



2018 Annual Work Plan

Project Title : Chilungamo - Access to Justice through Village Mediation and Paralegal Services

Project Number : 00108391

Implementing Partner : Paralegal Advisory Services Institute (PASI)

Start Date: 1st January, 2018 **End Date:** 31st December, 2018

Output 1: Well-functioning Village Mediation and Paralegal Services backed by strengthened legal frameworks and procedures

Output 2: An effective diversion scheme for minor offences established to benefit both the formal and informal justice sector

Output 3: Strengthened provision of first legal aid services (advice, assistance and legal empowerment) to the poor and vulnerable people in conflict with the law in Malawi

Output 4: Strengthened coordination mechanisms to ensure efficient and effective flow of information and delivery of justice in the criminal justice agencies and the community

Output 5: Strengthened effective and efficient management, partnership formation, research and M and E

Brief Description

The justice sector in Malawi, largely characterized by the parallel existence of a formal and informal systems, is burdened by a wide range of challenges, chief amongst which are: poor coordination, weak policy implementation, a dearth of public resources, corruption and impunity, chronic delays, severe prison overcrowding as well as insufficient promotion, education and protection of basic human rights. These systemic failures – manifesting as weak justice outcomes for the vast rural poor and vulnerable present a significant threat to the development goals of Malawi including the SDGs.

The project provides a cost effective, efficient and inclusive approach to increasing access to justice by the poor and vulnerable groups especially women and children. This will be achieved through a two-tier but complementary approach of strengthening provision of paralegal services and mediation services. The project seeks to avail friendly paralegal services in communities, the district courts, police and prisons across the country. It also seeks to provide village mediation in the communities. The project further seeks to support diversion of minor matters out of the criminal justice system so as to substantially reduce the number of people entering pre-trial detention, and the duration of their detention before the conclusion of their cases. The services offered are free and appropriate to the hitherto ‘unmet needs’ of the majority.

The project will be implemented by PASI with funding from EU funds for Chilungamo Program under the component on 'Access to Justice'. UNDP will be the fund Manager and will provide capacity building support especially in the areas of project management, financial management, project implementation monitoring and evaluation ensuring results-based management principles are applied. Project quality assurance will be enhanced through Technical Committee and Steering Committee meetings that will review annual work plans and progress reports providing necessary guidance where necessary.

Contributing Outcome (UNDAF/CPD, RPD or GPD): CP Outcome 4.1
National institutions foster democratic governance and human rights to promote transparency, accountability, participation and access to justice for all especially women and children
Indicative Output(s):
Governance SWAP, national investment & capacity development plan
Award ID: 00108391

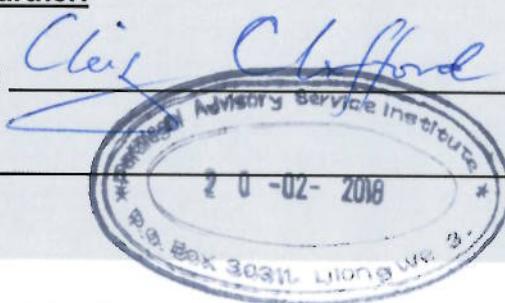
Total resources required:	USD 1,537,511.00		
Total resources allocated:	UNDP	USD	
	TRAC:	210,000	
	EU:	EUR	
1,327,511.00			
GMS:			86,846.51
Unfunded:			

Agreed by Implementing Partner:

Paralegal Service Institute:

Date:

Lilongwe, Malawi



Approved by UNDG Agency:

UNDP:

Date:

