

# CONSTITUENCY HANDBOOK

For Members of Parliament



**An overview of NDI's constituency outreach training program in Malawi,  
December 1995 to October 1996.**

**NDI MALAWI**



## NDI MALAWI CONSTITUENCY OUTREACH PROJECT

This booklet has been produced to give NDI staff members and other interested individuals an overview of the first phase of NDI's constituency outreach project for Members of Parliament in Malawi. The booklet contains several memos describing the development of the program and an abridged version of the Constituency Handbook that has been distributed to all MPs.

Focus group research carried out by NDI Malawi during the two years after the 1994 general elections indicated a strong desire on the part of rural Malawians to play an active role in the political development of their country and to have close interaction with their elected officials. → The research also revealed that many Malawians felt cut off from the political process because they did not have regular contact with their Members of Parliament. In order to overcome the widespread dissatisfaction with the performance of MPs and to increase the influence of citizens in national political decision making, NDI offered to work with the Speaker and Members of Parliament to improve the performance of MPs in their constituencies.

NDI produced a draft program proposal and made a formal offer of assistance to the Speaker in late 1995. The Speaker accepted the offer and NDI met a short time later with a small group of MPs who had been identified by the Speaker and leaders of the three parliamentary political parties as being active and engaged in their constituencies. This group would become the core of the Constituency Outreach Supervisory Committee that would guide the development of the rest of the program. NDI's original proposal called for much of the program to be carried out by the three party caucuses in parliament. The Supervisory Committee insisted from the beginning that the outreach program be a nonpartisan parliamentary effort.

After a few initial changes, the current membership of the Supervisory Committee was established, with two MPs from each party represented in parliament. The Committee is a mixture of personalities, with several nationally prominent figures and several relatively obscure back bench MPs who spend most of their time at home in the village. During the first meeting of the Committee, the members identified two major constraints to their constituency outreach work: lack of resources, especially constituency offices, and; lack of information. To address the first constraint, the Committee members drafted a proposal for the creation of government-funded constituency offices for MPs (the proposal is included in Section 1 of the Handbook). Committee members have since developed a program of lobbying fellow MPs, Ministers and parliamentary committees to ensure that the proposal is funded. Much of this work has been done with very little guidance from NDI. There is now a broad consensus among MPs that the proposal should be a priority, and it appears that funding for constituency offices will be included in the 1997 government budget. The second constraint has been addressed through the creation of the Constituency Handbook and outreach training program.

### *The Constituency Handbook*

During the first six months of 1996, the Supervisory Committee developed an extensive handbook to help their fellow MPs improve their constituency outreach techniques. The Committee initially outlined the elements that they thought should be included in the handbook, then NDI created a draft for review by the committee. After several rounds of review and editing, a final version was created in May 1996. An abridged version of the Handbook is



included in this booklet. From the beginning, the Handbook was designed to be a practical tool, rather than containing a lot of written material. The Handbook contains a wealth of important national contact information that MPs have not had access to previously, and work sheets designed to help MPs gather information about their own constituency. It also contains the first comprehensive list of sources of small-scale development funding and loans in Malawi, as well as application forms. The first section of the handbook is a short description of constituency outreach techniques and the reasons why constituency work is important. This section is very Malawi-specific and draws on examples given by the members of the Supervisory Committee themselves.

The original version of the Handbook is bound in a large three-ring binder with tabbed sections and different colored paper marking the different forms within each section. Using a binder will allow MPs to customize their handbooks and to insert updated contact information. Copies of the original Handbook are available for review in the Johannesburg and Washington DC offices.

### ***Handbook Distribution and Training***

In June 1996, NDI and the Supervisory Committee held a two-day seminar for a group of 13 MPs in Zomba. The seminar was intended to introduce the Handbook to a larger group of MPs who would eventually distribute the Handbook and provide training to the rest of parliament. A detailed memo describing the June seminar is included in this booklet. It was originally hoped that the distribution of the Handbook and training sessions would take place during the July session of parliament. However, an ongoing dispute compelled the opposition AFORD and MCP parties to walk out of parliament before the Handbook could be distributed. The Supervisory Committee decided to wait for the October session of parliament to distribute the Handbook.

In early October, the Committee and NDI met to discuss the training and distribution plans. As the dispute that caused the walkout in June had not been resolved and the opposition parties were stating publicly that they would not go back to parliament, the Committee decided to hold three regional workshops to distribute the Handbook before the scheduled opening of parliament. These meetings will be held before the end of October. The Supervisory Committee members and the other MPs who attended the June seminar will distribute and introduce the Handbook to small groups of MPs and discuss various outreach techniques.

### ***The Future of the Program***

The Committee members are eager to continue their work and have asked NDI to support their efforts. Future work may concentrate on turning over many of the responsibilities NDI has assumed so far to the Clerk's office in parliament, including compiling and updating contact information for the Handbook. The Committee also hopes to start producing an outreach newsletter for MPs that would highlight the outreach efforts of Malawian MPs. If the constituency office proposal is funded, much work will have to be done to establish accounting structures and to train MPs and staff members on office set-up and operation. NDI Malawi's two-year grant extension includes support for constituency outreach efforts.



### *Lessons Learned*

Many of the lessons learned during the outreach support program are outlined in the memo describing the Constituency Outreach seminar included in this booklet.

By far the most important factor in the success of the outreach program to date has been the use of a Supervisory Committee of committed and active MPs. From the beginning, NDI has allowed the Committee members to set the agenda and determine the structure of the program. The Committee has subsequently taken control of the program and has ensured that the program is relevant and well received by other MPs. The Committee members have brought many good ideas to the project, as well as a great deal of commitment and enthusiasm.

Another important attribute of NDI's assistance has been an emphasis on practicality. NDI Malawi's outreach support efforts have not produced voluminous reports or lengthy essays on the merits of servicing one's constituents. Instead, the primary product of the program - the Constituency Handbook - aims to provide practical tools that MPs will be able to use right away. By providing a concise overview of constituency outreach techniques, extensive contact information and a structured method of collecting information about the MP's own constituency, the Handbook will hopefully spur inactive MPs to action and make MPs who are already committed to the development of their constituencies even more effective.

The members of the Supervisory Committee have expressed their willingness to support and learn from constituency outreach efforts in other countries. NDI staff who are looking for trainers or international participants for outreach support projects are encouraged to contact the NDI Malawi office. If you would like more information on NDI Malawi's efforts, please contact Chris Gomes in Washington or Brent Preston in Malawi (e-mail: 104264.3031@compuserve.com).

NDI Malawi  
Private Bag 38  
Lilongwe  
Malawi

Tel: (265) 742-224  
Fax: (265) 742-113





## MEMORANDUM

**TO:** Hon. R.T.C. Munyenembe, MP  
cc. All members of supervisory group  
**FROM:** Brent Preston, NDI Malawi  
**DATE:** 4 December 1995  
**RE:** Constituent Outreach Programme

The National Democratic Institute recently made a formal offer to the Speaker of Parliament to support a constituent outreach training programme for Members of Parliament. The Speaker accepted the offer, and all three political parties have subsequently indicated their interest in participating in this programme. The outreach programme will be facilitated by Brent Preston of NDI Malawi. The following MPs have agreed to help design and oversee the programme:

Hon. R.T.C. Munyenembe, M.P.  
Mr. L.C. Chaziya, M.P. (please note that Mr. Chaziya has been replaced by Mr. Kangaude)  
Ms. C.T. Kainja, M.P.  
Mr. F.S. Mphepo, M.P.  
Mr. M. Kalele, M.P.  
Hon. B.H. Kawonga, M.P.  
Mr. J.K. Luwe, M.P.

All of the individuals listed above have received a copy of a draft programme proposal prepared by NDI Malawi. Mr. Preston has met individually with the Speaker and Ms. Kainja, and will meet in the near future with Hon. Kawonga to discuss this programme. On Friday 1 December, Mr. Preston met with Mr. Chaziya, Mr. Mphepo, Mr. Kalele and Mr. Luwe in Blantyre to discuss the programme proposal and to plan the implementation of the proposal. This report is a summary of the discussions that took place during that meeting and during individual meetings with other members of the group.

### **Constituent Relations: Responsibilities and Constraints**

The responsibility of MPs to act as a leader of and catalyst for development was stressed throughout the discussions. The MPs who are currently the most active in their constituencies spend most of their time encouraging and organizing self-help development projects, working with local civil servants to help facilitate and expedite government development initiatives and locating funding for local projects. The group felt that organizing development activities is at least as important, if not more important, than their responsibilities as representatives. The emphasis on development contrasts with many western democracies, where the representative function of elected legislators is emphasised.

The group also agreed that MPs should ensure harmony between supporters of different political parties in their constituencies and work to strengthen their own political party in their areas.



The group noted that constituents are becoming very critical of MPs who are not fulfilling their responsibilities, and that Malawians have very high expectations of the new government and the new democratic political system. The also complained, however, that there are serious constraints that prevent them from doing their jobs effectively, many of which their constituents are unaware of. All the MPs agreed that the single greatest constraint on their work in their constituencies is the lack of office facilities. Without resources to set up a constituency office, MPs are forced either to work out of their house or to work through political party offices. Neither of these arrangements is acceptable. The group recommended that the Government construct simple offices in each constituency for use by the MP. Each office should have at least one staff member to facilitate communication between the MP and the constituents. The offices would be for the use of the MP, and would not be associated with any political party.

Financial constraints were also mentioned by members of the group. MPs' salaries are very low, and the MK500.00 monthly fuel allowance does not come close to covering the actual costs of moving throughout the constituency. For most MPs, payments to the parliamentary vehicle scheme consume virtually all of their vehicle maintenance allowance, leaving little money for outreach activities.

The group agreed that in addition to designing and supervising the outreach programme, they would work together to draft recommendations to address the major constraints faced by MPs. As a first step in the creation of recommendations, Mr. Luwe agreed to draft a list of normal monthly expenses incurred by MPs during work in their constituencies, and Mr. Mphopo agreed to draft a list of resources and personnel necessary to run a simple constituency office. These drafts will be distributed to the other MPs and discussed during the next meeting of the group in January.

The group also discussed the fundamental principals that contribute to successful work in the constituency. All agreed that MPs must first of all be personally committed to serving their constituency. Without personal commitment, meaningful outreach work is very difficult. The group also agreed that most of an MP's work should be done through non-partisan committees or organizations, rather than through party structures. Existing structures, such as Area Development Committees, can be used, and where these are not functioning MPs can create new structures. The group agreed that as many individuals and groups as possible should be involved in the organizing and implementation of programmes initiated by the MP. The MP must work with all constituents and maintain an image of neutrality and political impartiality.

### **Methodology**

A basic methodology was agreed upon during the meeting. The current all-party group of MPs will work together to develop all materials and design training programmes. In addition to the two MPs from each party in the all-party group, two or three MPs and one party official from each party will be identified to train other members of their caucus. Mr. Preston will contact each of the parties to help identify the additional MPs and party officials. The group felt strongly that the party officials should be members of the national central executive of their party. The larger group of 15 MPs and three party officials will receive training from Malawian and international trainers during intensive training sessions. They will then lead training sessions



for other MPs. The entire programme will be supervised by the Speaker, and the Speaker will be encouraged to participate whenever possible. In future meetings the group will decide what specific activities will be conducted on a party-by-party basis.

The programme proposal developed by NDI calls for the creation of constituency handbooks by members of each party caucus. The group agreed that a handbook would be very useful and effective, but felt that the handbooks should be parliamentary documents, not party documents. The group agreed that as much of the programme as possible should be developed on an all-party basis. The MPs felt that working with all the parties would help entrench good constituent relations practices in Parliament, and would emphasize the position of the MP as an individual representative of a constituency, rather than a member of a political party.

The group was skeptical of creating constituent relations rules for MPs to follow, and felt that guidelines would be more acceptable. Whether these should be Parliamentary guidelines or if each party should create its own guidelines was not discussed.

The group felt strongly that trainers and resource materials should come from other African countries whenever possible to ensure relevance to the Malawi situation. Several of the MPs also suggested traveling to other countries to see outreach activities in action, but the limited NDI budget will probably not allow for this. Ms. Kainja suggested that Malawian resource people be used to train the core MPs (who will train other MPs in their caucus) in training methods. Ms. Kainja suggested a professor at Chancellor College who is an expert in such training methods.





