

## Email #1

Subject: ACTION/REMIND: CDCS Mid-Term Review Workshop

Dear Office Management Team, Deputies, and Team Leaders --

While we'll be sending a broader message out to all staff on the CDCS Mid-Term Review, I wanted to flag a few items for you.

### **Agenda (see attached)**

**All Staff Required:** Please note that All Staff are basically required the **morning of Monday and Thursday**. We strongly encourage all staff to participate on **Tuesday morning** as there are some great external guests that will share quite critical information about Malawi, including economic, political, climate, and demographic trends. In addition, the Ambassador will provide a quick summary of U.S. Policy as it affects our CDCS.

**Technical Staff and Backstops Required (including FMO, OAA, and PDA):** For the remainder of the CDCS Mid-Term Review, technical staff (A/CORs and others from technical offices) along with support office backstops (e.g. negotiators, financial analysts, etc.) are required.

### **Pre-Read for Technical Staff**

Please flag the pre-read materials for your staff during your weekly meetings. The most critical items are the CDCS Results Framework (for those who are new) and the Performance Management Plan data, followed by the Executive Summaries of the CDCS Impact Evaluation Midline Executive Summary and latest CDCS-level Stakeholder Report (both completed by Social Impact).

These are available as PDF attachments (for easy device reading) and also in this Google Drive folder.

### **Questions and More Information**

Please let your backstops know if you have any additional questions or concerns about the agenda, requirements, or anything else. We will briefly cover the CDCS Review in your upcoming staff meetings. (Craig, Mary, and Janine – Please let us know if you would like someone to join your meetings as well.)

Best,  
Brian

## Email #2:

To: LILONGWE USAID ALL USERS [lilongwe-usaid-all-users@usaid.gov](mailto:lilongwe-usaid-all-users@usaid.gov)

Subject: ACTION/READ: CDCS Mid-Term Review Workshop

Dear Colleagues –

We look forward to the upcoming review of the USAID/Malawi [Country Development Cooperation Strategy \(CDCS\)](#) Mid-Term Review Workshop which will take place on **Monday, March 6<sup>th</sup>; Tuesday, March 7<sup>th</sup>; and Thursday, March 8<sup>th</sup>** at the **Bingu International Conference Center (BICC)**.

Yes – you read that correctly. Wednesday, March 8<sup>th</sup> is a bit of a “break” day, without any formal activities. Some small groups may find that their analytical work requires a little prep on Wednesday, but there is nothing formal planned.

### Who Should Attend?

**Technical staff (including backstops from FMO, OAA, and PDA offices)** are required from 8:00 am – 3:00 pm on all three days (Monday, Tuesday, and Thursday). Please note that coffee will be available at 7:30 am.

**All Staff** are required on Monday and Thursday morning, beginning at 8:00 am. And strongly encouraged to participate on Wednesday morning and Thursday afternoon.

Please review the attached agenda for additional details, if you have further questions. A number of implementing partners, government counterparts, and notable Malawian “luminaries” have also been asked to contribute at key times. These names can be found in the [agenda](#) and [invitee](#) list, for more detail.

### Objective and Outputs

The mid-term CDCS Review aims to determine what progress we have made and to establish what is (and isn't) going well, in order to inform (a) adaptation of implementation in the short-term (during the remainder of the CDCS); (b) clarify the medium and long-term actions needed as we prepare to begin the next CDCS design, in the coming months. The [agenda](#) provides additional detail on each day.

### Pre-Read Materials

The three days will largely be based on how things are going, both programmatically and operationally. We ask that you familiarize yourself with the following “pre-read” materials:

- (1) CDCS Results Framework and 3Cs - [Core Concepts Summary](#)
- (2) Performance Management Plan (PMP) [Indicator Table](#)
- (3) CDCS Impact Evaluation, Midline Report – Executive Summary
- (4) CDCS Stakeholder Analysis – Executive Summary

Finally, thank you those of you who have provided input into the agenda, most notably the M&E team throughout the Mission.

If you have any additional questions (of you'd like to ask a question on behalf of a friend ;)), please don't hesitate to ask me, Ryan, Linda or Amy.

Best,  
Brian

**Esteemed Dr. \_\_\_\_\_**

We formally request your presence at the USAID/Malawi's Mid-Term Stocktaking Workshop of its strategy (Country Development Cooperation Strategy (CDCS)). This event will be held on Monday and Tuesday, March 6<sup>th</sup> and 7<sup>th</sup> at **the** Bingu International Conference Centre (BICC). **Coffee will be available at 7:30 am each morning, and the workshop will begin at 8:00 am and conclude at 3:00 pm each day.**

The purpose of the workshop is to discuss progress made to date **and determine how we can improve implementation for the remainder of this strategy (in the short-term) and as we redesign our strategy (in the medium-term).** **For this reason, your comments and feedback will form a critical part of the sector-specific small group discussions.**

Your participation is highly appreciated.

If there are any questions prior to the meeting, please contact Amy Stenoien: [astenoien@usaid.gov](mailto:astenoien@usaid.gov) or call her on 0883600697; or myself.

Regards

Dear Partners,

We formally request your project's participation in USAID/Malawi's Mid-Term Stocktaking Workshop of its strategy (Country Development Cooperation Strategy (CDCS)). This event will be held on Monday and Tuesday, March 6<sup>th</sup> and 7<sup>th</sup> from 8:00 a.m. to 3:30 p.m.

Who: You or technical member(s) of your team with knowledge of present and past implementation

What: Mid-Term Progress, Stocktaking Workshop

When: Monday and Tuesday, March 6<sup>th</sup> and 7<sup>th</sup>  
from 8:00 a.m. to 3:30 p.m.

Where: \_\_\_\_\_

RSVP: Grace Mkandawire, [email](#), [phone](#)

If you have any additional questions, please contact Amy Stenoien within the Program Office.

Please find an overall [agenda](#) for the two days in the attached. [Please download and attach this file.]

Best,  
Amy