

# **COUNCIL FOR NON-GOVERNMENTAL ORGANIZATIONS IN MALAWI (CONGOMA)**

## **I. CONTACT INFORMATION**

Address:	Main Office P.O. Box 480 Blantyre	Mzuzu Office P.O. Box 20515 Mzuzu 2
Phone/fax:	Phone: 632 791/631 818 Fax: 631 756	635 880/335 054
Physical location of office:	Down the road from the Malawi Red Cross, Blantyre	
Executive Secretary:	Mr. David Faiti	
Date of registration:	February 28, 1992	
Length of time in existence:	Approximately 4 years	
Area of specialty:	NGO umbrella organization	

## **II. MISSION STATEMENT**

To promote social and economic development in Malawi by facilitating active collaboration among NGOs and strengthening their capacity in social welfare delivery and by strengthening social endeavors in all sectors.

## **III. BACKGROUND**

The Council for Non-Governmental Organizations in Malawi (CONGOMA) was formed in February, 1992 after having functioned as the Council for Social Welfare Services in Malawi since 1985. CONGOMA has a membership of 108 non-governmental organizations, 80 of which are national and 28 international. CONGOMA was developed to enhance and maximize the potential and actual impact that NGOs can and do have upon development in Malawi.

## **IV. CAPACITY**

### **1. ADMINISTRATIVE/ORGANIZATION**

#### **A. Indicators**

- A functioning secretariat
- Equipment to run a secretariat i.e., phone, computer, etc.
- Continuity of staff

- Registered under the Trustee Incorporation Act of 1962
- Statement of non-partisanship
- Mission statement
- Promote staff development
- Size of staff - Large

Written personnel and office policies are in draft form. They are expected to be finalized at the next meeting of the CONGOMA Board.

## B. Staff

### a. Current Staff Structure

Executive Secretary:	David Faite
Deputy Director:	To be announced
Communications Officer:	Francis Chikunkhuzeni
CONGOMA Librarian:	Matilda Chimetengo
Finance Manager:	Alfred Nkhone
Assistant Accountant:	Alexander Kambili Jr.
Secretary:	Beatrice Banda
Receptionist	Naomi Kadzuwa
Watchmen	
Messenger	
Drivers (3)	

Mzuzu Regional Manager: Bernadette Crawford

Drought Vulnerability Monitoring Coordinator (DVMU): John Kapininga

### b. Projected Staffing Needs

CONGOMA is setting up a regional office in Lilongwe. This office will require a full staff including the following positions: Regional Manager, Secretary and Messenger.

## C. Offices/Resources

The main CONGOMA Office, located in Blantyre, contains eight office spaces. There is also a three room regional satellite office in Mzuzu. CONGOMA has expressed the need for another regional satellite office to be set up in Lilongwe. The following is the equipment that CONGOMA currently owns.

4	Desk top computers
2	Lap top computers
1	Fax machine
4	Filing cabinets
8	Desk/chair sets
4	Vehicles

CONGOMA, if successful in setting up a regional satellite office in Lilongwe, will need equipment and furniture to run the office.

## 2. FINANCIAL ACCOUNTABILITY

### A. Indicators

- Mechanisms in place to ensure funds are spent appropriately
- Able to keep track of separate donor/project funds simultaneously
- Financial reporting system in place for reporting to donors
- Planned annual audits
- Employs a full time accountant
- Continuity of accounting staff

## 3. INTERNAL GOVERNANCE

### A. Indicators

- Established board of directors or executive committee
- Board or executive committee meets regularly
- A record is kept of board meetings (minutes)
- Board has authority over the Executive Director of the organization
- Board has secondary authority over hiring and firing top level employees
- Constitution with clear delineation of powers between the board and staff

### B. Board of Directors/Executive Committee

#### Governing Council

- Chairperson: Mr. Hestern Banda  
CPAR  
Box 30998  
Lilongwe  
Tel: 744 315 Fax: 744 206
- Vice Chairperson: Mrs. Nyandovi Kerr  
Women's World Banking  
Box 1868  
Blantyre

#### Council Members:

Dr. A. Mvula  
Phwezi  
Box 222  
Rumphu  
Tel/Fax: 372 358

Mr. M. Church  
ADRA  
Box 951  
Blantyre  
Tel: 620 016 Fax: 620 226

Mr. M. Donnelly  
Concern Universal  
Box 1535  
Blantyre  
Tel: 623 761/874 Fax: 623 846

Mr. J. Makoko  
Christian Service Committee  
Box 30123  
Lilongwe 3  
Tel/Fax: 731 729

Mr. J. Njala  
Cheshire Homes Malawi  
Box 1530  
Blantyre  
Tel: 636 329

Mr. J. Seguado  
Action Aid  
Box 30735  
Lilongwe 3  
Tel: 783 283 Fax: 783 087

Mr. W. Nkhoma  
World Vision International  
Box 2050  
Blantyre  
Tel: 670 311

Board of Trustees

Shadreck Mazyia  
Christian Service Committee  
Box 51294  
Limbe  
Tel: 642 877

John Undulu  
Malawi Red Cross Society  
Box 983  
Lilongwe  
Tel: 732 877

Jervase Chankumodzi  
Samaritan  
Box 2835  
Blantyre  
Tel: 623 331            Fax: 625 088