# NATIONAL DEMOCRATIC INSTITUTE FOR INTERNATIONAL AFFAIRS

Private Bag 38,  
Lilongwe, Malawi

Tel: (265) 742 224/741 552  
Fax: (265) 742 113

\*E-Mail: 104056.3146@compuserve.com

## MEMORANDUM

**TO:** Interested NDI staff  
**FROM:** Brent Preston, NDI Malawi  
**DATE:** 19 June 1996  
**RE:** Constituency Outreach Conference

This is a quick memo describing the constituency outreach seminar held last weekend in Zomba. The seminar was attended by 13 Members of Parliament representing all three parliamentary political parties. Five of the MPs at the seminar were members of the supervisory committee assembled by NDI late last year to help design and oversee the outreach program.

The main purpose of the seminar was to introduce the constituency handbook developed by NDI and the supervisory committee to a slightly larger group of MPs, and to provide this group with information and training on outreach techniques. MPs who are already active and engaged in their constituencies were invited to the seminar. NDI used a variety of sources to identify committed MPs, such as political party leaders, Parliament and NDI's own contacts. The main seminar facilitator was Hon. Richard Mdakane, Chief Whip of the Gauteng Provincial Parliament in South Africa. Other facilitators included:

- o Ms. Grace Kaimira, lecturer in communications at the University of Malawi
- o Mr. Charles Mandala, Operations Manager, Malawi Social Action Fund (MASAF)
- o Mr. Shyley Kondowe, Director, Malawi Institute for Democratic and Economic Affairs (MIDEA)
- o Mr. Alfred Ntonga, Editor-in-Chief, The Nation newspaper

Each session of the seminar was led by one facilitator and one MP with experience or expertise in the relevant subject area.

The first day of the seminar was used to discuss the development of the outreach program, the purpose and importance of constituency work, and to introduce the participants to the constituency handbook. A significant amount of time was also spent discussing the ways in which the seminar participants could train other MPs in the use of the handbook, in preparation for the training sessions each participant will conduct for their fellow Members next week. A detailed agenda for the training sessions was developed by the seminar participants.

The second day was spent discussing specific issues identified during the development of the outreach program. Hon. Mdakane and the Malawian facilitators covered case work, communication and media relations, working with NGOs and facilitating small-scale development







projects. The Malawian facilitators were chosen for their practical experience in the subject areas covered, and gave the participants many valuable tips and ideas. In the afternoon of the second day, the participants broke into working groups to formulate specific guidelines for MPs to follow when working in their constituencies and recommendations for further programs to increase outreach skills and commitment to constituency work on the part of MPs.

The seminar was very productive and exciting, due in large part to the enthusiasm and commitment of the participants. The large majority of the participants were obviously very committed to servicing their constituencies and had implemented innovative programs, despite very limited resources and little encouragement from their political party leaders or Parliament. Participants would often become very animated and passionate when describing their activities in their constituencies and sought each other out during breaks to discuss each other's activities. The participants who had not been involved in the design of the program were very enthusiastic about the work of NDI and the supervisory committee in preparing for the seminar, and the reaction to the handbook was overwhelmingly positive. "It's in the book!" became the chorus whenever someone asked for information on a certain organization or subject. When discussing topics like "Why should you work in your constituency?" we were definitely preaching to the converted, so the emphasis was placed on developing methods of transferring the experience and enthusiasm of the seminar participants to other MPs during the upcoming training sessions.

Richard Mdakane made a great contribution to the seminar. I was a little worried at first, as he is very quiet and reserved, and speaks with a heavy Zulu accent, but he performed very well during the sessions, despite little preparation. He also had many very funny anecdotes. To introduce the session on case work, he told a story about a white constituent who called him to help find her lost dog. The story was very funny, but illustrated the importance of dealing with individual constituents and taking their concerns seriously, and the ability of case work to build support among communities that traditionally favor one's political rivals.

The Malawian facilitators were all excellent, and the participants gave them all top marks in their written assessments. The representative from MASAF stayed an extra night and participated in several sessions after his own was finished. He was eager to help MPs source funding from MASAF for development projects initiated by their constituents. Alfred Ntonga from the Nation gave some excellent tips on obtaining publicity for constituency work. During the close of the seminar several MPs insisted that they follow Ntonga's advice and write a press release about the seminar. Gillian and I stayed up after the final dinner with a group of participants to draft a release (using the guide from the handbook) that has since been published in several newspapers.

The evaluations filled out by participants at the close of the seminar were very positive, apart from the usual complaints about the size of the per diem. All the participants expressed confidence in their ability to conduct training sessions for other MPs. There was also a strong consensus that the supervisory committee should continue to function, and that NDI should continue to provide assistance in the area of constituency outreach.

NDI will now incorporate the guidelines developed during the seminar into the handbook and print 180 copies over the next week. I will travel to Zomba next week to meet with the



supervisory committee and the Speaker to organize the training sessions (the Speaker has already agreed to set aside one morning during the current session of Parliament for the training sessions). I will also distribute copies of the training session agenda developed during the seminar to the participants. I will then return to Zomba the following week to deliver the handbooks and assist with final preparations for the training sessions.

Copies of the final constituency handbook will be sent to Johannesburg and DC within two weeks. Initially, only 15 extra copies will be printed for NDI use, as the handbooks are very big, very heavy and quite expensive and complicated to produce, but additional copies can be printed if needed. Much of the handbook is very Malawi-specific, but the general concepts of the handbook should be applicable to other countries. I also think that the way the outreach program was developed could be used successfully elsewhere. The creation of a multipartisan supervisory committee of committed MPs was crucial to the success of this program. It ensured that the handbook and seminar responded to the very specific needs of Malawian MPs and were accepted by all Members, regardless of political affiliation. It has also helped build capacity within Parliament and led to spinoff projects, such as the proposal for the funding of constituency offices for MPs created by the supervisory committee.



## TRAINING SESSION AGENDA

### INTRODUCTION TO THE CONSTITUENCY HANDBOOK AND OUTREACH TECHNIQUES FOR MEMBERS OF PARLIAMENT

#### 1 Overview of the Outreach Programme

o **Concern of the Electorate.**

The programme was initiated after public opinion research showed that many constituents were unhappy with the performance of their MP and felt that their MP was not active enough in their constituency.

o **Development of the Programme.**

The programme was developed by a multipartisan supervisory committee of six MPs with the assistance of the National Democratic Institute.

o **Purpose of the Programme.**

The handbook and training programme are designed to help MPs better understand their role in their constituencies and motivate them to work hard for their constituents. The handbook also makes it easy for MPs to get to know their constituencies and has valuable contact information for government, NGOs and donors.

o **Constituency Office Proposal.**

The supervisory committee drafted the constituency office proposal, which has been debated by the Conditions of Service Committee and the Budget and Finance Committee, but has not yet been presented to the whole house. The proposal is not finalized, and is still under development.

#### 2 Guidelines for Members of Parliament

o **Explanation of Guidelines.**

Guidelines were created during an outreach seminar by a group of 13 MPs.

o **Purpose of Guidelines.**

The guidelines were developed to help MPs understand what their responsibilities to their constituents are and to help MPs evaluate their own performance.



### 3 Why Should I Work in My Constituency?

- o **Responsibility.**  
It is an MP's job to service his or her constituency. The MP is the only democratically elected representative of his or her constituents, so he or she must be active to represent them effectively.
- o **Personal Satisfaction.**  
Working to improve the lives of constituents and bring development to the people who voted for you can be very satisfying and rewarding.
- o **Reelection.**  
Working hard in your constituency is one of the best ways to gain support and ensure reelection.
- o **Initiating Development.**  
Constituents want development, and MPs are in a position to assist them. MPs have a responsibility to help initiate, facilitate and monitor development activities.
- o **Bridge Between People, the Government and Donors.**  
As an elected representative, MPs must help their constituents to communicate with the government and donor organizations to promote development and to solve problems.

### 4 Introduction to the Handbook

#### Section 1 -- Methods of Outreach

- o **Facilitating Development Projects.**  
Finding funding.  
Facilitating self-help projects.  
Working with NGOs.  
Helping constituents to find loans.  
Working with the government.
- o **Working With Committees.**  
MPs can create or support non-partisan constituency committees to promote development. It is also very important to work with the DDC and ADC.





- o **Promoting Communication Between the People and Parliament.**  
MPs can ask for opinions before going to Parliament and explain government programmes to their constituents (civic education).
- o **Case Work.**  
MPs can monitor the services government provides to the constituency and ensure that civil servants are doing their jobs. MPs can also help individual constituents when they have problems with the government.
- o **Media and Publicity.**  
MPs can use the newspapers and MBC to publicize their activities in the constituency.

## **Section 2 -- National Contact Information**

- o **Government Contacts.**  
MPs can use this information to follow up activities in their constituencies and make sure that national programmes are being implemented in their constituencies.
- o **NGO and Diplomatic Contacts.**  
This information can be used to help find funding or support for development activities.
- o **Media Contacts.**  
These contacts can be used when seeking publicity.

## **Section 3 -- District Contacts**

- o **Knowing District Officials.**  
It is important to know the names and contact information for district level government officials so you can ensure that they are working effectively in your constituency.
- o **Establishing Personal Relationships.**  
When filling out the forms for this section, you can begin creating personal relationships with district officials, who will then be more likely to respond to your requests and support your activities.



## **Section 4 -- Constituency Contacts**

- o Knowing Local Leaders.**  
It is important to know the leaders in your constituency to gain their support and assistance for your activities.
- o Knowing the Issues and Problems of Your Constituency.**  
Filling out the forms in this section can help you discover the opinions of your constituents and identify the major problems facing your constituency.

## **Section 5 -- Sources of Funding**

- o Promoting Development.**  
This section can help you find funding for development projects or loans for your constituents. Sample forms have been included.

## **5 The MP Planning Book**

- o The Importance of Planning.**  
The Planning Book can help MPs plan their time and manage their activities. It is important for MPs to set goals for themselves.

## **6 Updating the Handbook**

- o Updating the Handbook.**  
NDI and Parliament will work together to update the handbook regularly.
- o Correcting Information.**  
MPs should correct their address and phone numbers if necessary and point out any mistakes they find in the handbook. There is a form in the back of the handbook for corrections.
- o Improving the Handbook.**  
MPs should make suggestions for improving the handbook and expanding the outreach support programme.



# CONSTITUENCY HANDBOOK

**For Members of Parliament**



*This Handbook was created by Members of Parliament  
with the assistance of  
The National Democratic Institute for International Affairs (NDI)*

**NDI's work in Malawi is carried out under a grant from  
The United States Agency for International Development  
USAID**



# GUIDELINES FOR CONSTITUENCY WORK BY MEMBERS OF PARLIAMENT

When you were elected as a Member of Parliament, you assumed certain basic responsibilities to your constituents. As an MP, you have a responsibility to:

## ***Represent Your Constituents in Parliament***

You have been elected to represent the interests of your constituents in Parliament. Representing your constituency is your primary responsibility as an MP. In order to do this effectively, you must know your constituency well and understand the problems and opinions of your constituents.

## ***Be Accessible to Your Constituents***

As their elected representative, your constituents have a right to see and speak with you on a regular basis. It is your responsibility to make yourself available and accessible to the people you represent.

## ***Initiate and Promote Political, Economic and Social Development in Your Constituency***

You have the ability to help facilitate and promote development in your constituency. Your constituents want development, and they expect you to help them improve their own lives.

## ***Mobilize Human and Financial Resources for the Development of Your Constituency***

You are in a unique position to help promote the self-help ethic among your constituents and to help the people you represent to find funding for their development projects. You have a responsibility to use your position and influence to promote development.

## ***Act as an Educator, Learner and Communicator***

Through your work in your constituency, you can help your constituents learn about democracy, the economy and development, and keep them informed of current government policies. You can also learn from your experiences and spread your knowledge to other constituents and other MPs.

## ***Act as a Leader in Your Constituency by Doing Case Work and Mediating***

You have a responsibility to those you represent to help them solve disputes among themselves and to ensure that the government works in the interests of all your constituents.





## HOW TO USE THIS BOOK

This handbook has been created to help you as you work in your constituency. It has been designed by a group of Members of Parliament representing all three political parties. This handbook is for your personal use - you should write in it, customize it, add to it or take pages out - whatever you think works best. Sections of this handbook will be edited or changed in the future as needed, so you will be provided with additional or modified sections from time to time. If you have any comments, suggestions or ideas about the handbook, please inform one of the MPs listed on the following page so your ideas can be included in the future.

