eradication initiatives. Oxfam's work complements national priorities as it is aligned to the **Malawi Growth and Development Strategy (MGDS II)**, and contributes especially in the following thematic areas:

Theme 1 – Sustainable Economic Growth:

The project particularly contributes to the sub-Theme 1, focusing on improving agricultural productivity and market development for sustainable economic development.

Oxfam and partners will contribute to this theme by working to increase household incomes by:

- Improving access to markets for producers (many of whom are women);
- Enhancing links between producers and agro-processors; and
- Improving the capacity of producers to add value to their produce.

Theme 2– Social Development:

The proposed project contributes to gender equality through a special focus on women and other vulnerable groups. It also tackles health matters by incorporating issues around HIV and AIDS (under sub-Theme 2).

The proposed project also contributes to Malawi's **Economic Recovery Plan (ERP)**.

The ERP recognises agriculture as key to the country's economic growth, wealth creation and food security. The project will, in particular, contribute to the following thematic areas under the ERP within the agriculture sector:

- Greenbelt Initiative, focusing on irrigation for farming high-value crops, aquaculture and livestock;
- Diversify and scale up production of key high-value crops that have marketing potential;
- Increase and improve agricultural extension services;
- Improve livestock farming and husbandry of farm animals.

33. How does this project fit with Scottish Government's International Development Policy and the achievement of the Millennium Development Goals targeted under this funding round?

Maximum word limit: 250 words

Making progress against the Millennium Development Goals is integral to Oxfam's global programme, thus underpinning and informing Oxfam's work in Malawi. This project fits the Scottish Government's International Development Policy by recognising the complexity and working to address the interrelated challenges faced by poor people in lifting themselves out of poverty.

More specifically, by adopting an integrated and holistic approach, this project aims to make

progress in the following areas:

- **Gender equality and empowerment of women:** The project will work with groups of women to develop and build their individual and collective power, encouraging them to use their voice and address the socio-cultural barriers and gender stereotyping which keeps them marginalised and deprives them of their economic and social rights.
 - Women will be trained in leadership and assertiveness so that they develop a more positive identity;
 - Women will be supported and provided with opportunities to engage with various duty bearers as a way of asserting their social and economic rights.
 - Economic empowerment models will be promoted that are both sensitive to the needs of women, and which maximise their contribution to the household, local and national economies.
- **Enterprise development:** The project will build the capacity of both partners and the participating smallholder producers to develop and grow viable and profitable enterprises.
 - Smallholder producers will receive the necessary inputs and resources (training, seeds, fertilisers etc.);
 - Smallholder producers will be encouraged to form Producer Associations in order to increase their collective power.

34. What specific previous experience does your organisation and your partners have in this area? Please give details of successful outcomes and learning, and independent evaluation. Where possible, please provide hyperlinks to published reports.

Maximum word limit: 250 words

The Scottish Government has invested in Oxfam projects in Chiradzulu District since 2005, and this proposal is an extension of that programme. The first project focused on the training of volunteers to provide home-based care to adults and children living with, and affected by, HIV and AIDS. The Scottish Government funded the provision of medical kits, bicycle ambulances and community-based child-care centres, as well as training in food production and nutrition. Poor people received support to exercise their rights to health-care and free antiretroviral treatment and the government responded by increasing its health-care budget.

Such has been the success of the ongoing projects that, in the same villages, poor people, although still HIV-positive, have improved their health and now want to take control over the rest of their lives. By forming Farmer Groups and Associations; increasing their crop production; learning how to add value and market their produce; engage in the supply-chains, access credit facilities and develop business plans, these smallholder producers are preparing to become resilient and self-sustaining. Indeed, this proposal is expected to be the final project in, and the exit strategy from, Chiradzulu. The Kasungu element of the proposal is a replication of the learning and experience from Chiradzulu, made possible by the previous Scottish Government investment.

CAWOC:

Ongoing analysis conducted by CAWOC has indicated a strong need to strengthen economic empowerment alongside social empowerment, if the position of women in society is to be improved.

CICOD:

More than 36,000 poor estate workers and their households around Satemwa Tea Estate in Thyolo District have benefited from the joint livelihoods, water and sanitation and food security projects.

