Project Plan

Settlement Research 2019

14th of November 2018
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Introduction

This project, Settlement Research 2019, is a small needs assessment project funded only by MUD Africa and its members by private person’s donations on monthly basis as well as specific fundraising activities and sporadic initiatives.

Settlement Research 2019 is targeting women and men in a number of peri-urban settlements in Lilongwe: Chiuzila, Yepa, Mtandire and Chakhuta madzi. The aim of the project is to collect data to be able to perform a more extensive project ahead. With involvement of the target group, LUPPEN will conduct research in a gender sensitive manner in order to identify the different needs within the communities.

The outline of the project is to strengthen LUPPEN as an organization. This includes involvement in forming the project plan and then preparing, performing, compiling and reporting a needs assessment. All activities and the project at large will have a gender perspective. Discussions on how to illuminate the diverse needs of the targeted settlements in a gender sensitive manner will take place during the preparatory meetings and should permeate all activities.

In a short-term perspective (Output), the goal is to identify the needs in the selected settlements and hence create a better understanding of the opportunities and challenges facing women and men in the selected settlements.

In a medium-term perspective (Outcome), the goal is that LUPPEN has gained knowledge about the current situation in the selected settlements and that the activities in the project have strengthened the relationship between LUPPEN and the inhabitants. As the inhabitants get the opportunity to raise their opinions LUPPEN can, after having identified the respective needs in the selected settlements, work more effectively to promote participatory urban governance through empowering rights holders to hold duty bearers accountable.

The long-term goal (Impact) is that women and men in Lilongwe urban and peri-urban settlements hold duty bearers accountable and have been able to influence and change their living conditions.

This document constitutes the project plan of Settlement Research 2019.

Background

LUPPEN has been working as a Malawian grassroots organization since 2007. It was established in order to strengthen the voices of urban poor residents in Lilongwe to demand improved living conditions and enable them to actively participate in the development of their city.

Since the partnership between LUPPEN and MUD Africa was established in 2012, the two organizations have had several projects on the topic of Equal Land Rights for All, which in turn have improved the relationship between LUPPEN and the community members in the targeted urban and
peri-urban settlements of Lilongwe. The number of members in LUPPEN has over the years increased with several hundreds and as a result, the executive members have gained trust in the communities to a larger extent. However, resources to reach out to all the settlements and identify the different needs on the ground in a gender sensitive manner are limited.

**Project Aim**

This project aims to increase LUPPEN’s understanding of the current situation in the settlements Chitazilla, Yepa, Mtandire and Chakhuta mafzi. By creating a dialogical space where women and men have the ability to raise their voice, LUPPEN will get a better sense of the diverse needs on the ground and obtain a knowledge basis for a more extensive future project.

**Ambitions and Purpose from MUD Africa and LUPPEN’s point of view**

All work conducted within and in the name of MUD Africa is undertaken with respect for that every human being has the same value and must be treated with respect. MUD Africa works to:

- Promote development in alliance with and for vulnerable and marginalized people living in African developing countries and regions. Doing so by improving their financial and social well-being with the long-term goal to develop the area in which they live.
- Collect funds and receive donations from private and public sources in Sweden and other parts of the world.
- Undertake research, formulate and hand over suggestions to accurate organizations concerning poverty reduction worldwide.
- Support and initiate activities that aim to raise awareness for the necessity to fight poverty.

The main focus of LUPPEN is to promote participatory urban governance through empowering rights holders to hold duty bearers accountable. Its specific objectives are:

- To promote the right to adequate housing for the urban poor.
- To advocate and foster social change among the urban poor.
- To promote collaboration of urban poor groups which have common problems.
- To promote dialogue and report between duty bearers and rights holders.
- To raise awareness of the challenges that faces the urban poor.
- To create fora where constructive ideas for improving the living standards for the urban poor can be hatched and implemented.

**Vision:** To have a society living in a free, safe, inclusive and democratic Lilongwe City where residents from all settlements live a life of dignity.