The handbook is divided into several sections with a numbered tab at the start of each section. Some sections provide useful information, such as contact addresses or the general election results from your district. Other sections provide space for you to collect information about your constituency or give advice and examples of constituency outreach work that has been done in Malawi. There are yellow explanation sheets at the start of each section and in other places in the handbook. These yellow sheets explain the purpose of each section and how the handbook can be used. Different topics within the sections are divided by blue pages.

Your constituents have high expectations of you as an MP. They want you to represent them in Parliament, to act as a bridge between the people and the government and to bring development to your constituency. Your challenge is to meet the expectations of your constituents using the few resources at your disposal. We hope this handbook will help you meet the challenge.



## ACKNOWLEDGEMENTS

This handbook was created by a multipartisan group of six MPs who worked together for several months, beginning in December 1995. This supervisory committee includes Mr. S.K. Banda, Ms. C.T. Kainja, Mr. M.M. Kalele, Mr. F.M. Kangaude, Mr. F.S. Mphemo and Mr. J.K. Luwe. This group also formulated the proposal for the creation of constituency offices included in this handbook. The Speaker of the National Assembly, Hon. R.T.C. Munyenyembe, and Mr. B.H. Kawonga also contributed to the design of the handbook.

The Guidelines for Members of Parliament that appear at the front of the handbook were created during a constituency outreach seminar held on 14 and 15 June 1996. The seminar participants included the members of the supervisory committee listed above, plus:

Mr. S.J. Chimole  
Mr. G.D. Kalomba  
Mr. M.L. Kisyombe  
Mr. L.M. Kungwezo Banda

Mr. Y.A. Lambat  
Mr. M.B. Matengula  
Mr. U.B. Mussa  
Mr. D.J. Nyirenda

The Parliament of Malawi has few material resources, but it does have a wealth of human talent and expertise in the field of constituent relations and outreach. Each of the MPs listed on this page has initiated substantial activities in his or her constituency and has received training in constituency outreach techniques. If you have any questions, comments or suggestions, or if you would just like to talk to someone about the activities you are carrying out in your constituency, contact one of the MPs listed in this section. They might be able to give you some useful advice or help you to solve a problem you have been experiencing. They can also put you in touch with donor organizations or places where you can find information and support.

The work of the supervisory committee was assisted by the National Democratic Institute for International Affairs (NDI). Staff members at Parliament also provided assistance. NDI provided funding for all aspects of this programme, including the printing of this handbook and the holding of the constituency outreach seminar. The National Democratic Institute's activities in Malawi are conducted under a grant from the United States Agency for International Development (USAID).



# CONSTITUENCY HANDBOOK

## TABLE OF CONTENTS

### SECTION

#### 1 Introduction

- o Why Should I Work in My Constituency?
- o How Do I Do Constituency Work?
- o Community Development Activities
- o Working With Committees
- o Public Meetings
- o Case Work
- o Media and Publicity
- o Public Opinion Research
- o Managing Your Activities
- o Sample Press Releases and Research Questionnaires
- o Proposal for the Creation of Constituency Offices for Members of Parliament

#### 2 National Contacts

- o Government Ministries, Ministers and Principal Secretaries
- o Members of Parliament
- o Print and Broadcast Media in Malawi
- o Political Parties
- o Police
- o Diplomatic and United Nations Offices in Malawi
- o Non-Governmental and Religious Organizations

#### 3 District Level Election Results and Contacts

- o 1994 Parliamentary Election Results
- o District Contact Information

#### 4 Constituency Contact Information and Facility Inventory

- o Primary School Contact Information
- o Constituency Water Supply Information
- o Roads and Bridges Inventory
- o Traditional Leaders Contact Information
- o Ministry of Agriculture Constituency Contact Information
- o Health Facilities Constituency Contact Information
- o Community Development Assistant Contact Information
- o NGO Constituency Contact Information
- o Political Party Constituency Contact Information



## **5 Sources of Funding for Small-Scale Development Projects and Loans**

- o Contact List
- o Malawi Social Action Fund (MASAF)
- o Government of Malawi/European Union Micro-Projects  
Implimentation Unit (MIU)
- o United States Ambassador's Fund
- o Canada Fund
- o GABLE Bursary Scheme
- o World Food Programme Food-for-Work Guidelines
- o Development of Malawi Traders Trust (DEMATT)
- o Small Enterprise Development Organization of Malawi (SEDOM)
- o National Association of Business Women (NABW)
- o Malawi Rural Finance Corporation (MRFC)





## **SECTION 1**

### **INTRODUCTION**

**This section provides information on why constituency work is important and some of the methods of constituency outreach. There are many MPs in Malawi who are already active in their constituencies and working hard to improve the lives of their constituents. Examples of their activities have been included in this section. This section should give you some ideas for activities that you can undertake in your constituency. This section also includes a copy of the proposal to create constituency offices for MPs. If you have any questions or comments about this section, please talk to one of the MPs listed at the start of this handbook.**



# INTRODUCTION

## WHY SHOULD I WORK IN MY CONSTITUENCY?

Your work in Parliament is very important. As an MP, you are responsible for making the laws that govern Malawi and ensuring that the government works efficiently and responsibly. Parliamentary work can be exiting and interesting. Membership on parliamentary committees, participation in parliamentary debate and maybe even your work in the Cabinet may seem like the most important parts of your job. However, parliamentary work is only half your job. There are important reasons for working in your constituency:

### **Your Constituents Demand It**

Your constituents know that you are in Parliament to represent them, and they expect to be able to meet with you, face-to-face, on a regular basis. Your constituents want to tell you their problems directly, and to discuss the challenges facing the people in your constituency. Public opinion research has shown that most Malawians feel the greatest responsibility of their MP is to be accessible to the electorate. If you are not active in your constituency, it is impossible to fulfill this responsibility. Making yourself accessible to your constituents is one of the best methods of ensuring that you are re-elected in 1999.

### **You Are a Representative**

The most important principal in a democratic society is that all people have an elected representative. As the representative of all your constituents, you have a responsibility to understand the problems, concerns and priorities of your constituents, and to ensure that the government works in their interest. If you are not active and engaged in your constituency, you cannot fulfill these responsibilities and your constituents are denied their democratic right to representation. In other words, constituency outreach is an essential part of your job.

### **Your Constituents Want Development**

Most Malawians are concerned about local issues. Your constituents want food, safe water, education for their children, good roads and access to loans. They want real development in their own communities. You have an intimate knowledge of your constituency, and you can quickly learn what the people in your area really want. As an elected leader, you can help organize and initiate development projects that address the most pressing concerns of your constituents. Promoting development activities improves the lives of your constituents and increases your popularity and chances for re-election.



## **You Have Power**

Being an MP gives you a great deal of stature and respect. You have the right to question civil servants and government officials about their activities in your constituency. You have access to information and resources that most citizens do not. You can negotiate with government and donors on behalf of the people you represent. You can act as a bridge between your constituents and the sometimes complex and confusing government. Using your power for the benefit of your constituents will bring you their support and will ensure that things are accomplished in your constituency.

## **HOW DO I DO CONSTITUENCY WORK?**

Members of Parliament in Malawi face many challenges. The 1994 elections gave many people high expectations, some of which are impossible to fulfill. Malawi is poor and most citizens have very pressing problems such as lack of food, lack of safe water and illiteracy. Transportation and communication infrastructure is poor and some constituencies are very large or have many thousands of constituents. Malawi's democracy is very new, and many people do not yet understand what role they need to play in society. Most importantly, MPs have few resources to help them effectively service their constituencies. These challenges make your job difficult, but they also make your job more important. As an MP, you can have a real impact on the quality of life of your constituents by giving them a voice in the democratic process and encouraging development in your constituency.

Despite the many challenges, there are MPs in Malawi who are effectively representing their constituents, fulfilling many of their expectations and bringing development to their constituencies. This section outlines some of the methods of constituency outreach that are being used successfully in Malawi right now. You might have tried some of these methods yourself. Others might be new to you and might give you ideas for activities in your own constituency. It is important to remember that there are no right or wrong ways of working in your constituency. Only you and your constituents can judge what works best in your area.

### **Community Development Projects**

Initiating, facilitating and encouraging community development projects in your constituency is one of the best ways to bring benefits to your constituents and to increase your popularity. Malawians are also willing in most cases to undertake development work on a self-help basis, so you can accomplish a lot with relatively little money. As one European Ambassador to Malawi with wide experience in Africa stated recently "The self-help spirit is alive in Malawi like no other country I have ever seen." You can encourage the admirable self-help ethic among your constituents and help bring noticeable benefits to the people in your community.



### ***Self-Help Projects***

Although self-help projects are relatively inexpensive, they often fail because the little funding that is needed is not available. There are currently several institutions or funds in Malawi that specialize in funding small scale, community led projects. A list of these organizations has been included in Section 5 of this handbook. As an MP, you can often help groups or communities in your constituency to secure funding for projects that they have identified themselves. You can help constituents fill out forms, provide an address so the funding agency can contact your constituents, or offer to oversee the project on behalf of the funders. Many MPs have already secured funding for a wide variety of projects in their constituencies. An MP in the north helped his constituents find funding from MASAF and the European Union to build several primary school blocks, an MCDE centre and a bridge. An MP in the south helped initiate several self-help projects with funding from MASAF, the American Ambassador's fund and the European Union, convinced a private farmer to pay for a piped water project for a local village and encouraged students and parents to mould bricks for the expansion and renovation of every single primary school in his constituency. One MP has found funding to build over ten primary schools in his constituency in just one year.

Once funding for self-help development projects is found, you can often simply supply advice and encouragement for the rest of the project. Visiting the project site frequently and helping the community comply with the reporting requirements of the funding agency can ensure that the project is completed and that the funding agency will be willing to donate to the community again in the future. One MP in the south spends at least two days a week visiting development projects in his constituency.

### ***Nongovernmental Organizations***

You can also promote development in your constituency by working with NGOs and encouraging them to undertake projects in your constituency. By finding out which NGOs are working in your constituency and meeting with representatives of these NGOs, you can help them determine what projects are priorities for your constituents. By working with an NGO, you can also associate yourself with the project the NGO is undertaking and increase your popularity. For example, an MP in the south knew his constituents often drew water from polluted streams during the rainy season. He convinced World Vision International to fund the digging of four shallow wells and helped supervise the project. An MP in the centre has developed a long term relationship with another international NGO that continues to fund agricultural and infrastructure projects in her constituency. A list of NGOs and religious organizations active in Malawi is included in Section 2 of this handbook.

### ***Credit and Loans***

Another method of promoting the development of your constituency is assisting your constituents to secure loans. A number of organizations now lend money to groups or individuals to promote private business and agriculture. A list of these organizations and sample application forms are included in Section 5. You can help your constituents by providing application forms and information from lending institutions, organizing constituents into groups to secure loans when necessary, helping constituents to complete





loan forms, following up loan applications with lending agencies and encouraging representatives from lending agencies to visit your constituency and conduct meetings. Several MPs from different parts of the country have helped large numbers of their constituents to secure loans from DEMATT, NABW, MRFC and other organizations.

### ***Government***

Despite Malawi's financial problems, much development work in the country is still carried out by the government. As the elected representative of your constituency, you are in a unique position to help ensure that government officials in your area do their jobs and that your constituents receive a fair share of government resources. You can encourage the civil servants working in your area by working to ensure that they receive their salaries on time, lobbying Ministers to provide resources that civil servants need to do their job and encouraging dialogue between government officials and your constituents. You can also help the government by checking on civil servants to ensure they are doing their work and by criticizing inefficient government employees. One MP in the centre had several boreholes in her constituency repaired simply by telephoning the district water office repeatedly to ask when the work would be finished. Another MP in the south drove from her constituency to Blantyre, picked up a technician from the Ministry of Irrigation and Water Affairs, drove him to a broken borehole and insisted that he fix it immediately. Such actions can be extremely popular with your constituents.

### **Working With Committees**

One of the goals of working in your constituency should be to maintain a high public profile, to keep informed of events and issues in your constituency and to make yourself accessible to your constituents. One of the best ways to achieve these goals is to meet with and participate on as many local committees as possible. Regular committee meetings allow you to meet with key opinion leaders, hear the views of constituents and associate yourself with the work of the committee.