35. Was an inclusive needs analysis carried out by your organisation (or partner organisation) in relation to the development priority issue that your project is designed to address? If not, how did you identify the issues this project seeks to address?

Maximum word limit: 250 words

During ongoing project monitoring, focus group discussions, partner meetings and the recent evaluation conducted in 2012, Oxfam and its partners identified the following key lessons:

1. Introducing a market approach to communities, who are more used to service delivery, takes time for the communities to embrace the new approach.
2. Transport costs and the mode of payment discourage individual producers from taking up market opportunities that sometimes exist with supermarkets, hotels and institutions.
3. Advocacy at community level must be linked with advocacy at national level
4. Collaboration and networking with other like-minded stakeholders improve project results through sharing of ideas, experiences and challenges.
5. Producers must be supported to plan and diversify their crops, produce the necessary volumes and yields at the required quality before they can enter markets and generate profits.
6. Seasonal production must be supplemented by other non-seasonal businesses or crops.
7. Village Savings and Loans is an approach which is empowering the communities, especially women, and can be used to integrate other issues if properly designed. Formal microfinance institutions prefer dealing with producers who already have a degree of financial knowledge, track record or collateral.

An exit strategy for the Chiradzulu programme has been designed to ensure sustainability. The lessons from the Chiradzulu programme, along with a needs assessment, have been used to design and replicate the successes for the proposed programme in Kasungu District. This has been conducted with partners, the District Authorities and the communities involved.

36a. How has your organisation identified that this project does not duplicate the work of others in Malawi e.g. National/Local Government; International/National NGOs or other donor funded projects in the area?

Maximum word limit: 150 words

Oxfam and its proposed partners are active members of different networks and fora, such as the District Executive Committees (DEC), where progress of different developmental programmes is shared. Oxfam and its partners consulted with these networks, including local authorities in the proposed districts, and received their endorsement of the proposed project. To demonstrate their commitment, the district authorities have provided Oxfam and its partners with support letters which are part of this application.

Extensive consultations conducted at district levels have shown that there are no other similar

initiatives currently being implemented in Kasungu. Nevertheless, Oxfam and its partners will hold a project inception meeting at district level where stakeholders will be alerted of the new project.

The District Executive Committee in Chiradzulu coordinate projects in the district to ensure that there is no duplication of activities.

36b. If there are similar initiatives in the area, how will your project work with them to ensure they are complementary and to avoid duplication? **Maximum word limit: 150 words**

If new projects are to be implemented in the target areas by other actors, efforts will be made to collaborate to avoid duplication and use resources effectively and efficiently.

37. Please let us know what impact the implementation of your project might have on climate change (positive and negative) and the actions you intend to take to mitigate against this? **Maximum word limit: 250 words**

The proposed project is expected to have little impact on climate change. Indeed, this project will practise 'climate smart agriculture' – the strengthening of the smallholder producers' adaptive and entrepreneurial capacity. Environmentally sustainable practices that can help producers adapt to climate change and that are appropriate for small-scale agriculture will be employed, such as agroforestry, improving water conservation and increasing soil fertility.

As producers are no longer able to depend on an increasingly erratic rainfall pattern, the project will promote low-technological soil and water conservation measures such as construction of contour ridges, planting of vertiver grass, construction of box-ridges, construction of small reservoirs for irrigation. Where possible the project will also promote the planting and growing of agroforestry as trees can play a vital role when farming communities need to adapt their agricultural practices to the ongoing influences of climate change; and that trees function as a sink for greenhouse gases. There will be no large-scale construction or unnecessary cutting down of trees in this project. Wherever negative effects to climate change are observed as a result of this project, necessary preventive measures will be taken, including consultations with the appropriate Ministries of the Malawi Government, e.g. The Ministry of Environment

Applicants are requested to complete the logical framework with details of both the outputs and outcomes for this project. Guidance on completing the logical framework template is included in Section E and Section F of the Guidance Notes, with further general information in Annex 2.

PLEASE USE THE LOGICAL FRAMEWORK IN THE FORMAT SUPPLIED and note that there are two ‘tabs’ within the workbook, the first labelled Malawi 2013 - 2016 Logical Framework and the second Malawi 2013 – 2016 Activities Log. You are required to complete both.