Lemma Degefa  
Evangelical Lutheran Development Programme  
Box 2467  
Blantyre  
Tel: 632 297

Kenneth Thindwa  
REDFO  
Box 30664  
Blantyre 3  
Tel: 644 052

Stocker Hara  
Beekeepers Association of Malawi  
Box 569  
Mzuzu  
Tel: 332 675

a.     Functioning of the Governing Council

The Governing Council of CONGOMA is democratically elected by the membership. Meetings are held annually. Decisions are made by voting. In the case of a tie, the Chair casts the deciding vote.

4.     PROGRAM DEVELOPMENT

A.     Indicators

- Successfully carried out one or more projects
- Well developed proposal writing skills
- Realistic and appropriate budget writing skills for proposals
- Follows through on projects with little outside guidance
- Proposed projects in line with the mission statement of the NGO
- Sufficient staff for organizing and carrying out program activities
- Timeliness and achievement of goals

B.     Past Activities

Over the past four years, CONGOMA has carried out a number of program activities. Aside from functioning as an umbrella organization for NGOs, CONGOMA has compiled a directory of NGOs in Malawi, produced and distributed a quarterly newsletter designed to inform CONGOMA's 108 member NGOs about the support available to them through

CONGOMA as well as to report on the annual general meeting. CONGOMA has also set up a library to be used as a resource center for member NGOs.

In 1993, CONGOMA initiated efforts to design an NGO law to improve the quality of NGOs in Malawi, create an enabling environment for NGOs and grant fiscal benefits to NGOs. CONGOMA has continued to work on this law, in conjunction with government and donors, to guarantee that the greatest protection from government control is provided to NGOs.

C. Current Activities:

Recent concerns expressed towards the current draft of the NGO law have caused CONGOMA to spend a considerable amount of time reviewing the document and holding regional consultations to gather input from NGOs throughout the country. CONGOMA has held regional meetings in all three regions and formed a committee to compile the information collected. The United Nations Development Programme (UNDP) has funded CONGOMA to hire an international attorney to come to Malawi to assist a Malawian attorney to draft the final version.

CONGOMA is in the process of updating the NGO directory and has begun to compile a similar directory of Donors to be used as a guide to funding for NGOs.

D. Future Activities

CONGOMA intends to continue to work on the draft NGO law until it is completed and passed in parliament. This will involve follow-up consultations with NGOs and further negotiations with government.

In an effort to provide better services to its member NGOs, CONGOMA has decided to form committees that will serve each of its four sectors: health, agriculture, democracy and governance/human rights and women. These committees will hold workshops and training sessions to provide technical and substantive education designed specifically for each sector. In response to weak institutional capacities of most NGOs, particularly indigenous NGOs, CONGOMA plans to launch a capacity building service for NGOs. The program will also be linked to CONGOMA's code of conduct in an effort to maintain high levels of transparency and accountability necessary for improving the image and credibility of the NGO community in Malawi.

5. CONSTITUENCY

A. Indicators

- Inclusion of women in program activities
- Outreach to the rural areas
- Membership available to outside individuals
- Dissemination of information to people outside main urban areas

## 6. PUBLIC RELATIONS

### A. Indicators

- Effective use of the media
- Networks with other NGOs
- Have developed a network of contacts that assist the NGO to further its aims

### B. Description of media coverage

CONGOMA has effectively used the media to inform the public about programs and activities being carried out by the organization. Recently, Mr. David Faite, Executive Secretary of CONGOMA, appeared in the Nation newspaper as the "Saturday Guest." During his interview, David explained why NGOs are necessary and how they function. CONGOMA also has plans to use the media as a tool if and when it becomes necessary to gain support for the inclusion of fiscal benefits in the NGO law.

## 7. ADVOCACY

### A. Indicators

- Has shown the ability to identify an issue of national or local importance and lobby for change in the relevant legislation, laws or policy
- Able to rally support from Parliament, NGOs and citizens around an issue
- Able to lobby without outside guidance
- Understanding of parliament's law making functions

### B. Description of advocacy activities

The Original impetus for the development of a draft NGO law was to provide fiscal incentives to indigenous NGOs in Malawi by ensuring their accountability. Recently, it has become unclear whether or not the government intends to provide fiscal benefits to NGOs as incentive to register under the NGO law. CONGOMA has done a commendable job of rallying support from ministers, government officials, members of parliament, the donors residing in Malawi and other NGOs to put pressure on government to provide these incentives.