### ***The District Development Committee***

All MPs are members of the DDC in their district. The DDC is an important forum where development priorities are identified and development funds are disbursed. It is essential that you attend DDC meetings whenever possible. If you do not attend DDC meetings, you risk losing the respect of important leaders such as chiefs and civil servants. You also risk having development funds spent in constituencies other than your own or on projects that are not a priority for your constituents. At a recent DDC meeting in a district in the South, MPs were asked to identify a location for a secondary school in each constituency. One secondary school was allocated for each constituency, plus two extra. Two MPs at the meeting requested and were granted a second school for their constituency. These two MPs doubled the number of secondary schools to be built in the constituencies simply by attending one DDC meeting.



### ***Area Development Committee Meetings***

ADC meetings are also very important for MPs. The ADC brings together all the important leaders in your constituency. You can use the ADC to keep local leaders informed of your activities and to find out what is happening in all parts of your constituency. Maintaining a close, respectful relationship with chiefs and other ADC members is essential if you want to effectively service your constituency and maintain your personal popularity. In some parts of the country, MPs have reactivated inactive ADCs and many MPs provide minimal support, such as transportation or stationary, to help their ADC function more efficiently.

### ***Other Committees***

Everyone knows that Malawians love to form committees: political party committees, school committees, committees for individual development projects, borehole maintenance committees - there are even patients' committees for each wing in the Nkhotakota District Hospital that change membership daily as patients come and go! It is important for you to maintain contact with and encourage as many committees as possible in your constituency. Committees usually have members from various political parties. By working with nonpartisan local committees you can enhance your image as a representative of all your constituents and gain support among people who supported other political parties during the last election.

Many MPs have found that creating committees for various purposes can be helpful. An MP in the centre helps create committees to oversee each self-help project in his constituency. Another MP in the north has set up a non-partisan constituency committee to advise him and oversee all development activities in his constituency. This constituency committee has members from all political parties and has helped enhance the reputation of the MP, even among supporters of other parties.

### **Public Meetings**

Public meetings are the traditional method of constituency work in Malawi. Public meetings are an important method of maintaining your profile in your constituency and of passing messages to constituents. Your constituents also want and expect you to address meetings in their areas frequently. An MP in the north says he addresses public meetings two days a week in order to cover his entire constituency frequently.

Traditional public meetings can also be supplemented by other types of public meetings. You can call a community meeting to discuss a specific problem or project and allow time for the audience to ask questions and contribute to the discussion. NGOs or government officials who might be able to help solve the problem being discussed can also be invited to participate in the meeting. You can also open various committee meetings to the public, inviting constituents to listen to the proceedings and participate in the debate. By being open and encouraging participants to voice their concerns during public functions, you can increase your popularity and allow your constituents to take an active part in the life of their community. One MP in the centre holds what he calls "Days of Social



Encounter" eight times a year at various points in his constituency. The MP invites chiefs, religious leaders and the general public for traditional dances, football, food and informal public meetings. These events are obviously much more entertaining for constituents than traditional public meetings, but the MP can still hear the concerns of the people and maintain contact with important local leaders.

### **Case Work**

Case work simply means helping individual constituents to solve problems they are facing. These problems often involve the government. In many parts of the world case work takes up a large proportion of an MP's time, but in Malawi the concept of case work is very new. Examples of case work include helping a pensioner who has not received his or her cheque for several months, assisting a family who's son has been wrongfully detained by the police, or working with a widow who has lost her inheritance to the relatives of her deceased husband. When doing case work, you use your influence, resources and contacts in government to assist your constituents.

The idea of case work might be new in Malawi, but some MPs are already undertaking case work in their constituencies. An MP in the north contacted officials in various ministries and arranged funding from the GABLE programme to send five poor, orphaned girls from his constituency to secondary school. Case work may only help one constituent at a time, but it can foster strong personal loyalty to you in the individuals you assist, and stories of your efforts can circulate quickly in your constituency, making your constituents realize that you really care.

### **Media and Publicity**

Word of mouth is your most important form of publicity. News travels fast in the villages and townships, and your constituents will soon hear about your activities if you are active in your constituency. However, coverage of your outreach activities on the radio or in the newspapers can be beneficial. Your constituents will be excited to hear or read about something that is going on in their home. Having your name in print or on the air will increase your stature in your constituency. News coverage of events or projects that you have organized will encourage other MPs and increase your popularity with the leaders of your political party. Donors and government officials might be more responsive to an MP who's name is well known nationally. In other words, when you do something newsworthy in your constituency, it is in your interest to have it published or broadcast.

There are several things to remember when you are dealing with reporters. First, do not expect reporters to come to you. You must seek out reporters aggressively and keep them informed of your activities. Reporters are human beings - they want to do their job with as little effort as possible, so make it easy for reporters to cover your activities. Second, not everything you do is newsworthy. Do not expect reporters to cover every



public meeting you have or to be interested in every project you initiate. Be selective when you write news releases or invite reporters to your constituency. Only try to get coverage for truly newsworthy events. Third, not everything that a reporter records or writes is broadcast or printed. Reporters have bosses who must choose between many different stories each day. Do not get angry at a reporter who covered one of your activities just because the story did not appear on the radio or in the newspaper. Fourth, remember that there are 176 other MPs trying to have their event covered. The newspapers have limited space, and there is only one radio station in the whole country. Do not become discouraged if your event is not reported. Try again next time.

### ***Working With the District Information Officer***

Every district in the country has a DIO who is also the MANA correspondent for the district. If you want to have your activities covered in the papers and on the radio, it is essential that you establish a strong relationship with the DIO in your district. MANA is the source of the vast majority of published stories about the work of MPs in their constituencies. MANA stories also go to the MBC and all the newspapers, so if your DIO writes a good story, it can be published in several different places. You should arrange to have meetings with your DIO on a regular basis, invite him or her to committee meetings or events and keep him or her informed of all your activities. You should also send the DIO all press releases that you issue. Many MPs have complained that if they want their DIO to attend a function, they must supply transport or sometimes even meals. This is not the way reporters work in most countries, but it is often the price you must pay for media coverage of your activities. The names and phone numbers of all DIOs are included in Section 2 of this handbook.

### ***Press Releases***

Press releases can be a cheap and effective way of having your activities covered by the media. You should issue a press release whenever you accomplish a major goal, initiate a large project or do something interesting or unusual in your constituency. Do not issue a press release every time you hold a public meeting - save press releases for important events.

The most important rule to remember when writing a press release is to write it exactly the way you would like it to appear in the paper or on the air. Editors are very busy people. If an editor receives a short, well written, interesting press release about a newsworthy event, he or she will often print it in the paper or broadcast it on the radio without changing it at all. Editors are much less likely to waste their time with a press release that has to be rewritten because it is too long or poorly written.

Remember to include quotes in your press releases. You should quote yourself and other important individuals involved in the event when writing the release. You can also quote constituents who say positive things about you or the project you are writing about. Make sure you quote people exactly. The people you quote and talk about will be very excited to hear their names on the radio or see their quotes in the paper. Including your constituents in press releases is a good way to increase your popularity.





Press releases should be sent to MANA in Blantyre, all newspapers and the MBC. Press releases about upcoming events or other, time sensitive issues should be faxed if possible. Releases describing ongoing projects or issues can be posted to save money. You should also phone the editors of the major papers and the news director at MBC when sending very important releases to make sure they have received the press release. Make sure you send a copy of the press release to your DIO, anyone quoted or mentioned in the press release and any groups or individuals that you work with on a regular basis. Even if your press release is not published, the people you work with will be happy to receive a copy and will appreciate that you care enough about the things you are doing to inform the press. The contact information for all newspapers, MANA and the MBC is included in Section 2 of this handbook.

### ***Press Relations***

It is important to think of reporters as your friends and allies. Even if a reporter writes a bad story about you, it is better to discuss the story calmly with the reporter than to become angry and confrontational. Having a reporter as an enemy can be very dangerous to your career. In addition to your DIO, you should try to establish personal relationships with a few reporters from the MBC and the major newspapers. When Parliament is in session, invite a few reporters to come to your constituency after the session is over. Show them the things you are doing and let them talk to your constituents. Some newspapers do feature stories on development activities or important individuals. A feature story on your constituency work could have a big impact on your popularity with your constituents and your party. Always remember, however, that only your constituents will be voting for you in 1999. Media coverage can give you national recognition and popularity with your party leaders, but if you are not working hard in your constituency and doing what your constituents want, you will have a difficult time being re-elected.

### **Public Opinion Research**

As a Member of Parliament, you are the representative of all the people in your constituency. In order to effectively represent the interests of your constituents, it is important for you to know what your constituents think, what their greatest concerns are and how they feel about legislation or government programmes. As an MP, you can learn a lot about the feelings of your constituents simply by spending time and working in your constituency. Informal conversations with constituents, public meetings and meetings of various committees all give you the opportunity to learn more about your constituents' concerns and opinions. Sometimes, however, it is useful to gather public opinion in a more scientific and organized way, through public opinion research. Formal research can allow you to gather comprehensive information in a short time and will allow you to check if your more informal methods of gaging public opinion are accurate. Research conducted by people other than yourself will also give you honest answers to questions that might be difficult for you to ask yourself, like "Do you think your MP is doing a good job?"



Formal research projects conducted by professional researchers can be complicated, time consuming and very expensive. With the limited resources of an MP, it is probably better to design, conduct and analyse a simple survey yourself, with the help of local volunteers and active members of your party. You might try to use secondary school or university students to help you during holiday periods. You can design a survey to help you identify the most pressing needs of your constituents, to evaluate your own performance as an MP, to gather input on an upcoming piece of legislation or to gage the opinion of your constituents towards a major government policy. The results of the survey will help you decide what sector, such as water, health or education, to concentrate your efforts on, what side to take during debate over legislation, or what aspect of your personal performance needs the most improvement.

There are two basic types of public opinion surveys: quantitative surveys and qualitative surveys. Both types are described briefly below.

### *Quantitative Surveys*

A quantitative survey involves interviewing a large number of individuals, using a set questionnaire. The individual being interviewed often must answer "yes" or "no" to the questions, or must choose from a list of responses. Some sample questions from a quantitative survey conducted on local government elections in South Africa is included in this section. By compiling the answers you collect from your questionnaire, you can estimate what percentage of you constituents think a certain way about a question. For example, if you asked 100 of your constituents "Do you think Malawi should have an Anti Corruption-Bureau?", and 85 people said "yes", and 15 people said "no", you could estimate that 85 percent of your constituents are in favor of having an Anti-Corruption Bureau. You could also ask "What is the biggest problem you face in your village?" and provide a list of possible answers that the person being interviewed can chose from.

The advantage of a quantitative survey is that it is fairly easy to design and analyse. You can easily calculate percentages from the answers you receive. Numerical data can also be a very powerful tool for an MP. Saying "my research indicates that 85% of my constituents want an Anti-Corruption Bureau" can have a much greater impact than saying "A lot of my constituents want an Anti-Corruption Bureau." The disadvantage of a quantitative survey is that, to be statistically valid, you need to interview a large number of people. This can sometimes by time-consuming and expensive. Another drawback is that quantitative research does not always tell you why a person feels the way they do about an issue, or how strong their feelings or opinions are. Eighty-five percent of you constituents might say they are in favor of an Anti-Corruption Bureau, but many of them might not have thought about the issue before being asked the question, or might think that some other issues are much more important.

### *Qualitative Surveys*

Qualitative research includes many less structured survey methods such as key informant interviews, free-form interviews and focus group discussions. The questions asked are open-ended, and the person being interviewed answers in his or her own words. Some sample questions from a focus group survey conducted in Malawi are included in this



section. Qualitative research does not provide numerical results, but it does allow for in-depth examination of peoples' opinions and can help explain why people feel the way they do. Focus group discussions are a relatively simple form of qualitative research that you can carry out in your constituency. To conduct a focus group discussion, you need to assemble a group of eight to ten people from the demographic group you wish to gather information from. For example, you might want to talk to a group of voting-age women, or to a group of male and female farmers. The group is then asked questions from a discussion guide. It is important to ensure all participants have an opportunity to speak, and that the discussion guide is used only as a guide, not as a rigid questionnaire. The discussion should last less than two hours, and an assistant should take detailed notes while the discussion is going on. After conducting discussions with several different groups of people in different parts of your constituency, you can review the results and form conclusions about how your constituents feel about different issues.