38. With reference to the logical framework, 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. What are the specific activities you propose to undertake?

Maximum word limit: 500 words.

This project will address the inter-related problems of economic and social insecurities faced by 19,200 poor households, around 70 per cent of whom will be women, and particularly those living with, or affected by HIV and AIDS (including child-headed households) as they are more vulnerable to shocks and marginalisation. Specifically, this project will address the following problems:

1. Limited access to value-chains, particularly in the horticultural and livestock sectors.
2. Limited skills and technology to optimise livestock and crop production.
3. Lack of regular and available access to financial services by smallholder producers.
4. Weak capacity for advocacy of smallholder producers.

The project design was formulated in collaboration with partners and is underpinned by consultations at local level with poor and marginalised smallholder producers, partners and local government.

This project is proposed as sustainable exit from the current project ‘Promoting Sustainable Livelihoods for Vulnerable Groups, Particularly Women, in Chiradzulu District’. The exit strategy will include an emphasis on ensuring that the groups have support from, and are part of, other networks and organisations who can continue to give the communities a channel to voice their concerns to policy-makers.

Learning will be taken from the Chiradzulu programme and shared with the partners in Kasungu District This will take place, where possible, with the same groups, in an effort to link up strategic focus areas to maximise impact.

The project will ensure that 19,200 poor smallholder producers participate in profitable value-chains by 2016 The project will help producers access market information through improved communication infrastructure, contract farming policies and services, and the formation, and strengthening of Producers’ Associations . The project will aim to link the smallholder producers to better markets and facilitate their participation in regional and national trade fairs.

Secondly, the project will support the 19,200 households to improve their crop and livestock production through ‘climate smart agriculture’. The project will support livestock production and integrated agriculture-aquaculture with an aim to improve nutritional and income status of

households. The project will promote extension services and exchange visits. Irrigation technologies will also be introduced to reduce overreliance on rain-fed agriculture.

This project will help to improve access to finance for 7,500 smallholder producers through Village Savings and Loans (VSLs) and linkages to microfinance institutions by 2016. Producers' groups will be trained on business management to build their organisational capacity and link them to relevant financial institutions.

By 2016, building on the work with MIAA, the project will also empower 19,200 producers to have better knowledge of, and access to, HIV and AIDS healthcare services and their greater participation in social and economic activities. Support from community governance structures and assertiveness training for 2,500 women will enable them to speak out and make decisions on issues of markets, access to productive resources and access to healthcare and treatment.

Oxfam will work to facilitate links with the community-based organisations on the ground, and national advocacy partners. This ensures that the advocacy work is evidence-based, and takes the reach of the programme well beyond the community-based activities, creating the potential for greater impact at national policy level.

39. 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 (i.e. risks affecting the project over which the project has limited or no control e.g. collapse of currency/drought etc. Insert extra rows if necessary. Please refer to the Guidance Document.

Risks	Likelihood of happening (Low, Medium or High)	Mitigating action(s)	Recovery plan
The changing political environment destabilises progress towards pro-poor policies and laws, particularly through changing local governance structures	Medium	Monitor political situation through media, Human Rights NGOs and intelligence gathering by Malawi Advocacy Team. Work with community to encourage non-political, and transparent, structures for the programme.	Continue to advocate and lobby Ministers and officials for pro-poor policies.
Economic instability, particularly due to the recent devaluation of the Kwacha and the high inflation rate. This may increase	Medium/high	Continue to play a leading role in national and district coordination of the food security response by the Government of Malawi, and lobby for links to stronger	Continue to advocate and lobby Ministry of Economic Planning and Development and advocate for

food insecurity and reduce the chances of producers being able to participate in the programme.		safety net programmes. Monitor the markets and prices, and continue to work holistically with communities to provide support on economic and advocacy issues. Continually review the economic and political situation in Malawi to ensure that the programme remains relevant and effective.	policies that will enable small-scale enterprise to develop.
Campaigning for the 2014 elections may affect the programme as funding and aid becomes political	Medium	Ensure the neutrality of Oxfam and partners is communicated to the community and community leaders. Monitor and support community structures to ensure that they are sustainable regardless of the election outcome.	
Donors reduce funding to Malawi, based on the global economic situation, thus jeopardising larger strategic gains for NGOs and communities	Low/medium	Continue to lobby for NGOs/CBOs/networks to work closely together to maximise the impact of funding. Ensure that donors are able to contribute to planning and implementation goals and ideas. Continue to lobby internationally for funding for Malawi.	Continue to lobby internationally for funding for Malawi.