Lilongwe, Malawi

Maria Jose Torre



THE CHILUNGAMO PROGRAMME

2018 SUPPORT TO THE DELIVERY OF VILLAGE MEDIATION AND PARALEGAL SERVICES ANNUAL WORKPLAN

between key national Criminal Justice Agencies and PASI to support the work of paralegals and village mediators	Baseline:5 (Year:2007) Target:6 Target for 2018: 6 MoV:PASI reports, MoU/Cooperation of Agreement documents	Indicator 1.6: Number of amendment bills submitted to MoICA (Legal Aid Act, Penal Code, Legal Education and Legal Practitioners Act, Prison Act to include paralegals). Baseline: Zero Target:4 Target for 2018: 1 MoV: Laws of Malawi, Law Commission reports, Parliament records, CLE accreditation	1.1.6 Baseline survey - to build database on: <ul style="list-style-type: none">• Socio-economic data that to compare districts• Assessment of the number of courts, police stations/posts, and other criminal justice institutions available.	Survey Completed	Survey report	UNDP	72400 72300 EU	Regional Lead VMP Communication VMS Accessories in old Districts includes ID cards, bags, mediators waistcoats, basic mobile phones	661 36,799
								UNDP Consultant's Fee DSAs for PASI supervision	13,572 3,718
1.1.6 Baseline survey - to build database on: <ul style="list-style-type: none">• Socio-economic data that to compare districts• Assessment of the number of courts, police stations/posts, and other criminal justice institutions available.	Indicator 1.6: Number of amendment bills submitted to MoICA (Legal Aid Act, Penal Code, Legal Education and Legal Practitioners Act, Prison Act to include paralegals). Baseline: Zero Target:4 Target for 2018: 1 MoV: Laws of Malawi, Law Commission reports, Parliament records, CLE accreditation	1.1.7 Conduct Stakeholder Sensitization and Launch Village Mediation Services (Including printing of IEC Materials)	60:40:00		PASI	71300 71600 75700 72300 EU	UNDP Meal & Refreshments for Numerators Fuel	UNDP Accommodation for PASI staff Fuel	13,572 3,718
								UNDP Sensitization Venue Hire	2,731 620
1.1.7 Conduct Stakeholder Sensitization and Launch Village Mediation Services (Including printing of IEC Materials)	Indicator 1.6: Number of amendment bills submitted to MoICA (Legal Aid Act, Penal Code, Legal Education and Legal Practitioners Act, Prison Act to include paralegals). Baseline: Zero Target:4 Target for 2018: 1 MoV: Laws of Malawi, Law Commission reports, Parliament records, CLE accreditation	1.1.8 Support Reviews in Thematic Areas of Court Mandatory Rule 1994 to Apply in Magistrates' Courts	Number of reviews conducted		PASI	71600 72300 EU	UNDP Transport Refunds for Participants	UNDP Stationery	2,731 620
								UNDP VMP Brochures	2,479 620
1.1.8 Support Reviews in Thematic Areas of Court Mandatory Rule 1994 to Apply in Magistrates' Courts	Indicator 1.7 Communication Strategy for promoting paralegals and mediation services as a cost-effective measure for increasing access to justice for the poor and vulnerable in place.	Baseline: Yes (2016) Target:2 Target for 2018: 1 MoV: PASI reports, ACHPR resolution, reports, declarations	6		PASI	71600 72300 EU	UNDP VMP leaflets	UNDP VMP Publicity Posters	2,479 620
								UNDP Subtotal	8,263 16,526
1.1.8 Support Reviews in Thematic Areas of Court Mandatory Rule 1994 to Apply in Magistrates' Courts	Indicator 1.7 Communication Strategy for promoting paralegals and mediation services as a cost-effective measure for increasing access to justice for the poor and vulnerable in place.	Baseline: Yes (2016) Target:2 Target for 2018: 1 MoV: PASI reports, ACHPR resolution, reports, declarations	1		PASI	71600 72300 EU	UNDP Accommodation for PASI staff	UNDP Fuel	8,263 16,526
								UNDP Meals and Refreshments for participants	930 103
1.1.8 Support Reviews in Thematic Areas of Court Mandatory Rule 1994 to Apply in Magistrates' Courts	Indicator 1.7 Communication Strategy for promoting paralegals and mediation services as a cost-effective measure for increasing access to justice for the poor and vulnerable in place.	Baseline: Yes (2016) Target:2 Target for 2018: 1 MoV: PASI reports, ACHPR resolution, reports, declarations	1		PASI	75700 75700 EU	UNDP Transport Refunds for participants	UNDP Stationery	930 103
								UNDP Subtotal	826 826
1.1.8 Number of knowledge exchange initiatives with developing countries and regional bodies regarding paralegal and mediation services as an alternative cost-effective mechanisms for increasing access to justice	Indicator 1.8 Number of knowledge exchange initiatives with key Criminal Justice Agencies to Support the Work of Paralegals and VMS	Baseline: 1 Target:5 Target for 2018: 2 MoV:PASI reports	1		PASI	71600 72300 EU	UNDP Accommodation for PASI staff	UNDP Fuel	1,377 69
								UNDP Meals and Refreshments for participants	1,239 413
1.1.8 Number of knowledge exchange initiatives with developing countries and regional bodies regarding paralegal and mediation services as an alternative cost-effective mechanisms for increasing access to justice	Indicator 1.8 Number of knowledge exchange initiatives with key Criminal Justice Agencies to Support the Work of Paralegals and VMS	Baseline: 1 Target:5 Target for 2018: 2 MoV:PASI reports	1		PASI	75700 75700 EU	UNDP Meeting Venue Hire	UNDP Stationery	1,239 34
								UNDP Subtotal	551 551
1.1.8 Number of knowledge exchange initiatives with developing countries and regional bodies regarding paralegal and mediation services as an alternative cost-effective mechanisms for increasing access to justice	Indicator 1.8 Number of knowledge exchange initiatives with key Criminal Justice Agencies to Support the Work of Paralegals and VMS	Baseline: 1 Target:5 Target for 2018: 2 MoV:PASI reports	1		PASI	75700 75700 EU	UNDP Meeting Venue Hire	UNDP Transport Refunds for participants	34 34
								UNDP Stationery	551 138