During a focus group discussion, you might ask "What do you think are the most important issues in this constituency?" The answers you receive will not allow you to say, for example, "Seventy percent of my constituents think crime is their greatest concern" but the answers will allow you to say, for example, "Crime is a major concern for many of my constituents, and they feel much more strongly about this issue than about transportation problems in the area."

The advantage of qualitative research is that it provides an in-depth view of your constituents' thoughts and concerns, and can help you identify their priorities. Simple, informal qualitative research can also be conducted on an ongoing basis, simply by talking to constituents and meeting with groups of people in your constituency to discuss important issues. More formal, structured qualitative surveys such as focus groups, however, need to be designed carefully and carried out by trained individuals. The data collected is also more difficult to analyse than quantitative data, since there are no simple "yes" or "no" answers, and you cannot calculate percentages or proportions. As an MP, you should be conducting informal qualitative research continuously while you are in your constituency, but you might want to ask someone from the University of Malawi or an NGO before you attempt to carry out a formal survey.



# PRESS RELEASE

FOR IMMEDIATE RELEASE:  
Thursday, 1 August, 1996

CONTACT: Mr. A.A. Phiri, MP  
720-555

## **Member of Parliament Announces Expansion of 15 Primary Schools**

Member of Parliament for Mbuzi North-South, Mr. A.A. Phiri, announced yesterday that funding had been secured for the expansion of 15 primary schools in his constituency. The announcement came during a meeting of the non-partisan Mbuzi North-South Constituency Development Committee. Mr. Phiri informed the gathering of local leaders and constituents that the Malawi Social Action Fund (MASAF) and the European Union (EU) had pledged funds to support the construction of classroom blocks and teacher's houses on a self-help basis. The Committee confirmed that constituents of Mbuzi North-South had already molded and burned bricks for the projects, and were ready to contribute to constitution efforts.

"The people of Mbuzi North-South have again demonstrated their commitment to the improvement of their community, and MASAF and the EU have generously offered their support. Education is a high priority in this constituency, and the improvement of our primary schools will ensure that our children are prepared for the challenges of the future," said Mr. Phiri.

The Mbuzi North-South Constituency Development Committee is chaired by the MP and consists of chiefs, local leaders and members of all political parties. The Committee, with the help of Mr. Phiri, approached various donors to request funds for projects that had already been initiated on a self-help basis. The announcement of funding for the expansion and rehabilitation of 15 primary schools follows previous agreements to support water, sanitation and bridge projects in the constituency, and won the praise of several local leaders.

"The expansion of our schools is the latest in a series of development projects that have been initiated through the efforts of the Development Committee," said Mr. B.B. Banda, a local farmer and Treasurer of the Committee. "By working together and cooperating, the people of Mbuzi North-South have shown that we have the power to develop our community. The hard work of our MP and the rest of the Committee have brought real development for the people," Mr. Banda said.

Now that funds for the projects have been identified, the School Committee at each of the 15 schools will organize students and parents to contribute to labour and building requirements. The Constituency Development Committee will assist with the purchase of iron sheets and cement and the hiring of experienced builders for each school. Mr. Phiri said that construction should be complete before the first rains in November.





## **PRESS RELEASE**

FOR IMMEDIATE RELEASE:  
Thursday, 1 August. 1996

CONTACT: Ms. L. Mbewe, MP  
620-555

### **Member of Parliament Supports Women's Businesses**

It has only been six months since Member of Parliament for Nyanja East-West, Ms. L. Mbewe, helped a group of women secure a loan from the National Association of Business Women (NABW), but in that short time, small business ventures in the constituency have flourished. A group of women, who have different backgrounds and support different political parties, approached Ms. Mbewe late last year after all efforts to find affordable credit had failed. Ms. Mbewe helped the women fill out forms and contact NABW, and soon they had the capital to start the businesses they had always dreamed of running.

"The women of Nyanja East-West have always been hard working. They just needed a little capital to get their businesses going. Now the women are earning money, providing services and creating employment in our constituency. Ultimately it is the whole community that benefits, not just the women running the businesses," said Ms. Mbewe.

The women who received loans have started business ranging from tobacco farming to retail trade to handicraft making. There is even an all-women fishing crew that used a loan to buy a boat and nets to catch and sell chambo and usipa. Many women have already begun to pay back their loans and are earning good profits.

Ms. K.K. Sanika, the captain of the first all-woman fishing boat in the area, praised the loan programme. "When the women of my village first came up with the idea of going into the fishing business, everyone laughed. Boats and nets are very expensive, and fishing is usually done by men, but Ms. Mbewe listened to us and helped us secure money from NABW. Now the members of my crew are able to pay school fees for their children and buy food for their families. Even our husbands are proud of our accomplishments. Without NABW and Ms. Mbewe, we would not have been able to accomplish our dreams," said Ms. Sanjika.

Ms. Mbewe praised the NABW and pledged to help ensure that the recipients of loans pay back their money on time. "Others in Nyanja East-West have seen the success of the women and want to borrow money to start their own businesses," she said. "By paying back loans on time, we want to prove that the people of our constituency are trustworthy and encourage lending institutions to continue providing loans to members of our community."



## **PROPOSAL FOR THE CREATION OF CONSTITUENCY OFFICES FOR MEMBERS OF PARLIAMENT**

Public opinion research has indicated that many ordinary Malawians feel that they do not have adequate contact with their Members of Parliament and that their MP should spend more time working in their constituency. While agreeing that these opinions are widespread among constituents, Members of Parliament have argued that the lack of a constituency office out of which to work and insufficient resources prevent them from fulfilling their duties in their constituencies. Given the great importance Malawians place on frequent contact with their MP, the central role that MPs have come to play in rural development in many parts of the country, and the fundamental obligation of MPs to represent the interests of their constituents in the new, democratic political system in Malawi, it is essential that government provide Members of Parliament with the resources necessary to effectively service their constituencies. MPs urgently require office facilities in their constituencies and increased allowances to enable them to work effectively with their constituents.

**The attached estimate of expenditures reveals that an initial capital expenditure of approximately MK 21,600.00 would have to be made to equip the average constituency office, for a total initial cost of approximately MK 3,823,200.00 to equip offices in all 177 constituencies. In addition, each Member of Parliament would need a monthly allowance of MK 6,200.00 to maintain the office, pay staff and effectively serve the needs of his or her constituents. This allowance would cost the government approximately MK 13,168,800.00 per year. The allowance would include money for the purchase of fuel. The government currently spends MK 1,062,000.00 per year on monthly fuel allowances for Members of Parliament.**

### **CONSTITUENCY OFFICE**

A constituency office for each Member of Parliament would serve a number of purposes. It would provide a central point of contact for constituents and their MP. The staff at the office would meet constituents and monitor activities when the MP is out of the constituency. The office would allow MPs to keep in contact with Parliament, the government and their parties and to perform their day-to-day duties in an efficient and professional manner.

Constituency offices would be for the use of the MP for the constituency, regardless of the party he or she belongs to. All aspects of the office would stress the role of the MP as the representative of everyone in the constituency, not the representative of members of a single political party.

#### **Office Space and Equipment**

Constituency offices should be modest, with a separate office and a reception area. The government would have to decide whether to rent or build constituency offices. Constructing 177 offices would require a large capital outlay in the short term. The attached estimate of expenditure assumes that MPs would locate and rent existing office space within their constituencies. It is also assumed that all offices will have access to telephone lines and electricity. Since many rural constituency offices will be in areas without electricity or telephone lines, the money saved in these offices could be used to offset the slightly higher expenses incurred in urban constituencies.



The furnishings and equipment for the office would also be modest. A manual or electric typewriter (depending on the availability of electricity), a telephone, desks and chairs and a bicycle. The purchase of these items would require an initial capital outlay, but it is assumed that most items could be used for at least two five-year terms before having to be replaced.

### **Personnel**

A simple constituency office could be run by three people, in addition to the MP: an office manager, a messenger/cleaner and a night guard. The office manager would act as the MP's representative in the office and would have to have the trust and confidence of the MP. For this reason, it is essential that the MP has the authority to hire and fire his or her office manager. The rest of the employees would be more concerned with the technical functioning of the office. It is probably advisable that the MP have the responsibility of hiring these individuals as well, but they could be hired directly by government. It is assumed that for most MPs in rural areas, highly skilled or experienced personnel will not be available. It is therefore expected that the MP will staff his or her office with retired civil servants, young, unemployed school leavers or other semi-skilled individuals from the local area. Salaries will therefore be relatively low, and MPs will be required to provide on-the-job training to their employees.

## **CONSTITUENCY OUTREACH EXPENSES**

The current fuel allowance of MK 500.00 per month received by Members of Parliament is clearly not enough to allow them to move about their constituency and carry out their duties. For some MPs, half the allowance is used just driving from their constituency to the nearest filling station and back. MPs are expected to hold meetings, supervise self help and other development activities, solve disputes and stay in contact with their constituents. In order to do this, they must receive a realistic allowance.

In order to estimate the amount of money necessary for a realistic allowance, the regular activities performed by MPs and the expenses related to those activities were examined. The following are some of the activities MPs are required to perform on a regular basis in their constituencies:

### *District Development Committee Meetings*

MPs are members of the DDC and are expected to attend all meetings. Unlike other DDC members, MPs do not receive an allowance and must provide their own transport to the Boma. In some districts, MPs are asked to provide transport to Chiefs and other DDC members, and to provide meals for these individuals as well.

### *Area Development Committee Meetings*

MPs are also members of one or more ADC. Since government does not provide resources to assist these committees, the MP often finds that he or she is asked to contribute financially or in kind to ensure that the ADC continues to function.

### *Other Committee Meetings*

In many areas where the DDC or ADC are not functioning well, MPs have found that creating non-partisan, broadly representative committees to oversee and facilitate development initiatives has been very effective. Such committees have also been formed by some MPs to oversee individual projects. In such cases, the MP is expected to provide transport for the committee members and to cover other expenses related to their activities.



### *Public Meetings*

Constituents put strong demands on MPs to hold public meetings in many parts of the constituency on a frequent basis. Some MPs feel that holding an average of two public meetings a week is necessary to maintain contact with all areas of the constituency. These meetings often involve significant travel and other expenses.

### *Supervising Projects*

Self help and other small scale development projects initiated or supervised by the MP require frequent visits and close monitoring.

### *Other Expenses*

Although the MP might not be legally required to perform certain duties, his or her position in the constituency is accompanied by many moral and cultural obligations. These include transporting the sick to hospital, receiving many visitors and guests, attending funerals and contributing to funeral expenses and generally assisting other members of the community. The cost of these obligations, although not included in the attached estimate of expenditure, can cause a severe drain on an MP's finances.

## **ACCOUNTABILITY**

In order to ensure that the funds called for under this proposal are used for their intended purpose, and to ensure that the public understands that MPs will not use their increased allowances for personal enrichment, strong accountability and spending guidelines should be introduced. These procedures would require MPs to spend their allowance only on specific items or services, and would require that all expenditures are properly accounted for. The list of acceptable expenses could include:

- 1 Office rent
- 2 Provision and maintenance of office equipment
- 3 Salaries and benefits for office personnel
- 4 Telephone and electricity accounts
- 5 Stationary, printing and postage
- 6 Meeting expenses
- 7 Fuel and other travel expenses (excluding travel to and from Parliament)

The MP would have flexibility between these categories when deciding how to spend his or her allowance, but all expenditures would have to be accounted for and expenditure on non-allowable items (such as expenses related to political party activities) would be deducted from future allowance payments. The office manager in each constituency office would be responsible for accounting for expenditure of the allowance, and would therefore require some basic accounting skills. Parliament would also require a full time accountant to review MP's accounts and disburse the allowance.