40. The Scottish Government intends to support sustainable development outcomes. 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 or ongoing finance, interventions etc. beyond Scottish Government funding)? Please note that a good quality exit strategy is required.

Maximum word limit: 250 words.

Exit strategies have been incorporated into the project from the initial planning stages. The project will promote the use of low-cost materials, locally available resources, and low input technologies in all project activities. The project will also promote participation in Village Savings and Loans groups, so that producers will develop the financial and business skills required by more formal microfinance institutions beyond the life of the project. These VSLs have already proved to be successful in Chiradzulu, and other Oxfam programmes.

Oxfam's commitment in Malawi includes the development of its partners in Malawi. Through this project, Oxfam will:

- Work with, and help improve, the organisational capacity of existing farmer organisations and agricultural structures. These will include the Area Development Committees (ADCs) and

Village Development Committees (VDCs) that government and other stakeholders use to channel projects to the rural communities.

- Promote climate-sensitive agricultural practices and measures that will not degrade the environment. Producers will be trained in soil and water conservation and soil fertility improvement, among other adaptation strategies, that they will continue to practise beyond the project.
- Assess the environmental impact of new irrigation schemes of more than ten hectares, and ensure that it will be positive. The support and expertise will be provided by Oxfam's Climate Change Coordinator.

Section F: PROJECT MONITORING

Applicants are requested to complete the attached logical framework as in Section E, with clear milestones and targets (alongside the baseline) which can provide monitoring information from which the progress for this project will be assessed.

41. What percentage of your budget is allocated to Monitoring and Evaluation (M&E)? We would expect around 5% of the budget to be dedicated to M&E.

Maximum word limit: 100 words.

The Malawi Country Programme budget allocates five per cent of the total annual budget to Monitoring, Evaluation, Accountability and Learning (MEAL). As a principle of good practice, and in line with Oxfam International standards, the partner grants also provides for five per cent of the total grant for MEAL.

42. Describe who in your project will be responsible for M&E and learning.

Maximum word limit: 100 words.

- The Oxfam Scotland Project Manager, the Project Manager and the MEAL Coordinator in Oxfam Malawi will oversee the Monitoring, Evaluation, Accountability and Learning functions of the project.
- The Oxfam Scotland Project Manager, the Project Manager and the MEAL Coordinator in Oxfam Malawi will liaise directly with the Global Adviser of MEAL for support and guidance in order to ensure best practice in the project.
- The Oxfam Malawi MEAL Coordinator will work with partner organisations in MEAL initiatives.
- The producers will be involved in monitoring, evaluating and learning of the project.
- Other stakeholders e.g. the District Assembly officials and other within the districts will also be involved.

43. Describe the M&E methods and approaches you will apply to your project.

Maximum word limit: 250 words.

- The project will undertake baseline assessment and develop a framework for Monitoring, Evaluation, Accountability and Learning (MEAL), which will be shared with the donor.
- Oxfam and partners will develop data collection tools that will be employed in collecting data and assessing the project progress on a monthly basis (household surveys, number of producers' groups formed etc.).
- Project producers, local leaders and partners will be trained on project objectives and indicators, so that they can monitor their own progress of project implementation and expected outcomes.
- Workshops will be conducted to share the experiences and learning from the Chiradzulu programme with all partners.
- On a quarterly basis, Oxfam and partners will conduct partner and programme reviews to assess progress, learning of opportunities for programme growth and challenges. This will also involve producers and local leaders, including District Assembly officials. Internally, programme reviews will be conducted jointly with Oxfam's programme and finance personnel.
- The project will conduct a mid-term review to enable learning and reflection.
- Participatory project reviews will be held annually within communities to ensure contributions from producers and others in the communities.
- The project will document case studies and success stories per project outcome that will be shared to internal and external stakeholders to show changes made to communities
- The project will conduct an end of project evaluation.