# **DISABLED PERSONS ASSOCIATION IN MALAWI (DIPAM)**

## **I. CONTACT INFORMATION**

Address:	P.O. Box 2862 Blantyre
Phone/Fax:	636 075
Physical location of office:	Off Chileka Road.
Director/Chairperson:	Giddeon Mothisa
Date of registration:	December 2, 1989
Length of time in existence:	12 years
Area of specialty:	Promoting equality for disabled persons in Malawi

## **II. MISSION STATEMENT**

To improve the socio-economic situation of disabled people in Malawi by lobbying for equal opportunities.

## **III. BACKGROUND**

DIPAM was formed by a core group of persons with disabilities who were inspired by attending the inaugural ceremony of persons with disabilities in Zimbabwe in 1984. Upon their return, this group began mobilizing disabled persons in Malawi to organize an Association similar to that of Zimbabwe.

By 1989, the Association had drawn up a constitution, registered and established a large membership. OXFAM began funding DIPAM in 1990 and has continued to fund the organization ever since.

## **IV. CAPACITY**

### **1. ADMINISTRATIVE/ORGANIZATION**

#### **A. Indicators**

- A functioning secretariat
- Equipment to run a secretariat i.e., phone, computer, etc.
- Secretariat can respond adequately to requests for information
- Registered under the Trustee Incorporation Act



- Statement of non-partisanship
- Mission statement
- Written personnel policies
- Size of staff -- Large

B. Staff

a. Current Staff Structure

National Executive Chairman:	Gideon Motisa
Accounts Clerk:	Albert Kaphaso
Secretary:	Lunnard Kambudzi
Secretary:	Janet Phiri
2 Office Cleaners	
4 Drivers	
4 Security Guards	

Handicrafts projects

Supervisor:	Samuel Jere
Coordinator:	Mrs. Khomba
Coordinator:	Elsie James

Carpentry Project

Supervisor:	Mr. Khomba
Assistant Supervisor:	Mr. Jere
Carpenter:	Kenneth Phiri
Carpenter:	Mr. Lule
Assistant Carpenter:	Mr. Kawale
Assistant Carpenter:	Mr. Loufeyo

b. Projected Staffing Needs

DIPAM has expressed the need for two development workers to mobilize disabled persons in the rural areas.

C. Offices/Resources

Office Equipment

3	Electric typewriters
1	Manual typewriter
1	Computer
1	Printer
1	Photocopier
1	Filing Cabinet
3	Trucks

## **2. FINANCIAL ACCOUNTABILITY**

### **A. Indicators**

- Mechanisms in place to ensure funds are spent appropriately
- Financial reporting system in place for reporting to donors
- Fund raising ability

Concern International has recently assisted DIPAM to reorganize their financial system.

## **3. INTERNAL GOVERNANCE**

### **A. Indicators**

- Established board of directors or executive committee
- Executive committee meets regularly
- A record is kept of board meetings (minutes)
- Board has authority over the Executive Director of the organization
- Board has secondary authority over hiring and firing top level employees
- Constitution with clear delineation of powers between the board and staff

### **B. Board of Directors/Executive Committee**

Patron: Mama C. T. Kadzimira

#### **Board of Trustees**

F.B. Chinsinga  
Ministry of Works  
Headquarters  
Private Bag 318  
Lilongwe 3  
Tel: 784 200

Edna Chipofiya  
Queen Elizabeth Hospital  
Physiotherapy Department  
P.O. Box 95  
Blantyre  
Tel: 630 333

Vacancies (3)

### National Executive Committee

- Chairman: Gideon Montisa  
P.O. Box 58  
Mulanje  
Tel: 465 432
- Vice Chairman: Vacant
- Secretary: Enniess Namaria  
Malawi Pharmacy and Poisons Board  
P.O. Box 30241  
Lilongwe 3  
Tel: 784 936
- Vice Secretary: Godfrey Katsemo  
Ministry of Labour-Headquarters  
Private Bag 344  
Lilongwe 3  
Tel: 783 277
- Treasurer: Virginia Masuweta  
Malawi Council For the Handicapped  
Box 5971  
Limbe  
Tel: 622 239

### Members

Aurther Galazi  
Shadreck Msesa  
David Chipeta  
M. Mwafuliwra  
Rachael Kachaje  
Vacant (1)

### Regional Committee (South)

- Chairman: Aurther Galazi
- Vice Chairman: Falesta Saulosi
- Secretary: Elida Montisa
- Vice Secretary: Charles Banda
- Treasurer: Patrick Matelechera

### Members

Mantiford Mulume  
Mac Donald Ngauma  
Violet Katengwe

### Regional Committee (Center)

- Chairman: Shadreck Msesa
- Vice Chairman: Bertha Chigona
- Secretary: Odilia Phiri
- Vice Secretary: Andrew Matchisa
- Treasurer: Benson Chatipwa

### Members

Redson Nthenda  
Mark Chikoko  
Beatrice Juta  
Vacant (1)

### Regional Committee (North)

- Chairman: David Chipeta
- Vice Chairman: John Banda
- Secretary: Colby Kaunda
- Vice Secretary: M. Mwafulirwa
- Treasurer: Pardon Nkhata

### Members

A. Phiri  
O. Mfuno  
M. Mwamande  
Vacant (2)

#### *a. Functioning of the Board*

The National Assembly, elected by the Regional Assembly, meets every year and is composed of delegates from District, Regional and National Committees. The Regional Assemblies, elected by the District Committees, meet every two years and are composed of delegates from all districts in the region. The District Committees are composed of persons with disabilities from all parts of the district.