1.1.11	Develop a Communication Strategy for Promoting Paralegals and Mediation Services	Communications yes	PASI, UNDP	72500 74200 74200 74200	UNDP Posters (bail and 10 steps) x4000 PASI Brochure x2000 Custody Time Limit Brochures x1000	Media / Communication Strategy 16,526 8,263
				74200	UNDP Documentary Production x1	4,131 9,640
				74200	UNDP Airing of Documentary x1	1,033 4,131
				74200	UNDP VMP Banners x1	5,233
				74200	UNDP T-Shirts & Caps x380	
					Subtotal	58,321
					Airticket (Banjul, Gambia)	4,682
					Per diem	2,070
					Subtotal	6,752
OUTPUT 2: An effective diversion scheme for minor offences established to benefit both the formal and informal justice sector.						
		Indicator: 2.1 Percentage of minor criminal and civil cases diverted from the formal to informal justice system in the target districts				
			2.1.1 Orient Magistrates, Police Officers, Prison Officers, Paralegals and Traditional Leaders on Diversion and Referral Mechanisms			
					PASI	
					71600 72300 75700	EU Accommodation for PASI staff Fuel Training, Meals and Refreshments
					75700	EU Hall Hire
					75700	EU Public Transport Refunds
					Subtotal	21,029
		Indicator: 2.1 Percentage of minor criminal and civil cases diverted from the formal to informal justice system in the target districts				
			Baseline:20% Target:40% Target for 2018:25% MOv: PASI reports, Diversion scheme records, Court reports/registers Indicator 2.2 % of caseload of minor cases in formal justice institutions in the target districts Baseline:40% Target:20% Target for 2018: 40% MOv: PASI reports, Diversion scheme records ,Court registers Indicator 2.3 % of prisoners serving a sentence of less than three years in target districts Baseline:40% Target:10% Target for 2018:40% MOv:Prison records, PASI records, Court records Indicator 2.4 An updated template for appropriate screening of cases for referral to the diversion and mediation schemes (both at			
					PASI	
					75700 75700 72300 75700	EU Accommodation Meals and Refreshments Venue Fuel
					75700	EU Public Transport Refunds
					Subtotal	689
		Indicator: 2.1 Percentage of diversion cases handled by paralegals and mediators				
			2.1.2 Conduct retreat for paralegals and mediators for the purposes of diverting suspects to informal justice system from places of detention			
				Number of paralegals and mediators participating in diversion programme.		
					PASI	
					75700 75700 72300 75700	EU Accommodation Meals and Refreshments Venue Fuel
					75700	EU Public Transport Refunds
					Subtotal	689
		Indicator: 2.1 Percentage of diversion cases handled by paralegals and mediators				
			2.1.3 Operationalise of Diversion of Cases	% of caseload of minor cases in chiefs courts in the target districts	X X	
				Target for 2018: 35%	PASI	
					72500 71600 71600 72200	EU Prod'n of Case Records Follow-up to Mediation Settlement Building Linkages to the Justice System x450 Bicycles
					UNDP UNDP UNDP	EU 2x Project Vehicle 4x4 EU 4x Motorcycles EU x4 Heavy Duty Printers
					UNDP	