44. What processes will the project use to promote effective learning within the project? How will the outcomes of these processes be translated into material that can be disseminated through the process described at Question 26? Describe the internal learning approaches within your project and how relevant learning will be disseminated to stakeholders (e.g. beneficiaries, government agencies, other organisations working in the relevant sector and beyond).

Maximum word limit: 250 words.

Learning will be generated through reflection and reviews with the project producers whose engagement with the project is the most critical. The project producers, along with other producers in the communities, partners and District Assembly officials will participate in the regular meetings where information, learning and feedback will be captured and documented. Communities will have 'learning visits', both in the project area and in other areas, so producers can learn from other and similar challenges and ways of working and report back to their own communities.

Case studies and lessons will be documented and shared with stakeholders: through written papers and other documentation shared with partners and government agencies to seek their views regarding possible changes or developments; and for discussion at workshops, training sessions, community meetings, etc. with producers and others in the communities.

Oxfam will use case studies to share project outcomes to the wider audience (internally and externally). Oxfam will work with the media to highlight the project using their various means of communication, both print and electronic, and Information, Education and Communication (IEC) materials will be used to disseminate project information and learning.

Case studies will be published in the Oxfam newsletters, both in Malawi and Scotland, and on the

internet and partners' websites. Oxfam and partners will continue to participate in, and contribute to, relevant networks and share project learning as appropriate.

Oxfam Malawi will contribute the case studies and learning from this project as evidence for the wider GROW campaign (Oxfam International's campaign on food security).

45. Programme Level Indicators

Decide which of the indicators 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 outcomes you expect to have achieved at the end of the project. All Indicators should be SMART and therefore will have a specific number and/or percentage at its baseline and again at its expected outcome.

This information will help us measure the impact of our Programme in its entirety. **An example of how to complete the table is given below and further guidance can be found in the guidance notes supplied with this application.**

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>EXAMPLE</p> <p>D13</p>	<p>EXAMPLE</p> <p><i>There currently exist few employment opportunities in 'x' area of y country and unemployment for men currently stands at 'x' %.while unemployment for women is 'y' %</i></p>	<p>EXAMPLE</p> <p><i>List number of men and women who have received training, and in what, e.g. 20 small holder producers trained in crop rotation and improved livestock management. 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>D4</p>	<p>There are currently only two associations in Chiradzulu that promotes gender equality and the active empowerment of women and other excluded groups in civil society organisations.</p>	<p>One cooperative, four associations and 30 clubs targeting women will be formed that will promote gender equality and the active empowerment of women and other excluded groups in civil society organisations.</p>
<p>D9</p>	<p>Low output of existing economic activities with little diversification.</p>	<p>Increase economic activities and expand diversification to support (mainly women) producers: 1,200 producers in horticultural production, 560 producers engaged in pig-farming, 300 producers engaged in fish-farming, 150 producers engaged in goat-farming, 25 farmer groups supported in mushroom-farming and 500 producers growing</p>

		soybean.
D10	Currently there are few business start-ups outwith the existing Chiradzulu project.	50 new small businesses established.
D12	Few training opportunities in relevant skills and business-related areas.	VSLs and other local structures are trained in business management and practice to support 7,500 producers especially women
D15	Little use of environmentally sustainable agricultural practices.	5,000 producers trained in conservation agriculture

Section G: PROJECT BUDGET

Applicants are requested to complete the Excel budget spreadsheet with details of the project budget. The section below is for the additional information that is required to support your budget as presented. Guidance on completing the budget spreadsheet is included in Section G of the Guidance Notes.

Please note that the implementation budget tab should link directly to the logical framework outputs and activities.

46. Please provide justification for any staff costs other than those in Scotland or in-country of operation.

Staff costs for staff and implementing partners in Malawi are included within the Restricted Programme Value budget of £377,900.

The salary costs for the Oxfam Scotland Project Manager and media team in Glasgow, the Global Adviser on MEAL, the Climate Change Coordinator and other support staff based in Oxford have **not** been included in staff costs of the RPV budget.

