



Disability HIV and AIDS Trust

Creating an inclusive society

Executive Director's Report
On Visit to Malawi- 2 – 5 December, 2009

INTRODUCTION

The two objectives of the visit to Malawi were to establish levels of desire and opportunity for DHAT to work with Federation, DPOs, ASO and other partners in Malawi. Secondly, to have a meeting with David Njaidi and James Kalimbuka on the operations of DHAT Malawi.

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VISIT TO BLANTYRE DHAT PARTNERS

1.0 Federation of Disability Organizations in Malawi (FEDCOMA)

I visited FEDOMA on 2 December, 2009 and held the meeting with the Executive Director Mr Mussa Chiwaula in his office.

The meeting looked at DHAT's work or mandate to build the capacity of DPOs in collaboration with FEDOMA in Malawi. FEDOMA expressed its willingness to work with DHAT more effectively when DHAT's country office in Lilongwe becomes operational. It was also agreed that when engaging a second DHAT Malawi Volunteer with disability to work with James Kalimbuka, it would be appropriate for DHAT to share the terms of reference with FEDOMA for advice on the rightful candidate.

FEDOMA expressed happiness on DHAT's plans to establish a Country Office in Lilongwe, since FEDOMA has no regional office in Lilongwe; DHAT's office in Lilongwe would serve the DPOs in the region. DHAT reminded FEDOMA on the pending draft Memorandum of Understanding submitted to FEDOMA. The Executive Director promised to review and sign the MOU as soon as possible, if delayed DHAT should make a follow up with FEDOMA.

FEDOMA advised and encouraged DHAT on recruiting people with disabilities who should work with professionals (able bodied people) who would train them in leadership and organizational skills to run organizations. Lastly, FEDOMA warned DHAT to be aware and not feel intimidated by people from other DPOs or regional disability organizations who feel jealous and threatened with good work DHAT was doing in the region. He gave example of one of SAFOD leaders from Malawi who told him that she was not happy with DHAT's support to the formation of Botswana Federation of the Disabled (BOFOD).

2.0 Disabled Women Organization in Development (DIWODE)

The meeting with the Executive Director Ms Kasase Segere looked at DIWODE's work plan which included training in leadership and organizational skills for DIWODE's leadership and grass root members. The Executive Director informed the meeting that women with disabilities find it difficult to access VCT services in Malawi. Therefore, DHAT and DIWODE should explore the idea of setting up a VCT Project for people with disabilities in Blantyre and Lilongwe once funds are secured.

DIWODE general conference to elect new office bearers was due, but the organization has no money to hold the general conference in 2009 which was postponed to 2010.

DIWODE appreciated the current partnership with DHAT that had seen the organization acquiring training skills from SAT School Without Walls (SWW) workshops.

3.0 Malawi Network of AIDS Services Organization (MANASO)

The main objective of the meeting was to find out from MANASO if it was possible to share an office with DHAT Malawi in Lilongwe and arrange for 2010 resource mobilization meeting among DHAT, FEDOMA and MANASO. The programmes Manager Mr Donald Makwakwa from MANASO informed the meeting that MANASO was willing to offer an office to DHAT Malawi in Lilongwe provided MANASO secured funding for 2010 office rent from National AIDS Commission (NAC). He proposed that James Kalimbuka to contact Mr Chikwanha of MANASO regional office in Lilongwe to confirm the availability of the office space in February, 2010.

The meeting also discussed the implementation of the Memorandum of Understanding between DHAT and MANASO, referring to the gaps that existed in Disability, HIV and AIDS. It was resolved that the two institutions should agree on the time when they would start mainstreaming disability into HIV and AIDS and HIV and AIDS into disability.

The meeting finally resolved that a stakeholders meeting be organized in 2010 to bring together FEDOMA, DHAT, MANASO AND Malawi Council for the Handicapped (MACOHA) to draw a work and fundraising plan.

4.0 Malawi National Association of the Deaf (MANAD) and Malawi Blind Union (MBU)

No meetings were held for the two organizations, because MANAD and MBU management teams were out of the office on various national duties.