The executive committee of DIPAM meets regularly to discuss and guide the activities of the organization. The board of trustees meets twice a year. The board is made up of 5 people, two disabled persons and three non-disabled. This board is in the process of being reformed. Each year at the DIPAM national assembly, elections are held for both the board of trustees and the executive committee.

#### **4. PROGRAM DEVELOPMENT**

##### **A. Indicators**

- Successfully carried out one or more projects
- Well developed proposal writing skills
- Realistic and appropriate budget writing skills for proposals
- Follows through on projects with little outside guidance
- Proposed projects in line with the mission statement of the NGO
- Timeliness and achievement of goals

##### **B. Past Activities**

Once DIPAM had set up an office and trained staff members, the organization embarked on a campaign to educate the public about disabilities. This public awareness campaign was carried out through a series of open meetings, press releases and fundraising events. The Association has also formed Regional, District and Community to mobilize disabled persons in the rural areas.

The Association also hosted the fourth Southern Regional workshop on Equalization of Opportunities Legislation (EQUILEG) for persons with disabilities.

DIPAM has engaged in a number of advocacy activities including: lobbying at the National Constitutional conference for the inclusion of disabled persons under the Human Rights section of the Malawi Constitution, lobbying a major bus to cease to charging disabled persons an extra fare for their wheel chair and meeting with the President and Cabinet Ministers to sensitize them on the issues of the disabled.

##### **C. Current Activities**

DIPAM is currently running two projects, a carpentry project that employs carpenters and assists them to sell their products and a project for making handicrafts. The Association is also holding small meetings in rural areas to educate persons with disabilities the importance of education and health.

##### **D. Future Activities**

DIPAM plans to continue acting as an advocate for the rights of the disabled. At the same time, DIPAM intends to provide the needed support and education to allow disabled persons to join the mainstream society. This task will involve a great deal of work in rural areas where the majority of disabled persons live.

#### **5. CONSTITUENCY**

##### **A. Indicators**

- Inclusion of women in program activities
- Outreach to the rural areas
- Membership available to outside individuals

- Satellite branches outside of main urban areas
- Dissemination of information to people outside main urban areas

DIPAM has active District Committees in all the 24 districts. In the villages there are a number of community branches. Meetings take place often in rural areas to discuss issues such as how poverty results in malnutrition, the impact of parents not sending their disabled children to school and the problems disabled persons face when trying to obtain loans from lending institutions. A Disabled Women's Committee has also been organized to address the special needs of disabled women.

## 6. PUBLIC RELATIONS

### A. Indicators

- Effective use of the media
- Public advocacy through the media
- Networks with other NGOs
- Have developed a network of contacts that assist the NGO to further its aims
- Pro-actively seeks coverage of program activities

### B. Description of media coverage

DIPAM has made effective use of the media. Frequent press releases have appeared on issues of concern to the disabled. These issues include, lack of representation in parliament, the lack of inclusion of disabled persons in development projects and the insensitivity of government towards the disabled. DIPAM also actively seeks coverage for their program activities.

## 7. ADVOCACY

### A. Indicators

- Has shown the ability to identify an issue of national or local importance and lobby for change in the relevant legislation, laws or policy
- Able to rally support from Parliament, NGOs and citizens around an issue
- Able to lobby without outside guidance

### B. Description of advocacy activities

DIPAM has successfully lobbied on a number of issues including the following:

- Inclusion of equal rights for the disabled in the Human Rights section of the Constitution
- Disallowing bus companies to charge an extra fare for a wheelchair.
- Encouraging parents to send their disabled children to school
- Wheelchair access to public buildings

# **JOURNALISTS ASSOCIATION OF MALAWI (JAMA)**

## **I. CONTACT INFORMATION**

Address:	P.O. Box 90143 Blantyre 9
Phone/fax:	643 760 Phone/Fax 644 332 (Impact Advertising) 670 411
Physical location of office:	Mercury House, Limbe
Director/Chairperson:	Edward Chitsulo
Date of registration:	1990
Length of time in existence:	Six years
Area of specialty:	Media training, ethics and protection of journalists

## **II. MISSION STATEMENT**

To promote professional journalism in Malawi.

## **III. BACKGROUND**

JAMA is a non-governmental, non-partisan institution that was established in 1990 in order to promote professional journalism in Malawi. During the Banda regime, JAMA made efforts to protect journalist's rights and freedom, promote ethics and to facilitate training for reporters. Over the last several years, JAMA has continued to carry out these aims.