Instead, a proportional cost of less than six per cent (£22,100) of the Restricted Programme Value has been included that represents all other administrative support and indirect costs associated with ensuring the governance of the project, technical expertise, global advocacy and guidance from Oxfam’s international programmes. From our accounts, we can demonstrate that every £100 spent in regions and country programmes require approximately £8 direct support costs from the UK. The figure appears in the Staff Costs on the Summary Sheet as there is no other appropriate budget line available.

The central support costs allocated to the International programme include:

International Finance, Directorate and Programme Funding include the costs of the Programme Performance and Accountability Team which are responsible for the Monitoring, Evaluation, Accountability and Learning support for programmes.

Information Systems covers the IT support for programme management, finance, contract management and reporting, and restricted fundraising for the programme.

Central Finance Services covers income receipts, payments, exchange rates transfers etc.

Internal Audit is responsible for risk management and control of all programmes.

Central HR has an overall responsibility for management information, payroll, employee relations advice, salary setting, and personal learning and development.

Other costs include **Purchasing and Logistics, Buildings and Communications.**

47. Please detail in the table below the international airfares in your budget; detail who the airfares are for, the dates, duration and reasons for travel. This applies to visits both to and from country. Please insert more rows if necessary.

Airfare (as detailed in budget)	Person travelling	To/From	Dates	Planned duration of visit	Purpose of visit
£1,250	Oxfam Scotland Project Manager	Glasgow - Lilongwe	June 2013	Five days	MEAL, Reporting, Project management

					liaison
£1,250	Oxfam Scotland Project Manager	Glasgow - Lilongwe	February 2016	Five days	MEAL, Reporting, End of Project evaluation and reporting, completion of Project management.

48. Please provide justification for the in-country travel in your budget

In-country travel costs have been included to assist project team implement the project effectively. Travel costs include vehicle fuels and maintenances, subsistence allowances and insurance. Travelling in this project will include going to and from the project implementation sites, to and from workshops at national and district levels.

The budget also includes the costs of two trips in total by the Oxfam Scotland Project Manager (Years One and Three). This is to enhance and reinforce expertise on development, private sector engagement and links to supply chains. Total costs for travel and subsistence costs have been budgeted to 61,107GBP.

49. Please provide justification for any capital expenditure over £500 in your budget. An explanation of what constitutes capital expenditure has been provided in the guidance notes.

In this project we intend to buy three laptops, one each for Project Officers in Oxfam, CICOD and CAVWOC, and one printer for CICOD. These laptop computers will assist in compiling reports directly and timely in the field without having to return to main offices and desk-based computers. The value at time of purchase of each laptop, 800GBP, will depreciate rapidly over the three years as technology improves and prices continue to drop.

At the end of the project, the laptops and printer will be retained by the user-agency. The total capital costs represent less than two per cent of the total budget

50. Please provide justification for purchase of any vehicles (this is to be included here and not in an additional document).

In this project, we intend to purchase one motor-bike which will be used by the Field Officer implementing and monitoring the project in the Kasungu area. At the end of the project, the residual value of the motor-bike will be very low due to the amount of mileage it is expected to do over rough terrain. No other vehicle will be procured

51a. Please confirm whether you have applied for additional funding for this work from other parts of the Scottish Government or external sources.

Yes

No

51b. If yes, please provide details by completing the table below.

Source	When did you apply?	Amount requested	Confirmed Y/N – or when you expect to hear outcome
		£	
		£	
		£	

52a. Will there be any other non-financial support for this project, i.e. in-kind contributions?

Yes

No

52b. If yes, please give details of what these might be.
 Oxfam will use its vehicles currently being used in other programmes. Additionally, Oxfam will contribute other Malawi-based personnel not included in this budget e.g. the logistics, human resources, and overall management. Similarly partner organisations will also contribute in-kind by providing vehicles and human resources. Communities will also provide locally available resources e.g. stones, sand, grass during construction of kraals.