police and court and within the community) in place in the targeted districts	Baseline:0	Target:1	OUTPUT 3: Strengthened provision of first legal aid services (advice, assistance and legal empowerment) to the poor and vulnerable people in conflict with the law in Malawi									
			Activity Results 3.1: Improved provision of paralegal services in the police, courts and prisons to perform various tasks to ensure speedy delivery of justice									
Indicator 3.1 Number of police stations with paralegal services	Baseline:16	Target:96	3.1.1	Paralegal Trainings	Number of police stations with paralegal services	36	PASI	75700	EU	Accommodation	10,994	
Target for 2018: 36	MOV: PASI reports, Police reports							72300	EU	Fuel	413	
Indicator 3.2 Number of Magistrates' courts (including Child Justice Courts) with paralegals services	Baseline:25	Target:35						75700	EU	Meals and Refreshments	4,131	
	Target for 2018: 35	MOV: PASI reports, Judiciary reports						75700	EU	Hall Hire	964	
Indicator 3.3 Number of prison formations (including juvenile centers) with paralegal services	Baseline:20	Target for 2018: 35						75700	EU	Public Transport Refunds	826	
	MOV: PASI reports							72500	EU	Stationery	275	
Indicator 3.4 Number of Paralegal Aid Clinics	Baseline:332,898	Target:534,498	3.1.2	Provide Paralegal Services to People Awaiting Trial in Places of Detention Through Legal Empowerment, Advice and Assistance	Number of suspects, accused, prisoners, witnesses, parents/guardians, victims benefited from basic legal advice and assistance	191,004 (41,964 beneficiaries added in 2018)	PASI	77100	EU	Program Manager (50%)	14,725	
	Target for 2018: 383,298	MOV: PASI reports						77100	EU	National Programs Coordinator (50%)	13,305	
Indicator 3.5 Number of suspects, accused, prisoners, witnesses, parents/guardians, victims benefited from basic legal advice and assistance	Baseline:149,040	Target:317,004						77100	EU	Research, M & E Officer (50%)	9,432	
	Target for 2018: 191,004	MOV: PASI reports						77100	EU	x4 Regional Lead PASI Coordinators	33,051	
Indicator 3.6 Number of releases facilitated by Paralegals at Police, Court, Prison and Juvenile Centers	Baseline:0	Target:1	3.1.3	Performance of Paralegals	Number of releases	75,489	PASI	72200	EU	x26 Paralegals	137,851	
	MOV: PASI reports							77100	EU	Gratuity	17,357	
	Indicator 3.7 Number of releases facilitated by Paralegals at Police, Court, Prison and Juvenile Centers	Baseline:0	Target:1					77100	EU	Pension & Group Life Insurance Contribution	24,379	
								77100	EU	Medical Aid Contribution	20,836	
								72460	EU	Paralegal Communication	4,545	
								72200	EU	Prog. Administration Vehicle (Sedan)	25,000	
								72200	EU	x4 Motorcycles and accessories	15,668	
										Subtotal	316,148	
												PAS National Review Meetings

<p>Paralegals and Juvenile Centers</p> <p>Baseline:73,389 Target:81,789 Target for 2018: 75,489</p> <p>MOV: PASI reports</p> <p>Indicator 3.7: Monitoring tools developed by the National Court Users (CUC), on adherence to</p>	<p>and other criminal justice system practitioners at District, Regional and National Levels</p> <p>Target for 2018: 75,489</p>	<p>Traumatized by Paralegals at Point Court, Prisons and Immunity centers</p>
<p>Performance Standards for the Criminal Justice System</p> <p>Baseline:0 Target:1</p> <p>MOV: National Taskforce on</p>	<p>3...1.4</p> <p>Hold Community Sensitization meetings</p>	