**Mission:** To strengthen the voices of the urban poor surrounding Lilongwe City through research, advocacy, and collaboration.
Responsibilities

The board of MUD Africa is responsible for the written project plan. The project plan shall follow the project formulation process undertaken in the fall of 2018 through e-mail correspondence between representatives of MUD Africa and LUPPEN.

The board of MUD Africa is responsible for supporting LUPPEN with budgeted sources in time, and technical skills in order to finalize the project.

The executive members of LUPPEN are responsible to carry out the activities outlined in this project plan and finalize required reports, on time and in accordance with the time schedule of the project.

The partner organizations of the project, MUD Africa and LUPPEN, sign this plan stipulating the responsibilities in this particular project.

Defined limits

Settlement Research 2019 is a research project and shall not interfere with specific land conflicts.

Budget

The budget of Settlement Research 2019 is specified in Malawian Kwacha, Swedish Krona and US Dollars. The total sum in US Dollars is the fixed value of the project.

Exchange rate:
Malawian Kwacha 728 to 1 USD.
1 USD to 9,10 SEK.
Malawian Kwacha 79.9491 to 1 SEK

Date: November 14, 2018. Exchange rate retrieved from www.xe.com

The work being conducted by LUPPEN executive members is acknowledged in the budget with added value to the lunch and transport allowances. Their costs for transport and lunch are covered in the budget for all meetings concerning this project.

The funds are from MUD Africa and its members, who have contributed to this project by private donations on monthly basis, and also by specific fundraising activities and sporadic initiatives.
Budget summary:

<table>
<thead>
<tr>
<th></th>
<th>Malawi Kwacha</th>
<th>US Dollar</th>
<th>Swedish Krona</th>
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<tbody>
<tr>
<td>Activity 1 - Research</td>
<td>972000</td>
<td>1339</td>
<td>12146</td>
</tr>
<tr>
<td>Activity 2 - Phase out</td>
<td>327000</td>
<td>450</td>
<td>4048</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1299000 MKW</td>
<td>1789 USD</td>
<td>16194 SEK</td>
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</table>

Activities

Activity 1 - Research

1.1 Preparatory meetings

In order to conduct a fruitful research in the selected peri-urban settlements, efforts must be made in the preparations to conduct the research. Five prep meetings will be held where the following needs to be done:

1.1.1 Go through project plan/budget
1.1.2 Decide upon four selected settlements
1.1.3 Set agenda and construct questionnaires

Budget for Preparatory meetings

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Freq</th>
<th>Unit Cost MKW</th>
<th>Amount USD</th>
<th>Amount MKW</th>
<th>Amount SEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch (executive members)</td>
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<td>5</td>
<td>2500</td>
<td>172</td>
<td>125000</td>
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<tr>
<td>Transport (executive members)</td>
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<td>1</td>
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<td>14</td>
<td>10000</td>
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<td>22000</td>
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<td></td>
<td>388</td>
<td>282000</td>
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</table>
Measurable outcome activity 1.1

- Minutes
- Signed project plan
- Selection of settlements
- Questionnaires
- Template for needs assessment
- Agenda and action plan for carrying out upcoming project activities

1.2 Research phase

We estimate that two meetings in each of the four selected settlements need to take place to capture the opportunities and challenges facing the settlements.

1.2.1 Invite religious and traditional leaders and chiefs
1.2.2 Meet settlement committees
1.2.3 Collect data about issues in the area

To carry out the above successfully it is valuable to, in beforehand, create well-structured questionnaires to work with.

Budget for Research Phase

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Freq</th>
<th>Unit Cost</th>
<th>Amount USD</th>
<th>Amount MKW</th>
<th>Amount SEK</th>
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<td>275</td>
<td>200000</td>
<td>2500</td>
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<tr>
<td>Transport (executive members)</td>
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<td>8</td>
<td>2500</td>
<td>275</td>
<td>200000</td>
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<td>8</td>
<td>600</td>
<td>198</td>
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<td>99</td>
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<td>28</td>
<td>20000</td>
<td>250</td>
</tr>
<tr>
<td>Markers</td>
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<td>2</td>
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<td>17</td>
<td>12000</td>
<td>150</td>
</tr>
<tr>
<td>Cell tape</td>
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<td>2</td>
<td>500</td>
<td>6</td>
<td>4000</td>
<td>50</td>
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<tr>
<td>Communication Airtime</td>
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<td>1</td>
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<td>28</td>
<td>20000</td>
<td>250</td>
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<td>Total</td>
<td>951</td>
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</table>
**Time limit:** January - February 2019