53. Please detail the areas where co-finance will be provided in kind and how this will be monitored.

Grant Application Form		Office use only	Application ref:
Sub Saharan Africa Development Programme			Project ref:

<p style="text-align: center;">Scottish Government</p>
<p style="text-align: center;">Extension Funding Application Form</p> <p style="text-align: center;">Sub Saharan Africa Development Programme</p> <p style="text-align: center;">May 2014</p>

CHECKLIST

Your Application consisting of:

- Part 1 - the Application Form (this document)
- Part 2 - the Logical Framework in Excel Spreadsheet in format provided with both 'tabs' completed
- Part 3 - the Budget in the Excel Spreadsheet format provided - with all tabs and summary sheet completed

Please ensure that you have considered the following:

- Have you provided your budget based on Scottish Government financial years (i.e. 1 April - 31 March)?
- Have you checked that your budget is complete, correctly adds up and correlates with your project description and the logical framework? Have you included the correct final totals at Q?
- Has your application been approved by a suitably authorised individual? (Clear electronic or scanned signatures are acceptable in the e-mail, but a 'wet' signature should be provided in the hard copy version).

Please ensure the following **essential documents** are attached to your application. Your application will be ineligible without these.

Declaration

I apply on behalf of the organisation (insert name) _____
_____ for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described within the application form and supporting documentation.

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 by e-mail to:
REDACTED by no later than **noon on Monday 14 July** 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 must be submitted to Scottish Government to arrive no later than **14 July**. This must include all three parts of the application and supporting documents or the application will be disqualified.

Please note, when sending hard copy applications and supporting documents please ensure the name of your organisation is highlighted on the envelope for ease of identification. Please send to:

REDACTED
Scottish Government
International Development Team
Victoria Quay - Area 3C-North
Edinburgh
EH6 6QQ

If you are unable to return the form electronically, please contact the **Scottish Government** International Development Team on 0131 244 REDACTED in advance of the deadline.

These deadlines are all absolute and all documentation required must be submitted on time.

**SCOTTISH GOVERNMENT
SUB SAHARAN AFRICA DEVELOPMENT PROGRAMME**

1. Name of organisation.

2. Scottish Project Manager details.	
Name:	
Position in organisation:	
Address	
Telephone:	
E-mail:	

3. Project Title to be used in all future correspondence.

4. Describe in one sentence the overall Objective of this project.
NB: for successful projects this may be used for publicity purposes.

5. Funds requested from Scottish Government:	
1 April 2015 – 31 March 2016	£

6. Contact details of lead partner organisation in Rwanda, Tanzania or Zambia. If more than one partner organisation should be listed, please copy and paste the cells. (If different from original application)	
Organisation:	
Type of organisation:	
Relationship between organisation and yours (maximum word limit: 100 words):	
Address:	
Postcode:	
Telephone:	
Email:	
Fax:	
Website:	

7. Details of Project Manager in Rwanda, Tanzania or Zambia (if different from original application)	
Name:	
Position in organisation:	
Address:	
Postcode:	
Telephone:	
Email:	
Fax:	

8. Which districts in country will the project be based in? (If different from original application)	
Location (District):	
Address:	

9. Please describe the role of the lead partner organisation in developing your application for funding. Maximum word limit: 150 words.
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10. Please confirm that a letter supporting the application for extension funding written by your lead partner organisation is included, which addresses the points above from your partner organisation's perspective.

Please note: the application will not be eligible without this.

Yes

11. Please list the roles and responsibilities of your organisation and partners in the project, as well as their location. Please include details about responsibilities for management and coordination of work between partners - rows may be added to accommodate additional partner organisations as required. **(If different from original application)**

Organisation/ Location	Role	Responsibilities	Frequency and method of contact

Applicants are requested to complete the logical framework with details of both the outputs and outcome for this project. Guidance on completing the logical framework template is included in the Guidance Notes.

PLEASE USE THE LOGICAL FRAMEWORK IN THE FORMAT SUPPLIED and note that there are two 'tabs' within the workbook, the first labelled Sub Saharan Africa Logical Framework and the second Sub Saharan Africa Activities Log. You are required to complete both.

12. With reference to the logical framework, 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. What are the specific activities you propose to undertake?
Maximum word limit: 500 words.

13. 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 (i.e. risks affecting the project over which the project has limited or no control e.g. collapse of currency/drought etc. Insert extra rows if necessary. Please refer to the Guidance Document.