## **IV. CAPACITY**

### **1. ADMINISTRATIVE/ORGANIZATION**

#### **A. Indicators**

- Mission statement
- Size of staff - N/A

#### **B. Staff**

a. Current Staff Structure

- Executive Director: Edward Chitsulo

b. Projected Staffing Needs

JAMA currently has no secretariat. To establish a secretariat it will be necessary to hire a secretary and a messenger. At least one Program Officer will also be needed to assist Mr. Chitsulo to carry out training programs for journalists and carry out candidate debates to inform the public about the candidates competing in by-elections.

C. Offices/Resources

Mr. Chitsulo, the Editor of the Michiru Sun newspaper, uses his office facilities at the Michiru Sun to carry out administrative duties for JAMA. An office space is needed to have a functioning secretariat.

2. FINANCIAL ACCOUNTABILITY

A. Indicators

- Mechanisms in place to ensure funds are spent appropriately

3. INTERNAL GOVERNANCE

A. Indicators

- Established board of directors or executive committee
- Board or executive committee meets regularly
- A record is kept of board meetings (minutes)
- Board has authority over the Executive Director of the organization
- Board has secondary authority over hiring and firing top level employees
- Constitution with clear delineation of powers between the board and staff

B. Board of Directors/Executive Committee

Board of Trustees

Jack Muwamba  
Nyemba Mbekeani  
George Kauwo

Envoy to the United States  
Nkulumadzi Bakeries  
Attorney, Blantyre

Executive Committee

- Chairman: Edward Chitsulo
- Vice Chairman: Egbert-Kalera Mhango
- Secretary: Akwete Sande



- Vice Secretary: Stella Muhura
- Treasurer: Dick Mlazier
- Vice Treasurer: Chipiliru Mathya
- Publicity Secretary: Claude Simwaka

The board is currently being restructured. The members listed above may be replaced during this transition.

a. Function of the Board

The board proposes policies and activities that are then discussed and passed at the annual general meeting (AGM) of JAMA members. Following the decisions of the AGM, the board implements the policies and, where possible, facilitates the activities. The board meets regularly to address current issues. The most recent meeting was held in conjunction with the AGM of JAMA's members in June of this year.

4. PROGRAM DEVELOPMENT

A. Indicators

- Successfully carried out one or more projects
- Well developed proposal writing skills
- Realistic and appropriate budget writing skills for proposals
- Follows through on projects with little outside guidance
- Proposed projects in line with the mission statement of the NGO
- Timeliness and achievement of goals

B. Past Activities

JAMA has facilitated a number of workshops in conjunction with other NGOs including the Red Cross, AWEPA, the Friedrich Naumann Foundation, the Thompson Foundation and UNICEF to provide training on ethical and professional reporting. JAMA has also created a number of action groups designed to address specific issues. The most active of these committees is the Malawi Institute of Journalism (MIJ). The European Union has funded JAMA in conjunction with the University of Malawi and the Media Institute for Southern Africa to set up MIJ as a training school for journalists and to serve as a pilot project for the SADC region.

Other committees set up by JAMA include the Media and Aids Society (MASO), a committee designed to address the issue of AIDS as it pertains to women and children, and Malawi Gender Watch (MAGWATCH), a committee developed with the assistance of UNICEF, to advocate for the protection and rights of women and children in Malawi.

JAMA, funded by AWEPA and the European Union, has also compiled and published a code of ethics for reporters.

### C. Current Activities

With the assistance of the National Democratic Institute (NDI), JAMA has been hosting a series of candidate debates for the parliamentary bi-elections held over the past year. The program was initiated by NDI last year as a joint effort with JAMA and the Electoral Commission. NDI is currently in the process of training a JAMA staff person to take over complete responsibility of organizing debates for future bi-elections. JAMA has recently drafted a proposal requesting funding to set up a secretariat and carry out the bi-election debates. This proposal is yet to be funded.

During this time JAMA has continued to oversee the activities of the MIJ and is in the process of setting up the Media Council of Malawi to focus on ethics.

### D. Future Activities

JAMA intends to continue work with MIJ, MASO, and MAGWATCH. In addition to working with these committees, JAMA will assume full responsibility for organizing debates for future bi-elections. Other projects planned include analyzing policy and lobbying for change to the statute books of law that suppress the work of journalists, and producing a newsletter to create a network of information for members. JAMA also hopes to obtain funding to set up and run a secretariat.

## 5. CONSTITUENCY

### A. Indicators

- Inclusion of women in program activities
- Outreach to the rural areas
- Membership available to outside individuals
- Dissemination of information to people outside main urban areas

## 6. PUBLIC RELATIONS

### A. Indicators

- Effective use of the media
- Public advocacy through the media
- Public advocacy through the media
- Networks with other NGOs
- Have developed a network of contacts that assist the NGO to further its aims
- Pro-actively seeks coverage of program activities

### B. Description of media coverage

JAMA has appeared in almost all of Malawi's newspapers. Coverage has ranged from the openings and proceedings of workshops to meetings between JAMA and President Muluzi. JAMA's action committees, including MAGWATCH and MASO, have appeared in the paper advocating for the rights of women and children and promoting AIDS awareness.