## ESTIMATE OF EXPENDITURES

### INITIAL CAPITAL OUTLAY (MK)

1	Typewriter	11,000.00
1	Two-Drawer Filing Cabinet	3,000.00
1	MP's Office Table	2,000.00
1	Office Table	1,500.00
8	Office Chairs @ K 200.00 each	1,600.00
1	Bicycle	1,500.00
	Filing Trays, Tea Service etc.	1,000.00
	<b>TOTAL</b>	<b>21,600.00</b>

---



**RECURRENT COSTS (MK per month)**

Salaries

1	Office Manager	1,000.00
1	Messenger/Cleaner	400.00
1	Night Guard	300.00

**SUB TOTAL** 1,700.00

Other Costs

Office Rent	500.00
Stationary, Printing and Postage	300.00
Telephone/Fax Account	500.00
Electricity and Water Account	200.00
Fuel	2,000.00
MP Travel and Accommodation	200.00
Meeting Costs	800.00

**SUB TOTAL** 4,500.00

**TOTAL** 6,200.00

---

**Total Initial Capital Outlay: MK 21,100.00 x 177 Constituencies = MK 3,823,200.00**

**Total Recurrent Costs: MK 6,200.00 per month x 177 Constituencies =  
MK 1,097,400.00 per month, or MK 13,168,800.00 per year.**



## **SECTION 2**

### **NATIONAL CONTACTS**

**This section provides important contact information for individuals and organizations in Malawi. You can use this section when you want to contact other MPs, government ministries, donors and NGOs. Please check to see if your contact information is correct, and give any changes or corrections to the Clerk of Parliament in writing. This section will be updated regularly and you will be given corrected copies to put in your handbook.**



# GOVERNMENT MINISTRIES, MINISTERS & PRINCIPAL SECRETARIES

## CONTACT INFORMATION

MINISTRY: OFFICE OF THE PRESIDENT AND CABINET (OPC)  
MINISTER: His Excellency President Bakili Muluzi  
PRINCIPAL SECRETARY: Mr. M. B. Kamphambe Nkhoma (Administration)  
Mr. E. F. Mtingwi (Finance)  
ADDRESS: Private Bag 301  
Lilongwe 3  
PHONE: 782 655  
FAX: 782 095

MINISTRY: DEFENCE  
MINISTER: First Vice President Hon. Justin Malewezi  
PRINCIPAL SECRETARY: Mr. J. D. Kalilangwe  
ADDRESS: Private Bag 339  
Lilongwe 3  
PHONE: 782 200  
FAX: 780 369

MINISTRY: WATER & IRRIGATION  
MINISTER: Hon. Edward Bwanali  
PRINCIPAL SECRETARY: Mr. F. S. Munthali  
ADDRESS: Private Bag 390  
Lilongwe 3  
PHONE: 780 344  
FAX: 784 678

MINISTRY: FINANCE  
MINISTER: Hon. Aleke Banda  
PRINCIPAL SECRETARY: Dr. E. E. Ngalande (Treasury)  
Mr. R. P. Dzanjalimodzi (Administration)  
ADDRESS: P.O. Box 30049  
Lilongwe 3  
PHONE: 782 199  
FAX: 781 679

MINISTRY: ECONOMIC PLANNING & DEVELOPMENT  
MINISTER: Hon. Aleke Banda  
DEPUTY MINISTER: Hon. S. D. K. Phumisa  
PRINCIPAL SECRETARY: Mrs. E. J. Kaliati  
ADDRESS: P.O. Box 30136  
Lilongwe 3  
PHONE: 782 300  
FAX: 782 224





# MEMBERS OF PARLIAMENT

## CONTACT INFORMATION

MR. C.C. BANDA, M.P. (AFORD)  
Simicwe Village,  
c/o Nsenje F.P. School  
P.O. Box 15  
Champhira  
Mzimba  
Constituency: Mzimba South-East

HON. REV. PAT BANDA, M.P. (AFORD)  
DEPUTY MINISTER OF LABOUR AND MANPOWER  
DEVELOPMENT  
P/Bag 344  
Lilongwe 3  
Or: c/o P.O. Box 10  
Chinteche  
Tel: 780 755; 339 298(H)  
Constituency: Nkhata Bay South-East

MR. S.K. BANDA, M.P. (AFORD)  
P.O. Box 45  
Kande  
Nkhata Bay  
Constituency: Nkhata Bay South

MR. D.P. BANGALA, M.P. (U.D.F.)  
c/o P.O. Box 1740  
Lilongwe  
Constituency: Lilongwe City West

MR. S.A.M. BILIATI, M.P. (U.D.F.)  
P.O. Box 35  
Ntcheu  
Constituency: Ntcheu South

MR. H.D. BOBO, M.P. (U.D.F.)  
c/o Gambula F. P. School  
P.O. Box 52  
Mulanje  
Tel: 462 318  
Constituency: Mulanje Limbuli

MR. B.K. BONONGWE, M.P. (U.D.F.)  
Bonongwe Shoppings  
Chilobwe Township  
P.O. Box 23  
Blantyre  
Constituency: Blantyre City South

MR. G.J. BUNDAUNDA PHIRI, M.P. (M.C.P.)  
P.O. Box 1  
P.A. Chulu  
Kasungu  
Constituency: Kasungu North-West

HON. E.C.L. BWANALI, M.P. (U.D.F.)  
MINISTER OF WATER AND IRRIGATION  
P/Bag 390  
Lilongwe 3  
Tel: 780-344; 622-581  
Constituency: Blantyre North

MRS. L.M. CHAGWANJIRA, M.P. (M.C.P.)  
Makanda Village  
Mtunthama  
Kasungu  
Constituency: Kasungu East

MR. K.Z. CHAKHWANTHA, M.P. (M.C.P.)  
P.O. Box 2254  
Lilongwe  
Constituency: Lilongwe North

HON. GWANDA CHAKUAMBA, M.P. (M.C.P.)  
LEADER OF THE OPPOSITION  
P.O. Box 916  
Blantyre  
Tel: 670 433  
Constituency: Nsanje North

MR. D.G. CHAMAYERE PHIRI, M.P. (AFORD)  
DEPUTY MINISTER OF WORKS AND SUPPLIES  
P/Bag 316  
Or: Nyavoule Estate  
P.O. Box 120  
Dwangwa  
Nkhotakota  
Constituency: Nkhotakota North

HON. K.K. CHAMBALO, M.P. (U.D.F.)  
MINISTER OF YOUTH, SPORTS AND CULTURE  
Private Bag 389  
Lilongwe 3  
Or: c/o United Printers Limited  
P.O. Box 40334  
Kanengo  
Lilongwe 4  
Tel: 783 277; 765 507  
Constituency: Lilongwe City Centre



# PRINT & BROADCAST MEDIA IN MALAWI

## CONTACT INFORMATION

### THE DAILY MONITOR

POSTAL ADDRESS: The Daily Monitor  
P.O. Box 2521  
Blantyre

PHONE: 623004  
FAX: 622490 (TAG - attention Mr. Gadama)

PHYSICAL ADDRESS: Down Chilembwe Road in Blantyre

PUBLISHER: Chipiriro Matiya

MANAGING DIRECTOR: Clement Stambuli  
EDITOR-IN-CHIEF: Daring Chirwa

REPORTERS: Kakole Mita: General  
Halton Chikalema: Vernacular (Chewa)  
Jessie Nyirenda: General  
George Ntonya: Political/Political opinion/Front page  
Edward Chimwaza: Sports  
Chipiliro Matiya: Tourism/Entertainment

FREQUENCY OF PUBLICATION: Daily  
DEADLINE: One day prior to publication

### THE DAILY TIMES

POSTAL ADDRESS: Blantyre Newspapers Ltd.  
Private Bag 39  
Blantyre

PHONE: 671 455 (Direct)/671 566 (General)  
FAX: 671 233 (Direct)/671 114 (Blantyre Printing Packaging)

PHYSICAL ADDRESS: Head Office on Scott Road opposite Circle Plumbing. Branch office on Ginery Corner opposite the main road, directly behind the McConnel PTC.

PUBLISHER: Blantyre News Papers Ltd.

MANAGER: Mr. Mike Kamwendo  
EDITOR: To be announced

CHIEF SUB-EDITOR: Mr. Rankin Nyekanyeka

SENIOR SUB-EDITORS: Ms. Sandra Msadala  
Mr. Wallas Mposa (Sports)

SUB-EDITORS: Mr. Amos Kazonde  
Mr. John Saini  
Mr. Frank Gondwe



# **POLITICAL PARTY CONTACT INFORMATION**

## **ALLIANCE FOR DEMOCRACY (AFORD)**

Box 28  
Lilogwe  
Tel: 743 149/743 269  
Fax: 744 114

<b>President:</b>	Hon. Mr. Chakufwa Chihana
<b>Personal Assistant:</b>	Mr. C.M.Y. Kabage
<b>Secretary General:</b>	Mr. C.D. Muyembe

## **REGIONAL CHAIRMEN**

**Northern Region**  
**Alliance for Democracy**  
Mr. N. Mwambungu  
Tel. 332-092

**Central Region**  
**Alliance for Democracy**  
Mr. P.S. Chelewai  
Private Bag 28  
Lilongwe

**Southern Region**  
**Alliance for Democracy**  
Mr. Nathupi



**Malawi Democratic Party (MDP)**

Private Bag 54

Blantyre

Tel: 621 781

**President:** Kamlepo Kaluwa

**Malawi Democratic Union (MDU)**

Box 515

Blantyre

Tel: 674 005

**President:** J.H.A. Mkumba

**Malawi National Democratic Party (MNDP)**

Box 30855

Lilongwe

Tel: 671 686

**United Front for Multiparty Democracy (UFMD)**

Box 30761

Lilongwe 3

Contact: Edmond Jika

Tel: 734 046

**The National Unity Party (NUP)**

P.O. Box 550

Blantyre

Tel: 630 754

**President:** Mr. Harry Chiume





# **POLICE CONTACT INFORMATION**

## **Inspector General of Police**

Mr. P.A. Chikapa

Private Bag 305

Lilongwe

Tel: 733 999

Fax: 732 579

## **POLICE COMMISSIONERS**

### **Northern Region**

Commissioner Mtumodzi

Box 16

Mzuzu

Tel: 332 333

### **Central Region**

Commissioner H.E. Mwandira

Box 10

Lilongwe

Tel: 721 260

### **Southern Region**

Commissioner W.C.D. Sichali

Box 24

Blantyre

Tel: 670 200/620 466



## DIPLOMATIC AND UNITED NATIONS OFFICES IN MALAWI

Organization

### Chinese Embassy

Salutation	First Name	Middle Initial	Last Name	Position
Mr.	Robert		Shin	Chinese Ambassador

Address

P.O. Box 30221

City	Office Phone	Fax Number
Lilongwe	783 611	

Organization

### Denmark Consulate

Salutation	First Name	Middle Initial	Last Name	Position
Royal	Andreas		Christiani	Consular

Address

P.O. Box 5095

City	Office Phone	Fax Number
Limbe	640 088	640 088

Organization

### European Union

Salutation	First Name	Middle Initial	Last Name	Position
His	Peter		Christiansen	Delegate

Address

P.O. Box 30102

City	Office Phone	Fax Number
Lilongwe 3	783 199	783 534

Organization

### French Embassy

Salutation	First Name	Middle Initial	Last Name	Position
His	Michel		Auchere	Ambassador

Address

P.O. Box 30054

City	Office Phone	Fax Number
Lilongwe 3	783 520/732/315	780 438

Organization

### German Embassy

Salutation	First Name	Middle Initial	Last Name	Position
His	U.		Anitzschke	Ambassador

Address

P.O. Box 30046

City	Office Phone	Fax Number
Lilongwe 3	782 555	



## NON-GOVERNMENTAL AND RELIGIOUS ORGANIZATIONS

---

Organization

**Aged Support Society of Malawi**

Salutation	First Name	Middle Initial	Last Name	Position
Mr.	John		Kalenga Banda	Director

Address

P.O. Box 30368

City	Office Phone	Fax Number
Lilongwe 3		

---

Organization

**American Refugee Committee (ARC)**

Salutation	First Name	Middle Initial	Last Name	Position
Mr.	Seen	T.	O'Brey	Director

Address

P.O. Box 2916

City	Office Phone	Fax Number
Blantyre	622 904	622 904

---

Organization

**Anglican Diocese of Lake Malawi (ADLM)**

Salutation	First Name	Middle Initial	Last Name	Position
Rev.	Alex		Kapalamula	Diocesan Secretary

Address

P.O. Box 30349

City	Office Phone	Fax Number
Lilongwe 3	731 966	734 402

---

Organization

**Anglican Diocese of Southern Malawi (ADSM)**

Salutation	First Name	Middle Initial	Last Name	Position
Bishop	Nathaniel		Aipa	Bishop