Risks	Likelihood of happening (Low, Medium or High)	Mitigating action(s)	Recovery plan

14. The Scottish Government intends to support sustainable development outcomes. 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 or ongoing finance, interventions etc. beyond Scottish Government funding)? Please note that a good quality exit strategy is required.

Maximum word limit: 250 words.

15. What percentage of your budget is allocated to Monitoring & Evaluation? We would expect around 5% of the budget to be dedicated to M&E.

Maximum word limit: 100 words.

16. Describe who in your project will be responsible for M&E and learning. **(If different from original application)**

Maximum word limit: 100 words.

17. Describe the M&E methods and approaches you will apply to your project. **(If different from original application)**

Maximum word limit: 250 words.

18. What processes will the project use to promote effective learning within the project? Describe the internal learning approaches within your project and how relevant learning will be disseminated to stakeholders (e.g. beneficiaries, government agencies, other organisations working in the relevant sector and beyond). **(If different from original application)**

Maximum word limit: 250 words.

19. Programme Level Indicators

Decide which of the indicators 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 outcome you expect to have achieved at the end of the project. All Indicators should be SMART and therefore will have a specific number and/or percentage at its baseline and again at its expected outcome.

This information will help us measure the impact of our Programme in its entirety. **An example of how to complete the table is given below and further guidance can be found in the guidance notes supplied with this application.**

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)
EXAMPLE D13	EXAMPLE <i>There currently exist few employment opportunities in 'x' area of y country and unemployment for men currently stands at 'x' %.while unemployment for women is 'y' %</i>	EXAMPLE <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. State number of men and women currently in employment, or the increase in economic output as a direct result of the project activities.</i>

Applicants are requested to complete the Excel budget spreadsheet with details of the project budget. The section below is for the additional information that is required to support your budget as presented. Please note that the implementation budget tab should link directly to the logical framework outputs and activities.

20. Please detail in the table below the international airfares in your budget; detail who the airfares are for, the dates, duration and reasons for travel. This applies to visits both to and from country. Please insert more rows if necessary.

Airfare (as detailed in budget)	Person travelling	To/From (please state Country)	Dates	Planned duration of visit	Purpose of visit

21. Please provide justification for the in-country travel in your budget

22. Please provide justification for any capital expenditure over £500 in your budget, **noting that the Scottish Government will not fund any vehicle purchases.** An explanation of what constitutes capital expenditure has been provided in the guidance notes.

External Affairs Directorate
International Division

T: +44(0)131-244 REDACTED F: +44(0)131-244 REDACTED
E: REDACTED@scotland.gsi.gov.uk



REDACTED
Oxfam Scotland
10 Bothwell Street
Glasgow
G2 6LU
REDACTED@oxfam.org.uk

In 2014 Scotland Welcomes the World



Our ref: Sub Saharan Africa Development Programme

28 May 2014

Dear REDACTED

I am writing regarding the Scottish Government's Sub Saharan Africa Development Programme. As you will know, the current phase of Sub Saharan projects funded by the Scottish Government are due to come to an end on 31 March 2015. You will also be aware that we are not planning to hold a new funding round for the Sub Saharan Africa Development Programme until the autumn of 2015 for projects starting in April 2016.

I am therefore writing to invite you to submit a funding proposal up to the maximum value of £300,000 for an extension to your existing Scottish Government funded project in Tanzania which must be delivered within the 2015-16 financial year. The proposal must be designed in such a way as to add value to the existing project e.g. scaling up of activities, increased number of beneficiaries etc. and must place an emphasis on delivering sustainability once the funding has come to an end.

Applications should be submitted both in online and paper form to the address below using the attached application form, logframe and budget spreadsheet template by the deadline of **Monday, 14 July 2014.**

REDACTED
3C North
Victoria Quay
Edinburgh
EH6 6QQ
REDACTED@scotland.gsi.gov.uk

Victoria Quay, Edinburgh EH6 6QQ
www.scotland.gov.uk



Please do not hesitate to contact me if you need any more information.

Yours sincerely

REDACTED

REDACTED
(REDACTED)