VISIT TO LILONGWE DHAT PARTNERS

5.0 Ministry of Elderly and People with Disabilities

The Executive Director and James Kalimbuka visited Mr Maxwell Nyirenda the Chief Rehabilitation Officer in the Ministry of Elderly and People with Disabilities to brief him on the DHAT's work in Malawi. Secondly, to convey the message of appreciation to the Malawian Government for signing the Memorandum of Understanding with DHAT Malawi Chapter.

The team briefed Mr Nyirenda on the DHAT Regional Conference to be held in Harare, Zimbabwe in 2010. And the need to set up the country advocacy committee comprising Government, ASOs and DPOs representatives that would start preparing and fundraising for the regional conference. Proposed organization to be approached for funding were; WHO Malawi office, UNAIDS, DFID, USAID etc. Mr Nyirenda informed the meeting that the Government of Malawi was ready to work with DHAT on the preparation for the regional conference and after the conference.

6.0 Malawi Association of the Physically Disabled (MAPD)

The meeting was held in with Mr Kankosi Banda chairperson for Malawi Association of the Physically Disabled in his office. DHAT briefed the Chairperson on the progress of its work in Malawi, signed MOU with the Malawian Government and successful meetings with other DPOs in Blantyre.

MAPD Chairperson expressed happiness and organization's willingness to partner with DHAT. He asked DHAT Malawi to engage his organization into a process of partnership. James Kalimbuka was tasked to conduct a partnership mapping exercise with MAPD as soon as possible so that MOU could be signed.

7.0 Southern Africa AIDS Trust - Malawi

We visited SAT Malawi office with James Kalimbuka to inform them that DHAT Malawi had signed an MOU with the Malawian Government. SAT Malawi Country Programme Officer Mr Novice Bamusi said SAT Malawi was ready to work with DHAT Malawi and advised DHAT team that, immediately DHAT Malawi secured an office, should inform SAT Malawi. DHAT was also advised to come up with an activity plan that could be shared with SAT Malawi as soon as possible. James Kalimbuka was tasked to make a follow up with SAT Malawi

8.0 DHAT Malawi - David Njaidi and James Kalimbuka

The meeting was held in David Njaidi's office. James gave briefing on DHAT Malawi operations which included the opening of the bank account and conclusion of the memorandum of understanding with the Malawian Government- a job that was well done indeed.

After James' briefing the Executive Director briefed the meeting on his visit to FEDOMA, MANASO and DIWODE, which was fruitful and partners are ready to work with DHAT in Malawi.

8.1 Country Advocacy Committee

The Executive Director informed the meeting that DHAT Regional was planning to hold a regional Conference in Harare, Zimbabwe in September or October, 2010 to bring Governments, CSOs, DPOs, ASOs and Donors to support DHAT's work in the region. Therefore, as part of preparation for the regional conference, DHAT Malawi like other DHAT Country offices would be required to form Country Advocacy Committees that would include representatives from Government, FEDOMA, MANASO, DHAT, Private Sector, MACOHA, CSOs etc; that would be mandated to fundraise locally to meet expenses for the regional conference.

8.2 DHAT Malawi Country Board

The Executive Director informed the meeting that the Regional Board had engaged a Consultant to review the DHAT's regional and country constitutions with the view of harmonizing them. The reviewing exercise would be completed by January, 2010 and new constitutions will be shared with all DHAT Country Chapters, and resubmitted for registration by various country registration bodies. However, DHAT Malawi was advised to continue with the process of identifying country board members that would form the county board for DHAT Malawi.

8.3 Harare Satellite Office

The meeting was informed that DHAT Regional Board at its November, 2009 meeting held in Gaborone, Botswana resolved that management should establish a satellite office Harare, Zimbabwe by March, 2010 to facilitate the speedy preparation of the regional conference.

8.4 DHAT Malawi Operation

The meeting agreed that David Njaidi be the custodian of the DHAT Malawi cheque book, letter heads and principal signatory to the DHAT Malawi bank account, other signatories included Zione Ntaba, James Kalimbuka and Phillimon Simwaba. It was also agreed that David Njaidi would be approving budgets, work plan and travels for the Coordinator (James Kalimbuka) so that there was transparency and adherence to reporting arrangements in the country programme.