Output 4: Strengthened coordination mechanisms to ensure efficient and effective flow of information and delivery of justice in the criminal justice agencies and the community	Budget Description
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OUTPUT 5: Strengthened effective and efficient management, partnership formation, research and M and E services places or detention

77100	EU	Office Assistants- Regional Offices	4,545
77100	EU	Gratuity (8.3% Gross Salary)	5,117
77100	EU	Pension & Group life Insurance Contribution	7,187
77100	EU	Medical Aid Contribution (10%)	6,143
77400	EU	Communication	2,479
73100	EU	National Office Rentals	5,784
73100	EU	x4 Regional Offices	9,915
73100	EU	x4 Residential Offices Rental Arrears	3,305
73100	EU	x16 District Offices PAs & VMP	19,831
73100	EU	Utility Cost, Sundries and Security	26,028
72300	EU	Motor Vehicle Fuel	17,104
72300	EU	Motor Cycle Fuel	12,692
72400	EU	National, Regional & District Offices Internet	13,220
72400	EU	National Office Landlines	3,305
72400	EU	Toll Free Line Subscription	2,121
72500	EU	Office Stationery (Inc. Toner(s) & Office Supplies)	8,263
73400	EU	x8 Motor Vehicles Maintenance	7,436
73400	EU	x8 Motor Vehicle Tyre Replacement	11,774
73400	EU	x20 Motorcycle Repairs and Maintenance	8,814
73400	EU	x24 Motorcycle Tyre Replacement	3,305
72400	EU	Office Equipment Repairs & Maintenance	5,784
74500	EU	M-Vehicle/M-Cycle Insurance & Licence	2,479
72400	EU	Accumulated Internet and Phone Bills	0
72800	UNDP	Accounting Software Licence	2,165
75700	UNDP	New Accounting Software Training	1,215
77200	EU	National Office Furniture	5,265
72200	EU	Regional Offices Furniture	3,140
72200	EU	District Offices Furniture	5,784
		Subtotal	261,482
		UNDP Accommodation	4,131
		75700 UNDP	75700 UNDP
		75700 UNDP Meals and Refreshments	1,859
		75700 UNDP Venue	578
		72300 UNDP Fuel	2,892
		Subtotal	9,461
		71600 UNDP Travel Costs	1,653
		75700 UNDP Training Fees	9,502
		71600 UNDP Per diem	3,105
		Subtotal	14,259
		74100 UNDP Independent Evaluations and Audits	10,619
		Subtotal	10,619
		61100 UNDP Programme Analyst (50%)	21,163
		61200 UNDP Finance Associate (100%)	24,889
		61100 UNDP M&E Officer (NOA at 100%)	30,946
		61100 UNDP Portfolio Manager (10%)	7,074
		61100 UNDP Communications Analyst (10%)	3,095
		71600 EU Monitoring	10,000
		Subtotal	97,166
		75100 EU GMS	86,847
		Total TRAC	210,000

Indicator 5.2 Percentage project board decisions implemented	Target: 2 MOV: Steering Committee Meeting Minutes	Hold project board meetings / (Governance and Steering Committees)	Number of board meetings held
Indicator 5.5 Project and financial management capacity building programme for PAStI in place and operational	Baseline: 0 Target: 1 MOV: Progress report	5.1.3 Staff Capacity Building - capacities in financial management, M&E project management etc	
Indicator 5.2 Percentage project board decisions implemented	Target: 2 MOV: Steering Committee Meeting Minutes	5.1.4 Support to Microassessment and visibility activities	availability of microassessment report
Indicator 5.3 Communication and visibility (C&V) Plan in place on stakeholders involvement	Baseline: 0 Target: 1 MOV: Progress report	5.1.4 UNDP Programme and Financial Management and Quality Assurance Activities place : Programme personnel costs Programme management fee	

		Total EU	1,327,511
		Total Budget for Year 1	1,537,511