## 7. ADVOCACY

### A. Indicators

- Has shown the ability to identify an issue of national or local importance and lobby for change in the relevant legislation, laws or policy

### B. Description of advocacy activities

The premise on which JAMA was built was to create an environment that allows journalists freedom of reporting and to ensure that this reporting is both professional and ethical. In this vain, JAMA has lobbied on behalf of a number of journalists including George Ntenga, David Nthenane, and Mr. Mputahew when these journalists were being persecuted for stories that they had reported.

JAMA is currently lobbying against the current Printed Publications Act Amendment Bill that requires all newspapers to list their reporters and editor because they fear that it may raise unnecessary suspicions towards newspapers. JAMA is currently reviewing 22 laws that directly or indirectly effect journalists including the Law of Trespass and the Public Entertainment Act that requires certain documents to be reviewed by the Censor Board.

# MALAWI INSTITUTE OF DEMOCRATIC AND ECONOMIC AFFAIRS (MIDEA)

## I. CONTACT INFORMATION

Address:	P.O. Box 3089 Lilongwe 3
Phone/fax:	741 562
Physical location of office:	Stanfield House, Second Floor, Old Town
Director/Chairperson:	Shyley Kondowe
Date of registration:	September 8, 1995
Length of time in existence:	11 months
Area of specialty:	Democratic Development

## II. MISSION STATEMENT

To stimulate and develop the capacity of rural communities and local organizations in addressing issues relating to human rights, democratic development and economic freedom in Malawi.

## III. BACKGROUND

The Malawi Institute of Democratic and Economic Affairs (MIDEA) was launched in August 1995 by Shyley Kondowe as a non-governmental, non-partisan organization. MIDEA was formed in response to the growing need, for an organization that would monitor political issues from outside the government following the first multi-party elections held in Malawi in May 1994. MIDEA also hopes to continue the activities of the now defunct National Consultative Council (NCC) that provided an avenue for communication between political parties and the government prior to the elections.

## IV. CAPACITY

### 1. ADMINISTRATIVE/ORGANIZATION

#### A. Indicators

- A functioning secretariat
- Equipment to run a secretariat i.e., phone, computer, etc.
- Continuity of staff
- Registered under the Trustee Incorporation Act of 1962
- Statement of non-partisanship

- Mission statement
- Written personnel policies
- Promote staff development
- Size of staff - Small

B. Staff

a. Current Staff Structure

Executive Director:	Shyley Kondowe
Program Officer:	Victoria Chirwa
Secretary:	Elizabeth Banda
Part-time Accountant:	Mzoma Banda
Messenger:	Charles Fampeni

b. Projected Staffing Needs

MIDEA has recently received funding from the United States Embassy 116e Fund to set up and run a secretariat for one year. This grant provides salaries for an Executive Director, secretary and messenger. Given MIDEA's aim to set up a resource library and to monitor legislation being tabled in parliament, they are in need of a staff person to conduct research and keep the library. With the expansion of program work to the rural areas MIDEA will also require at least one or two program officers to assist Mr. Kondowe. A Full time accountant is also needed.

C. Offices/Resources

MIDEA is currently functioning from a two room office located in Stansfield House. This space is inadequate. MIDEA has expressed the need for a larger office that consists of at least four rooms in order to adequately carry out program activities

Office Equipment

- 1 Desktop computer
- 1 Printer
- 1 Fax machine
- 2 Desks with chairs

2. FINANCIAL ACCOUNTABILITY

A. Indicators

- Mechanisms in place to ensure funds are spent appropriately
- Able to keep track of separate donor/project funds simultaneously
- Financial reporting system in place for reporting to donors
- Planned annual audits

### 3. INTERNAL GOVERNANCE

#### A. Indicators

- Established board of directors or executive committee
- Board has authority over the Executive Director of the organization
- Board has secondary authority over hiring and firing top level employees
- Constitution with clear delineation of powers between the board and staff

#### B. Board of Directors/Executive Committee

- **Chairman:**  
Bishop Aipa  
Diocese of Southern Malawi  
P.O. Box 21  
Chilema  
Tel: 531 243 (O) 531 244 (H)  
Fax: 531 243  
Occupation: Clergyman
  
- **Treasurer:**  
Mr. Fletcher Nova Mkandawire  
First Merchant Bank  
Victoria Avenue  
Private Bag 122  
Blantyre  
Tel: 622 648/622 759 (O)  
Occupation: Bank Manager

#### Members

Mr. Ashraf Lambat  
Tyros Investment Ltd.  
P.O. Box 1872  
Lilongwe  
Tel: 743 371/723 053 744 568 (O)  
Fax: 742 776  
Occupation: Group Chairman