**Measurable outcome activity 1.2**

- Minutes
- Meeting protocols

**Activity 2 - Phase out**

To be able to sum up the actual needs in the settlements and to compose a list to hand over to duty bearers as well as to write a complete final report it is necessary with several days of concentrated work.

2.1 Compile report on area-based issues (3 days)
2.2 Meet and hand over report to duty bearers (1 day)
2.3 Final reporting and de facto phase out where LUPPEN will hand over a report to MUD Africa. Besides presenting the achievements and changes of the project, a vital part of the final report is to showcase financial outcomes in relation to obtained results (2 days)

**Budget for phase out**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Freq</th>
<th>Unit Cost MKW</th>
<th>Amount USD</th>
<th>Amount MKW</th>
<th>Amount SEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td>10</td>
<td>5</td>
<td>2500</td>
<td>172</td>
<td>125000</td>
<td>1561</td>
</tr>
<tr>
<td>Lunch</td>
<td>10</td>
<td>5</td>
<td>2500</td>
<td>172</td>
<td>125000</td>
<td>1561</td>
</tr>
<tr>
<td>Meet official(s) for hand-over</td>
<td>10</td>
<td>1</td>
<td>2500</td>
<td>34</td>
<td>25000</td>
<td>312</td>
</tr>
<tr>
<td>Communication Airtime</td>
<td>1</td>
<td>1</td>
<td>10000</td>
<td>14</td>
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<td>125</td>
</tr>
<tr>
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<td>20000</td>
<td>28</td>
<td>20000</td>
<td>250</td>
</tr>
<tr>
<td>Stationery</td>
<td>1</td>
<td>1</td>
<td>22000</td>
<td>30</td>
<td>22000</td>
<td>275</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>450</strong></td>
<td><strong>327000</strong></td>
<td><strong>4048</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Time Limit:** March 2019

**Measurable outcome activity 2**

- Report
- Minutes from the settlement needs assessment
- Commitment list
- Final report
Appendix 1 – Goal and Risk Matrix

Settlement Research 2019

State the overall project goal: To contribute to an improvement in living conditions of the targeted population in urban and peri-urban settlements of Lilongwe

<table>
<thead>
<tr>
<th>Expected results</th>
<th>Target groups</th>
<th>Indicators and baseline values</th>
<th>Sources of verification</th>
<th>Risks and risk management</th>
</tr>
</thead>
</table>
| **Project Goal:** LUPPEN’s understanding of the current situation and needs in the [settlements] is increased and a knowledge basis for a more extensive future project is created. | LUPPEN executive members | | | State risks and risk-managing measures here 
Note: Corruption risk and the relevant preventative and capacity-strengthening measures must always be specified. |

