

Checklist for Compulsory and Supplementary Information to submit
(together with “New/On-going Project Proposal Template”)

Project Name			
Responsible Ministry			
Implementing Agency			
Projects	Supplementary information documents		Mark
New/On-going	• Supplementary Information Checklist (“This form”)	C	
New	• Project Appraisal Report (Donors)	(C)	
New	• Project document for an ODA project (Donors)	(C)	
New	• Memorandum of Understanding for an ODA project (Donors)	(C)	
New	• Results of Environment Impact Assessment	(C)	
On-going	• Progress report (Quarterly reports required by PSIP)	C	
On-going	• Quarterly reviews by executing agencies (Agencies’ own) <*1>	(C)	
On-going	• Donor and supervision missions reports <*2>	C	

Note: C = Compulsory for submission, (C) = Compulsory if applicable

***1 Quarterly reviews by executing agencies (October, January, April and July)**

Quarterly Reviews must be conducted at the end of each quarter of a financial year within each agency. These are internal reviews of progress and will also have to identify problems and the actions required to solve them. Normally this exercise will have to be coordinated by agency's planning unit. Quarterly reports in standardized required format shall be shared with the MINISTRY RESPONSIBLE FOR PSIP not later than the 15th day of the first month preceding ending quarter.

***2 Donor and supervision missions reports**

The executing agency will timely share all reports of donor and supervision missions with the MINISTRY RESPONSIBLE FOR PSIP. These will provide useful insights particularly with respect to disbursement issues, effectiveness of the intervention in question, and honouring of agreed contractual agreements.

***3 Environment Impact Assessment**

EIA is a one of the critical tools for appraisal of public projects in Malawi. However, it is also clear that certain projects do not necessarily need EIA, for example capacity building projects. In a case where EIA is applicable, for example mining projects, responsible institution is supposed to submit EIA report together with its project proposal.

[Apart from that, the following information prepared by CENTRAL AGENCISE are also taken into consideration]

***4 M&E reports by MINISTRY RESPONSIBLE FOR PSIP**

The Monitoring and Evaluation (M&E) Division in the MINISTRY RESPONSIBLE FOR PSIP will supply validated data on the performance of selected projects annually. The Division will ensure that it covers not less than 30% of the PSIP projects every year.

***5 Bi-annual reviews by central agencies**

The bi-annual reviews shall be conducted by the MINISTRY RESPONSIBLE FOR PSIP and MoF by December and July. These reviews are aimed at:

- Verifying that any implementation bottlenecks are being effectively addressed by implementing agencies.
- Identifying particular implementation problems where central agency action might be beneficial.
- Permitting inter and intra sectoral reallocation of resources at the mid-Yearly stage to ensure that Development Budget funds are optimally utilized, and
- Making available information on the progress of ongoing projects for confirmation of their reasonability and rationality under public sector investment programme, annual development report and development budget submissions for the subsequent financial year.

***6 Annual development report by MINISTRY RESPONSIBLE FOR PSIP**

With inputs from executing agencies, The Development Division of MINISTRY RESPONSIBLE FOR PSIP shall compile the Annual Progress Report in July whose finding and recommendations will be used in the review of submissions for the next PSIP's ongoing projects at ministerial meetings in November/December. The report shall benefit from other review processes as presented in this Handbook to give a generalised picture of the performance of every single year of the PSIP and an analysis of the impact of the said performance on the economy both in the short and long term perspectives.