Address

P/Bag 1, Chilema

City	Office Phone	Fax Number
Zomba	531 242	531 243

---

Organization

**Anti-Alcohol & Drug Abuse for Young Generation in Malawi**

Salutation	First Name	Middle Initial	Last Name	Position
Mr.		B.B.	Chisendera	Director

Address

P.O. Box 30063

City	Office Phone	Fax Number
Lilongwe 3		



## **SECTION 3**

### **DISTRICT LEVEL ELECTION RESULTS AND CONTACTS**

**This section includes the results from the 1994 parliamentary elections for your district. It also contains forms that will help you collect contact information for the important government officials in your district. In order to ensure that the government is working for your constituents, it is very important that you know the names, telephone numbers and addresses of the government leaders in your boma. Collecting district contact information might also be a good opportunity to introduce yourself to officials that you do not know.**





# DISTRICT CONTACT INFORMATION

\_\_\_\_\_  
Name of District

District Commissioner:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

## **District Administration Staff**

Assistant D.C. 1:

\_\_\_\_\_

Assistant D.C. 2:

\_\_\_\_\_

Executive Officer:

\_\_\_\_\_

Lands Officer:

\_\_\_\_\_

Head Clerk:

\_\_\_\_\_

Other Staff:

\_\_\_\_\_

\_\_\_\_\_



**District Information Officer:**

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Resident Magistrate:**

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**District Education Officer:**

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**District Lands Officer:**

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_



**DISTRICT DEVELOPMENT COMMITTEE  
CONTACT LIST**

Name of Member: \_\_\_\_\_

Title and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Title and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Title and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Title and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_



## 1994 ELECTION RESULTS - SALIMA

Constituency: Salima North

Name of Candidate	Party	Votes	Percentage
D.G. Banda	AFORD	245	2.869
L.T.C. Masiye	MCP	6521	76.367**
S.F. Chiudza	UDF	1773	20.764
Null and Void		320	3.612

Constituency: Salima Central

Name of Candidate	Party	Votes	Percentage
O.N.M. Banda	AFORD	2216	8.158
R.O. Swaleyi	MCP	9247	34.043
F.G. Nowa	UDF	14759	54.335**
H.F. Kambuku	INDEP	941	3.464
Null and Void		833	2.975

Constituency: Salima South

Name of Candidate	Party	Votes	Percentage
A. Ndindi	AFORD	809	6.719
F.A. Kango	MCP	4403	36.570
U.B. Mussa	UDF	6828	56.711**
Null and Void		332	2.633





## **SECTION 4**

### **CONSTITUENCY CONTACT INFORMATION AND FACILITY INVENTORY**

**Most Malawians are concerned with basic needs: education, water, transport, food, health and development. This section will help you determine how well these needs are being met in your constituency. This section is designed to help you gather information on the facilities you have in your constituency and to help you identify areas that need improvement. The completion of this section will require a lot of hard work, but it is essential that you know your constituency well if you are to represent your constituents effectively. You might be able to use volunteers such as active members of your party or students to help you gather this information.**



# PRIMARY SCHOOL CONTACT LIST

Number of Primary Schools in Constituency: \_\_\_\_\_

School #: \_\_\_\_\_

Name of School: \_\_\_\_\_

Headmaster: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Chair of School Committee: \_\_\_\_\_

Number of Teachers: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Teacher's Houses: \_\_\_\_\_ Classroom Blocks: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

School #: \_\_\_\_\_

Name of School: \_\_\_\_\_

Headmaster: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Chair of School Committee: \_\_\_\_\_

Number of Teachers: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Teacher's Houses: \_\_\_\_\_ Classroom Blocks: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Secondary and Private School Contacts**

**Name of School:** \_\_\_\_\_

**Headmaster:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Headmaster:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Headmaster:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CONSTITUENCY WATER SUPPLY INFORMATION

Total Number of Boreholes in Constituency: \_\_\_\_\_

Number of Functioning Boreholes: \_\_\_\_\_

Number of Broken Boreholes: \_\_\_\_\_

Total Number of Shallow Wells in Constituency: \_\_\_\_\_

Number of Functioning Shallow Wells: \_\_\_\_\_

Number of Broken Shallow Wells: \_\_\_\_\_

Number of Gravity-Fed or Piped Water Schemes: \_\_\_\_\_

Names and Locations of Schemes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**Borehole Inventory**

**BOREHOLE #** \_\_\_\_\_

Location: \_\_\_\_\_

Organization that Installed Borehole: \_\_\_\_\_

Does the Borehole Work?      Yes \_\_\_\_\_      No \_\_\_\_\_

If No, what is the problem with the borehole? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Last Rehabilitation: \_\_\_\_\_

Is there a Borehole Committee?      Yes \_\_\_\_\_      No \_\_\_\_\_

Committee Chair: \_\_\_\_\_

**BOREHOLE #** \_\_\_\_\_

Location: \_\_\_\_\_

Organization that Installed Borehole: \_\_\_\_\_

Does the Borehole Work?      Yes \_\_\_\_\_      No \_\_\_\_\_

If No, what is the problem with the borehole? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Last Rehabilitation: \_\_\_\_\_

Is there a Borehole Committee?      Yes \_\_\_\_\_      No \_\_\_\_\_

Committee Chair: \_\_\_\_\_



## ROADS, BRIDGES, CULVERTS AND DAMBO CROSSINGS INFORMATION

### Priority Road Projects

Name of Road:

---

Type of Upgrade:

---

---

Self-Help Contribution:

---

---

Action Taken:

---

---

Notes:

---

---

---

---

Name of Road:

---

Type of Upgrade:

---

---

Self-Help Contribution:

---

---

Action Taken:

---

---

Notes:

---

---

---

---



**Priority Bridge, Culvert or Dambo Crossing Projects**

Location: \_\_\_\_\_

Type of Structure Needed: \_\_\_\_\_

Villages Involved: \_\_\_\_\_

\_\_\_\_\_

Funding Sources Approached: \_\_\_\_\_

\_\_\_\_\_

Self-Help Contribution: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Type of Structure Needed: \_\_\_\_\_

Villages Involved: \_\_\_\_\_

\_\_\_\_\_

Funding Sources Approached: \_\_\_\_\_

\_\_\_\_\_

Self-Help Contribution: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# TRADITIONAL LEADERS CONTACT INFORMATION

Number of TAs in Constituency: \_\_\_\_\_

Number of Group Village Headmen in Constituency: \_\_\_\_\_

Number of Village Headmen in Constituency: \_\_\_\_\_

Name of Chief: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

# of Group Village Headmen: \_\_\_\_\_ # of Village Headmen: \_\_\_\_\_

Name of Chief: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

# of Group Village Headmen: \_\_\_\_\_ # of Villages: \_\_\_\_\_









# MINISTRY OF AGRICULTURE CONSTITUENCY CONTACTS

Number of Extension Planning Areas in Constituency: \_\_\_\_\_

Number of Sections in Constituency: \_\_\_\_\_

## EPA Information

EPA Name: \_\_\_\_\_

Development Officer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Physical Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Extension Worker Name

Title

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Section Information:**

Section Name: \_\_\_\_\_

Field Assistant: \_\_\_\_\_

Office Location/Village: \_\_\_\_\_

\_\_\_\_\_

Section Name: \_\_\_\_\_

Field Assistant: \_\_\_\_\_

Office Location/Village: \_\_\_\_\_

\_\_\_\_\_

Section Name: \_\_\_\_\_

Field Assistant: \_\_\_\_\_

Office Location/Village: \_\_\_\_\_

\_\_\_\_\_

Section Name: \_\_\_\_\_

Field Assistant: \_\_\_\_\_

Office Location/Village: \_\_\_\_\_

\_\_\_\_\_

Section Name: \_\_\_\_\_

Field Assistant: \_\_\_\_\_

Office Location/Village: \_\_\_\_\_

\_\_\_\_\_



# HEALTH FACILITIES CONSTITUENCY CONTACT INFORMATION

Number of Hospitals in Constituency: \_\_\_\_\_

Number of Health Centres in Constituency: \_\_\_\_\_

Number of Dispensaries in Constituency: \_\_\_\_\_

Number of Maternity Clinics in Constituency: \_\_\_\_\_

Number of Health Posts in Constituency: \_\_\_\_\_

## Hospital Information

Name of Hospital: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Beds: \_\_\_\_\_

Number of Doctors: \_\_\_\_\_

Number of Nurses: \_\_\_\_\_

Name of Hospital: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Number of Beds: \_\_\_\_\_

Number of Doctors: \_\_\_\_\_

Number of Nurses: \_\_\_\_\_





**Health Centre Information**

Name of Health Centre: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Clinical Officer: \_\_\_\_\_

Medical Assistant: \_\_\_\_\_

Nurses/Midwives: \_\_\_\_\_  
\_\_\_\_\_

Number of Health Surveillance Assistants: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Health Centre: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Clinical Officer: \_\_\_\_\_

Medical Assistant: \_\_\_\_\_

Nurses/Midwives: \_\_\_\_\_  
\_\_\_\_\_

Number of Health Surveillance Assistants: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Dispensary/Maternity Clinic/Health Post Information**

Dispensary/Clinic/Post Name: \_\_\_\_\_

Location: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dispensary/Clinic/Post Name: \_\_\_\_\_

Location: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dispensary/Clinic/Post Name: \_\_\_\_\_

Location: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# COMMUNITY DEVELOPMENT ASSISTANT CONTACTS

C.D.A. Name: \_\_\_\_\_

Office/Base Location: \_\_\_\_\_

Area of Work: \_\_\_\_\_

Means of Transport: \_\_\_\_\_

C.D.A. Name: \_\_\_\_\_

Office/Base Location: \_\_\_\_\_

Area of Work: \_\_\_\_\_

Means of Transport: \_\_\_\_\_

C.D.A. Name: \_\_\_\_\_

Office/Base Location: \_\_\_\_\_

Area of Work: \_\_\_\_\_

Means of Transport: \_\_\_\_\_

C.D.A. Name: \_\_\_\_\_

Office/Base Location: \_\_\_\_\_

Area of Work: \_\_\_\_\_

Means of Transport: \_\_\_\_\_

C.D.A. Name: \_\_\_\_\_

Office/Base Location: \_\_\_\_\_

Area of Work: \_\_\_\_\_

Means of Transport: \_\_\_\_\_



# NGO CONSTITUENCY CONTACTS

Name of NGO: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Description of Activities in Constituency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of NGO: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Description of Activities in Constituency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# UDF CONSTITUENCY CONTACTS

Number of Areas in Constituency: \_\_\_\_\_

Number of Branches in Constituency: \_\_\_\_\_

## UDF Constituency Committee Membership

Chairman: \_\_\_\_\_

Deputy Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Deputy Secretary: \_\_\_\_\_

Organizing Secretary: \_\_\_\_\_

Dep. Organizing Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Deputy Treasurer: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

MCP Constituency Committee Chairman: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

AFORD Constituency Committee Chair: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



# MCP CONSTITUENCY CONTACTS

Number of Areas in Constituency: \_\_\_\_\_

Number of Branches in Constituency: \_\_\_\_\_

## **MCP Constituency Committee Membership**

Chairman: \_\_\_\_\_

Vice Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Vice Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Vice Treasurer: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

## **League of Malawi Women**

Chairlady: \_\_\_\_\_

Vice Chairlady: \_\_\_\_\_

Secretary: \_\_\_\_\_

Vice Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Vice Treasurer: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_



**League of Malawi Youth**

Chairman: \_\_\_\_\_

Vice Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Vice Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Vice Treasurer: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

UDF Constituency Committee Chairman: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

AFORD Constituency Committee Chair: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



# AFORD CONSTITUENCY CONTACTS

Number of Areas in Constituency: \_\_\_\_\_

Number of Branches in Constituency: \_\_\_\_\_

## **AFORD Constituency Committee Membership**

Constituency Manager: \_\_\_\_\_

Political Secretary: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

UDF Constituency Committee Chairman: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

MCP Constituency Committee Chair: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_





## **SECTION 5**

### **SOURCES OF FUNDING FOR SMALL-SCALE DEVELOPMENT PROJECTS AND LOANS**

**This section contains contact information for organizations that provide funding for small-scale development projects or loans for small businesses. This section also contains copies of application forms for development funding and loans. You can use this section to help your constituents find funding for projects that they have identified or to help them obtain credit. The names of the individuals who are in charge of determining what projects are funded or who obtains loans are included in the Contact List. You can contact these people for more information or to follow up proposals that your constituents have submitted.**



# **SOURCES OF FUNDING FOR SMALL-SCALE DEVELOPMENT PROJECTS AND LOANS**

The following organizations provide funding for small-scale, community development projects in Malawi. They have application forms that are included in this section of the handbook. If you would like more information about any of these organizations, contact the person listed below.