The Executive Director informed the meeting that MANASO had agreed to share office with DHAT Malawi provided that NAC Malawi provided them with 2010 funding to pay for their regional office rent in Lilongwe. In the event that, MANASO failed to offer an office to DHAT Malawi, ABAS Springs was identified to be an optional organization after the assessment by DHAT Regional.

James Kalimbuka agreed that once the DHAT office is secured in Malawi he was ready to shift from Salima to Lilongwe and roll out DHAT Malawi programme. The meeting also observed that there was need to engage another volunteer with a disability to work with James Kalimbuka and the Executive Director promised to come up with the terms of reference that would be shared with DHAT Malawi (see the draft Appendix 1 attached).

8.5 Volunteer Allowance

The executive Director asked for forgiveness from the meeting for not informing DHAT Malawi especially James Kalimbuka that the donors have decided to reduce the volunteer allowances from USD 400 to USD 250 for all the volunteers. Their work would also be subject to the monthly reports on what they do in their respective countries. The volunteers would now be required to submit monthly reports for their work to DHAT regional for assessment and payment for the allowances would depend on the work done during the reporting period.

8.6 DHAT Malawi Programmes

The team expressed confidence that there were chances for DHAT Malawi to work and receive support from the Civil Society Organizations and donors in Malawi; Due to DHAT's programmes which are unique. Children and mental health programmers were identified to be among priorities for DHAT's work in Malawi which would be supported by advocacy activities using the media and service delivery under VCT/CPI Programmes as tools to achieve advocacy work.

8.7 Fundraising

The meeting resolved that fundraising for DHAT activities in Malawi was not a big issue. What was required was commitment from James Kalimbuka to prepare a concept paper and market it to local donors for funding. DHAT Regional assured DHAT Malawi that it will continue to negotiate with SAT Regional to support DHAT Malawi's planned activities.

10.0 Conclusion

All the meetings with partners in Malawi were fruitful and partners are more than ready to work with DHAT. Therefore, there is great solidarity among the partners in Malawi to work with DHAT Malawi at all levels. DHAT regional should continue lobbying SAT regional to support DHAT Country activities in their next budgets.

DISABILITY, HIV AND AIDS TRUST (DHAT)

PROGRAMME OFFICER

JOB DESCRIPTION

Title:	Programme Officer/Country Coordinator
Responsible to:	Country Programme Manager
Staff reporting:	None
Salary :	Commensurate with experience and based upon:
Overall Responsibility:	To assume full responsibility for the direction and implementation of the organization's Programmes.

The Programme officer is one of DHAT's senior members of staff.

He/She is responsible for leadership and management of programme activities in order to achieve DHAT's aims.

ESSENTIAL REQUIREMENTS

1. Highest level of integrity, honesty, sense of responsibility and at least form five.

2. Good team player and leadership abilities.
3. A proven ability to work under pressure and supervision of the Head of Programmes.
4. Effective interpersonal skill – Diplomacy, negotiation and Influencing.
5. Proven ability to self - manage and meet deadlines.
6. An open learner- opens to new ideas and changes i.e., have the capacity to learn and adapt.
7. Some one with a disability added advantage.

KEY AREAS OF RESPONSIBILITY

The Programme Officer is responsible for:

- Designing, planning, implementing, monitoring, reviewing and evaluating of programme work within the framework of DHAT's annual plans.
- Representing DHAT and developing partnerships with the government, disabled people's organisations and networks, donors, other development agencies and NGOs.
- Ensuring that the rights of marginalised disabled people, including disabled women and children are promoted / included in the programmes.
- Ensuring that programmes provide appropriate training and development to people with spinal cord injury to advocate effectively for their rights and participate in mainstream development activities.
- Taking responsibility for fundraising for programme activities.
- Assisting the Head of Programmes to ensure accountability to government, partners, and donors and to DHAT in accordance with DHAT's policies and procedures and planning and reporting schedules.
- Managing the DHAT staff team in the absence of the director, development activities, programme finances and resources.
- Assisting the Head of Programmes in ensuring DHAT complies with all local statutory and legal obligations.
- Any other duties as delegated by the Head of Programmes.