<table>
<thead>
<tr>
<th>Sub goal 1.1: (Preparatory meetings)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Five prep meetings will be held in order to plan and make arrangements to conduct a fruitful research. LUPPEN have deepened their capacity for achieving the project goal</td>
<td>LUPPEN executive members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Activity 1:1:1 Go through project plan and budget | LUPPEN executive members | Indicator: Baseline: Extensive experience of project planning and execution. Previous | - Minutes - Signed project plan | The project exceeds its budget - Continuous monitoring and review of budget and planned activities throughout the project cycle |
| Activity 1:1:2 Decide upon four selected settlements | LUPPEN executive members | **Indicators:** a proposal of the four settlement  
Baseline: | - Minutes  
- Selection of settlements | Disagreement on which settlements to choose  
- Have an initial discussion on which settlements that are in greater need of support  
- Have a democratic voting within LUPPEN executive members to select settlements |
| Activity 1:1:3 Set agenda and construct questionnaires | LUPPEN executive members | **Indicators:**  
LUPPEN executive members are aware of and have agreed upon the aim of the agenda and the kind of findings questionnaires can result in  
**Baseline:**  
Experience of settlement mapping activities and interviewing techniques | - Minutes  
- Questionnaires  
- Template for needs assessment  
- Agenda and action plan for carrying out upcoming project activities | Disagreement on agenda and most important questions to pose  
- Take inspiration from what has been seen and heard regarding problems and issues of concern in former settlement visits |
| **Sub goal 1.2: Conduct research** | LUPPEN executive members |  
| Activity 1:2:1 Invite religious and traditional leaders and chiefs | LUPPEN executive members, religious and traditional leaders and chiefs | **Indicators:**  
**Baseline:** | - Minutes | Hesitant to participate  
- Emphasize the leaders and chiefs ownership of the activity and agenda for the upcoming discussion |
<table>
<thead>
<tr>
<th>Activity 1:2:2 Meet settlement committees</th>
<th>LUPPEN executive members, settlement committees, religious and traditional leaders and chiefs</th>
<th>A dialogue has been established. Strengthened the trust and gained the capacity to put together needed meetings and discussions to figure out the needs in the settlements.</th>
<th>Meeting Protocols</th>
<th>More men than women attend the gathering</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indicators: Baseline</td>
<td>- Calculate the number of women and men to make sure it is a gender balance in the meetings. Increase the number of women until you reach a balance. Stress the importance of gender equality</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Invited religious and traditional leaders and chiefs choose not to participate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Initiation will be handed over in person, with emphasis on the individual's role and responsibility as well as information about the agenda.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity 1:2:3 Collect data about issues in the area</td>
<td>LUPPEN executive members</td>
<td>Indicators: LUPPEN executive members have gained deepened knowledge regarding the different living conditions and needs. Have identified and agreed on the main issues. Baseline: LUPPEN executive members have training and experience in conducting this type of research. Have had [number] MUD Africa funded project.</td>
<td>Minutes</td>
<td>Difficulties in discussing different needs in the committees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Create well-structured questioners to work with.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Difficulties to receive data</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Ask for support from other organizations who work in the same area</td>
<td></td>
<td></td>
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</tbody>
</table>
**Sub goal 2: (Phase out)**

<table>
<thead>
<tr>
<th>Activity 2:1 Compile report on area based issues</th>
<th>LUPPEN executive members</th>
<th>Indicators:</th>
<th>Report</th>
<th>Minutes from the settlement needs assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Baseline:</td>
<td></td>
<td>Two or more LUPPEN executive members take notes during settlement meetings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 2:2 Meet and hand over report to duty bearers</th>
<th>LUPPEN executive members, settlement committees, religious and traditional leaders and chiefs, local authorities (duty bearers).</th>
<th>Indicators: The situation in the selected settlements is on the agenda - how will duty bearers act to improve it?</th>
<th>Report</th>
<th>Minutes Commitment list</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Baseline: N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 2:3 Final Report</th>
<th>LUPPEN executive members, MUD Africa project team</th>
<th>Indicators:</th>
<th>Report</th>
<th>Final report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Baseline:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Minutes from meetings in the settlements are lost or destroyed
- Right holders fear to utter their opinions
- Lack of technology – to enable communication between LUPPEN and MUD Africa e-mail and internet is needed. Lack of technology will make the communication difficult.
- Heavy workload for local project group

- Provide guidance before the meeting take place
- Inform the duty bearers well beforehand
- Make sure a back-up date is decided upon for handing over report
- LUPPEN should communicate concerns to MUD Africa.
- Divide the work within the group to avoid that one or two persons do all the writing.
Project Plan - Settlement Research 2019

This 11-page project plan will constitute the basis for the Settlement Research project 2019.
Signed by representatives from both parties:

For MUD Africa,  
Gothenburg, 2018-11-22

Signature, authorized signatory

Sara Eliasson

Clarification of Signature

For LUPPEN,  
Lilongwe, 2018 - ___

Signature, authorized signatory

Clarification of Signature

Liza Hermansson

Clarification of Signature