## **Malawi Social Action Fund (MASAF)**

Mr. Kankhobwe  
Project Manager  
P Bag 352  
Lilongwe  
Tel: 732 666  
Fax: 732 339

## **Government of Malawi/European Union Micro-Project Implementation Unit (MIU)**

Mr. H.K. Mthuzi  
Program Officer  
Box 30309  
Lilongwe  
Tel: 740 545  
Fax: 740 548

## **United States Embassy Ambassador's Fund**

Ms. Mercello Laturns  
Self Help Administrator  
OR  
Ms. Karen Levene  
Economic Officer  
Box 30016  
Lilongwe  
Tel: 783 166/342/367/458  
Fax: 780 471



**Canada Fund**

Elizabeth Kos  
Canada Fund Coordinator  
Box 1257  
Lilongwe  
Tel: 781-561  
Fax: 781-823

The following organizations offer loans to individuals or groups to start small businesses. Application forms for these organizations are included in this section of the handbook.

**Development of Malawi Traders Trust (DEMATT)**

Mr. Musangambe  
Regional Manager  
Box 555  
Lilongwe  
Tel: 744 136  
Fax: 678 066

**Small Enterprises Development of Malawi (SEDOM)**

Mr. Thindwa  
Box 256  
Lilongwe  
Tel: 740 676/722 288

**National Association of Business Women (NABW)**

Ms. Joyce Banda  
Executive Director  
P Bag 56  
Blantyre  
Tel: 622 094  
Fax: 621 643

**Malawi Rural Finance Company (MRFC)**

Mr. Silas M. Murotho  
Deputy Manager  
P Bag 39  
Lilongwe  
Tel: 721 134  
Fax: 742 249



**Women World Banking (WWB)**

Ms. Nyandovi Kerr  
Executive Director  
Box 1868  
Blantyre  
Tel: 622 702/634 396  
Fax: 622 702

The GABLE programme offers bursaries to girls so they can attend secondary school. The application form for the GABLE bursary scheme is included in this section of the handbook.

**GABLE Bursary Scheme**

Mr. M.K. Makina  
Ministry of Education  
Gable Project Officer  
P/Bag 328  
Lilongwe 3  
Tel: 784 800  
Fax: 782 873/780 255

The World Food Programme (WFP) and the Government of Malawi support development projects through food for work. The WFP's food for work criteria are included in this section of the handbook. If there is a project in your constituency that you think could be undertaken through food for work, contact the WFP.

**World Food Programme (WFP)**

Michael Daly  
Project Officer  
Box 30571  
Lilongwe 3  
Tel: 784 666  
Fax: 783-785





**Lions Club**

Mr. Morgan Tembo  
C O Limbe Leaf Tobacco Limited  
Box 40044  
Kanengo  
Lilongwe  
Tel: 765 355  
Fax: 765 889

**Rotary Club**

Mr. Fletcher Kankwengwe  
President  
Box 30364  
Lilongwe  
Tel: 783 699  
Fax: 783 699

**South Africa High Commission**

Mr. Leon D. Viljoen  
Technical Adviser  
Box 30043  
Lilongwe  
Tel: 783 722  
Fax: 782 571

**United Nations Children Fund (UNICEF)**

Ms. Natalie Hahn  
Box 30375  
Lilongwe 3  
Tel: 780 788  
Fax: 783 162

**United Nations Development Program**

Mr. Abdul Bah  
Small Enterprise Development  
Program Officer  
Box 30135  
Lilongwe 3  
Fax: 783 500  
Fax: 783 637





EMBASSY OF THE  
UNITED STATES OF AMERICA

**CRITERIA FOR PROJECTS TO BE CONSIDERED FOR FUNDING BY THE  
U.S. AMBASSADOR'S SPECIAL SELF-HELP FUND**

1. Projects should aim to improve the basic economic and social conditions of the village or community and should benefit the greatest number of people possible.
2. The project incentive should come primarily from community action but it can be sponsored and assisted by institutions, associations, government or other sources outside the community.
3. Projects must involve a self-help contribution of labor, material, and/or money freely given by members of the local community. This contribution should be worth at least 25 percent of the total project value. Contributions by government entities are not considered to be community contributions.
4. The community must be able to operate and maintain the project over its intended life. The U.S. Government's support for the project must be a one-time-only contribution.
5. Projects must be completed within one year.

Within these guidelines, the Ambassador's Fund is quite flexible. We fund a variety of project each year and try to obtain geographical diversity in project selection. Projects for which women are the primary beneficiaries will receive priority. We rarely consider an individual project requiring funding of more than MK375,000.

Below are some examples of acceptable projects/expenditures:

- \* Construction Projects- which serve a large community including, but not limited to, community center, health facilities, bridges, and schools.
- \* Water Related Projects- wells, latrines, pumps, boreholes, shower stalls, dams, drainage systems, irrigation systems.
- \* Durable Equipment- desks, chairs, laboratory equipment, library items, kitchen and laundry equipment.
- \* Income-Generating goods- fish ponds, oil presses, weaving looms, brick-making machines, agricultural machinery, tools for furniture making, maize mills, poultry, livestock.
- \* Other- environmental and wild-life preservation projects.

Non-eligible Expenses- religious, refugee, police or military projects; recurring expenses such as salaries, ongoing educational or training needs, office supplies, drugs, fertilizers and pesticides, remodeling or renovation due to lack of maintenance, revolving loan funds and seed money. Funds cannot be commingled with funds from other donors.



**AMERICAN AMBASSADOR'S SELF HELP FUND  
APPLICATION FOR FINANCIAL ASSISTANCE**

1. NAME OF PROJECT: \_\_\_\_\_  
\_\_\_\_\_

2. WHICH CATEGORIES APPLY TO THIS PROJECT:

(you may check more than one): a) New \_\_\_\_\_

b) Continuing \_\_\_\_\_

c) Renovation/Restoration \_\_\_\_\_

d) Income generating \_\_\_\_\_

e) Environmental \_\_\_\_\_

f) Women's development \_\_\_\_\_

g) Other \_\_\_\_\_

3. LOCATION OF PROJECT: Please include a small map showing exact location.

VILLAGE \_\_\_\_\_

DISTRICT \_\_\_\_\_

4. SPONSORING ORGANIZATION / AGENCY (if any) \_\_\_\_\_  
\_\_\_\_\_

5. PROJECT CONTACT: NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE & FAX \_\_\_\_\_

6. WHAT LOCAL COMMITTEE / AGENCY WILL SUPERVISE THIS PROJECT?  
\_\_\_\_\_

7. WHO WILL BUY THE MATERIALS / EQUIPMENT?

PERSON OR ORGANIZATION \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE AND FAX \_\_\_\_\_



8. SHORT PROJECT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ESTIMATED STARTING DATE: \_\_\_\_\_

ESTIMATED DATE OF COMPLETION: \_\_\_\_\_

9. HAS THIS PROJECT EVER RECEIVED FUNDS FROM ANY U.S. OR OTHER DONOR?

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, state amount received, name of donor and item(s) funded \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. WHO ARE THE BENEFICIARIES ? \_\_\_\_\_

Estimated number \_\_\_\_\_

11. HAS A FEASIBILITY STUDY BEEN CONDUCTED? Yes \_\_\_\_\_ No \_\_\_\_\_

If, YES, a copy of this study must accompany this application.

12. VALUE OF LOCAL CONTRIBUTIONS:

Bricks (how many) \_\_\_\_\_  
Sand \_\_\_\_\_  
Stones \_\_\_\_\_  
Timber \_\_\_\_\_  
Other \_\_\_\_\_  
Value of self-help labor \_\_\_\_\_  
Value of skilled labor \_\_\_\_\_  
Local contributions - MK \_\_\_\_\_

TOTAL MK \_\_\_\_\_









15. GRANT AMOUNT APPLIED FOR - MK \_\_\_\_\_

16. CERTIFYING AUTHORITY:

NAME (please, print) \_\_\_\_\_

TITLE \_\_\_\_\_

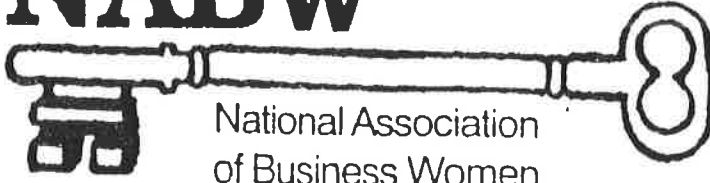
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SEND APPLICATION TO: AMBASSADOR'S SSH FUND  
EMBASSY OF THE UNITED STATES OF AMERICA  
P.O. BOX 30016  
LILONGWE 3



# NABW



National Association  
of Business Women

"Progress, Success and Prosperity for all women"

P/Bag 56

BLANTYRE

TEL: 677 812

TELEX:

FAX: 674 805

- BOMA \_\_\_\_\_ Nambala ya membala \_\_\_\_\_
1. Dzina \_\_\_\_\_
  2. Zaka \_\_\_\_\_ Wokwatiwa/wosakwatiwa \_\_\_\_\_
  3. Mwakhala pa bizinezi zaka zingati \_\_\_\_\_
  4. Mtundu wa bizinezi \_\_\_\_\_ Mbali ya bizinezi \_\_\_\_\_
  5. Dzina la bizinezi \_\_\_\_\_  
Malo a bizinezi/plot No/House No. \_\_\_\_\_
  6. Chaka chimene bizinezi inayamba \_\_\_\_\_
  7. Adilesi ya kumudzi \_\_\_\_\_  
\_\_\_\_\_
  8. Adilesi ya malo ogwira ntchito \_\_\_\_\_  
\_\_\_\_\_
  9. Nambala ya telephone \_\_\_\_\_
  10. Tsiku lolembetsa \_\_\_\_\_  
woyamba/wakale, Nambala ya lisit \_\_\_\_\_
  11. Mmene ikuyendera bizinezi panopo \_\_\_\_\_  
\_\_\_\_\_
  12. Msonkhansonkha wolipira umaonera ndi mmene bizinezi ikupangira  
ma pulofiti pa chaka (choncho chongani bokosi loyenerera  
mmusimu)

KUPYOLERA PA K100,000 \_\_\_\_\_

PAKATI PA K50,000 NDI K100,000 \_\_\_\_\_

PAKATI PA K25,000 NDI K 50,000 \_\_\_\_\_

PAKATI PA K10,000 NDI K 25,000 \_\_\_\_\_

KUCHEPERA PA K10,000 \_\_\_\_\_

\_\_\_\_\_ K100 PA CHAKA

\_\_\_\_\_ K 75 PA CHAKA

\_\_\_\_\_ K 50 PA CHAKA

\_\_\_\_\_ K 25 PA CHAKA

\_\_\_\_\_ K 10 PA CHAKA



# CONSTITUENCY HANDBOOK

## Evaluation and Correction Form

This handbook has been designed by a multi-partisan group of MPs with the assistance of the National Democratic Institute. Parliament and NDI hope to update and improve this handbook in the future to make it more useful to you as you work in your constituency. Please take some time to fill in this evaluation form and post it to NDI in the envelope provided. Please also note any errors you find, especially in the contact information section. If you have any additional comments or suggestions, please feel free to talk to one of the MPs listed in the introduction to this handbook.

1) Do you think the handbook will be useful to you?

---

---

2) What do you think will be the most useful section of the handbook?

---

---

3) What do you think will be the least useful section of the handbook?

---

---

4) What additional information would you like included in future editions of the handbook?

---

---

---

5) Do you think that you spend enough time working in your constituency? Do you think that your constituents are happy with your performance?

---

---

6) Do you think the handbook will help you to do more in your constituency in the future?

---

---

7) What are the biggest problems you face when working in your constituency?

---

---

8) What do you think are your greatest responsibilities to your constituents?

---

---

If your contact information in Section 1 is incorrect or incomplete, please fill in the following:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Fax Numbers: \_\_\_\_\_

Please note any additional comments or suggestions (use a separate sheet if necessary):

---

---

---

---