Ms. Wezi Lungu  
Malawi Housing Corporation  
P.O. Box 114  
Lilongwe  
Tel: 720 077 (O) 784 510 (H)  
Occupation: Estate Manager

Mr. Pondamali Enock Zimba  
PEZ General Dealers  
P.O. Box 30891  
Lilongwe 3  
Tel: 720 680 (Tel/Fax)  
Occupation: Business/Manager

Dr. Maxwell Mkwezalamba  
Chancellor College  
P.O. Box 280  
Zomba  
Tel: 522 222 (O)  
Occupation: University lecturer/Economist

Mrs. S. F. Mussa  
Hardware Centre/Salfe Pharmacy  
P.O. Box 929  
Lilongwe  
Tel: 741 856/740 663  
Fax: 721 745  
Occupation: Business Woman/Fashion Designer

Dr. Richard Mkandawire  
Commonwealth Office  
Lusaka, Zambia  
Tel: (260) 1 252 153/733  
Occupation: Director for Africa

a. Functioning of the Board

The Board was elected from a group of individuals interested in organizing the MIDEA. These board members are acting on a voluntary basis. Board members serve a four-year term with the option of being nominated for a second term. Decisions are made by voting. In the case of a tie the Chairperson casts the deciding vote.

Board meetings will be held quarterly with supplemental meetings in case of emergencies. Minutes are taken by the Secretary and kept of file at the main MIDEA office. There have been two board meetings to date. The first was for the purpose of defining the NGO and the second for defining the responsibilities of the Board.

4. PROGRAM DEVELOPMENT

A. Indicators

- Successfully carried out one or more projects
- Well developed proposal writing skills
- Realistic and appropriate budget writing skills for proposals
- Follows through on projects with little outside guidance

## B. Past Activities

MIDEA has only been in existence for a short time. During this time they have focused mainly on monitoring legislation being tabled in parliament and lobbying for amendment on selected bills that will effect national policy. For example, MIDEA has successfully lobbied on the Corrupt Practices and Ombudsman Bills.

## C. Current Activities

MIDEA has recently received funding from the Catholic Organization for Development Co-Operation (CEBEMO) to conduct constituency forums in eight districts. The forums will bring together women, traditional leaders, local government leaders and development committee members within the district to discuss constitutional rights, the rights of women and what they should expect from their MP. MIDEA has also secured funding to set up and run a secretariat for one year. The Canadian International Development Agency (CIDA) has also funded MIDEA to conduct a small pilot rural civic education program to strengthen democracy through local government. The program is designed to educate people on the role of local government and to assist in the design of government policy for the structure of local government.

## D. Future Activities

MIDEA intends to continue to monitor bills being tabled in parliament and to lobby for amendment when necessary. Plans are also in place to set up a resource library to assist other NGOs and the public to keep abreast of what is happening in parliament. MIDEA may also produce a newsletter to relay information on parliamentary proceedings. If the pilot project with CIDA is successful they may fund MIDEA to expand the pilot rural civic education program to include all districts in Malawi.

## 5. CONSTITUENCY

### A. Indicators

- Inclusion of women in program activities
- Outreach to the rural areas
- Dissemination of information to people outside main urban areas

## 6. PUBLIC RELATIONS

### A. Indicators

- Effective use of the media
- Public advocacy through the media
- Networks with other NGOs
- Have developed a network of contacts that assist the NGO to further its aims
- Pro-actively seeks coverage of program activities



B. Description of media coverage

MIDEA receives a significant amount of coverage from the press. All program activities to date have received wide coverage and Mr. Kondowe often makes public statements on national issues that are published.

7. ADVOCACY

A. Indicators

- Has shown the ability to identify an issue of national or local importance and lobby for change in the relevant legislation, laws or policy
- Able to rally support from Parliament, NGOs and citizens around an issue
- Able to lobby without outside guidance
- Understanding of parliament's law making functions.

B. Description of advocacy activities

MIDEA has been highly active in lobbying parliament on a number of bills. Mr. Kondowe, Executive Director of MIDEA, also acts as chairperson for the Parliamentary Lobbying Committee, a sub-committee of the Human Rights Consultative Committee. In this role, MIDEA offers advice and helps other NGOs to lobby parliament on issues of national importance. This sub-committee is currently funded by the United Nations Development Programme

# MALAWI LAW SOCIETY

## COMMITTEE ON WOMEN AND CHILDREN'S AFFAIRS

### I. CONTACT INFORMATION

Address: P.O. Box 5248  
Limbe

Phone/fax: Phone: 640 266 (Rosemary Kanyuka)  
Fax: 640 861

Physical location of office: N/A

Chairperson: Rosemary Kanyuka

Date of registration: Registered under the Malawi Law Society

Length of time in existence: Two years

Area of specialty: Protecting underprivileged women and children

### II. MISSION STATEMENT

To protect, provide legal services to and enlighten women and children under the law.

### III. BACKGROUND

The Women's Committee of the Malawi Society was formed by a group of women attorneys within the Law Society to focus on issues concerning women and children. The Women's Committee also provides free legal service and education to women and children who cannot afford it.

### IV. CAPACITY

#### 1. ADMINISTRATIVE/ORGANIZATION

##### A. Indicators

- Mission Statement
- Statement of non-partisanship

**B. Staff**

*a. Current Staff Structure*

The Women's Committee of the Malawi Law Society currently has no staff. The organization is made up of a number of women attorneys who meet and provide legal services on a pro-bono basis.

*b. Projected Staffing Needs*

In order to provide their services of legal counseling and education to a larger number of women and children, the Women's Committee requires a functioning secretariat. This would necessitate the hiring of an office manager to conduct preliminary interviews with women seeking legal services. A secretary and messenger will also be necessary for an effective program.

**C. Offices/Resources**

The Women's Committee currently has no office. In order to be accessible to a greater number of women and children the Committee will need funding to set up and run an office. This will include funds to purchase equipment and supplies.

**2. FINANCIAL ACCOUNTABILITY**

The Women's Committee functions on a pro-bono basis. In the event that the Committee receives funding to run a secretariat mechanisms will be put in place to ensure that the funds are spent appropriately.

**3. INTERNAL GOVERNANCE**

**A. Indicators**

- Established board of directors or executive committee
- Board or executive committee meets regularly
- A record is kept of board meetings (minutes)

**B. Committee Members**

- Chairperson: Rosemary Kanyuka  
Lilley, Wills and Co.  
Churchill House  
P.O. Box 5248  
Limbe  
Tel: 640 266  
Fax: 640 861
- Deputy Chairperson: Janet Chikaya-Banda

- **Secretary:** Maureen Kachingwe  
Protea Hotels  
Main Office  
P.O. Box 284  
Tel: 620 154
- **Treasurer:** Ngeyi Kanyongolo  
CARER  
P.O. Box 30479  
Blantyre Synod  
Blantyre  
Phone/Fax: 636 007

### Members

#### *Lilongwe*

M. Katopola  
Mirriam Maluwa  
Ms. Chombo  
I. Nkhoma  
O. Kalolokesya  
F. Sakanda  
Ms. Chizumila

#### *Blantyre*

Ms. Chirwa  
Justice A. Msosa  
E. Msosa  
Ms. Soko  
Ms. Jumbe  
Ms. Kachale  
Mrs. Ansah  
Mrs. Kumwenda

## 4. PROGRAM DEVELOPMENT

### A. Indicators

- Successfully carried out one or more projects
- Follows through on projects with little outside guidance
- Proposed projects in line with the mission statement of the NGO

### B. Past Activities

Over the past two years, the Women's Committee of the Malawi Law Society has provided free counseling and legal services to approximately 20 women. In addition to this counseling, the Committee has advertised and carried out a number of one-day sessions to discuss legal issues of importance to women. These sessions have been attended by up to 40 women. The Committee has also produced a newsletter about women's rights.

### C. Current Activities

The committee is continuing to provide free legal advice to women. The Committee is also in the process of producing a second newsletter on women's rights. The Committee has also developed a proposal requesting funds to set up and run a secretariat. Most recently, the committee has reviewed a large number of recommendations for legal reform that have been

made at numerous women's conferences in Malawi. The Committee reviewed these recommendations to ensure that they were in accordance with the Constitution and suggested a number of other areas for reform. These recommendations were then given to the Women's Caucus in parliament. The Caucus has prioritized the areas of legal reform and a number of these laws are currently being addressed by both the Caucus and the Law Commissioner. The first series of amendments are scheduled for the September session of parliament.

#### D. Future Activities

The Committee would like to be able to provide legal services to a larger number of underprivileged women and children. To achieve this goal, the Committee intends to obtain funding to translate and distribute their newsletter to a wider audience and to hold seminars for women in the rural areas. These seminars would offer advice and legal education on laws affecting women. The Committee also has plans to continue to advise the Women's Caucus on areas of legal reform for women.

### 5. CONSTITUENCY

#### A. Indicators

- Inclusion of women in program activities
- Outreach to the rural areas
- Dissemination of information to people outside main urban areas

### 6. PUBLIC RELATIONS

#### A. Indicators

- Effective use of the media
- Have developed a network of contacts that assist the NGO to further its aims

#### B. Description of media coverage

The Women's Committee has used both the radio and the newspaper to advertise their open-day sessions for women seeking legal counseling. The Committee's newsletter promoting women's rights also appeared in full in the *Nation*.

### 7. ADVOCACY

#### A. Indicators

- Has shown the ability to identify an issue of national or local importance and lobby for change in the relevant legislation, laws or policy
- Understanding of parliament's law making functions.

B. Description of advocacy activities

The Committee has made a number of suggestions for legal reform on laws pertaining to women. These recommendations were presented to the Women's Caucus who have agreed to present the proposed amendments to parliament.