

Zambia and Malawi Community Partnership - Ngoli Scholarship Management Committee Terms of Reference

Version 2.0 – January 2024

1. Aim – To build the Ngoli Scholarship Programme into a self-sustaining programme, run and financed by past scholarship students for the benefit of future scholarship students.

2. Membership of Management Committee:

- a. Kate and Mick James – ZMCP Trustees
- b. John and Alison Greener – ZMCP Trustees
- c. Samuel Songolo – Graduate Member
- d. Sula Chilekwa – Graduate Member
- e. Victor Musowa - Graduate Member
- f. Francina Chanda – Graduate Member
- g. Tenant Chishimba – Graduate Member
- h. Christopher Chikwanda – Graduate Member

The Committee will consider inviting additional scholarship students, once they have completed their studies.

3. The Management Committee graduate members will each be assigned as a mentor for one or more scholarship students still in education (appropriate matches between mentors and mentees will be discussed with potential mentors). The mentors will make sure their mentees are progressing well and help them address any challenges, concerns etc they may have. They will escalate issues that cannot be resolved to Alison Greener or Kate James.

4. An annual update report, with proposed actions, will be prepared by an agreed member of the committee and circulated to the rest of the committee. Members will provide comments which will be collated and a final version produced. The Chair of ZMCP will sign-off the final version.

5. Building Sustainability

- a. All scholarship students are asked to commit to paying 5% of their salary, once they are earning, into the scholarship programme every year (using the ZSF Zambian bank account).
- b. ZMCP will continue to provide the difference between the amount of funds this generates and the required amount to cover the outgoings for the existing students in the programme.
- c. The programme will continue to be administered via the partnership with Zambia Scholarship Fund and their employees based in Kasama.
- d. For the intake of further students, the committee must decide each year whether the programme has sufficient funds, and likelihood of future funds, to sustain taking on more students. **This is largely reliant on the full participation of the scholarship students who are in employment fulfilling the commitment they made to pay 5% of their salary each year into the programme.**

6. Criteria for Continuation on the Programme

- a. A student in the Scholarship Programme is only awarded a scholarship for one year at a time. In order to continue the support of the programme for the next year they must:
 - i. Maintain contact with ZMCP at least quarterly and provide an update of their educational progress (via email, WhatsApp or photos of letters via ZSF).
 - ii. Provide evidence of their end of year exam results.
 - iii. Provide evidence, if possible, of where their exam results place them compared with the rest of the students in their year group/on their course.
 - iv. Attain the minimum criteria to continue on the Scholarship Programme for the next year (detailed below).

- b. Minimum criteria to continue on the Scholarship Programme (N.B. These minimum criteria for the scholarship are intentionally higher than the entry and continuation requirement of the institutions):
- i. Progression from G12 to tertiary education – N.B In addition to the criteria below, ZMCP Trustees will assess each request for the likelihood of the course leading to employment and may not agree to certain courses.
 1. Degree Course – A total of 6 subjects at Merit or higher where at least 2 are Distinctions, including English, Maths and one science (for a medical degree must also include biology) .
 2. Diploma Course – A total of 6 subjects at Credit or higher where at least 2 are Merits, including English, Maths and one science subject (for nursing diploma must also include biology).
 3. Vocational Trades School Course – A total of 6 subjects at Satisfactory or higher where at least 2 are Credits, including English and Maths.
 - ii. Progression from one year to the next on a college or university course – Evidence that their end of year exams position them in the top 75% of their course year group (i.e. not in the bottom 25%).
 - iii. Resit/Repeat of year policy - ZMCP policy is **not** to fund re-sits or repeats of years. Students who do not meet the criteria for continuation on the programme, laid out above, will have to leave the program. In exceptional circumstances (such as death of a family member or significant illness) the Committee may consider an application.

7. Funding for Scholarship Students:

- a. For students funded in G10 to G12 at Kasama Girls or Mungwi Tech
 - i. ZMCP to provide School Fees, Accommodation and Basic Food, Travel expenses, equipment such as maths sets
 - ii. Parents/Carers to provide – Uniform, equipment such as pencils
- b. For students funded at college or university
 - i. ZMCP to provide Fees, Accommodation, Basic Food, Travel, Laptop (and maintenance within reason), Fee for Medical and Project Allowance for Research where applicable.
 - ii. Parents/Carers to provide – books, pencils, clothes, personal items
- c. Exceptional additional expenses at the Committee’s discretion e.g. reading glasses, data allowance for online participation in studies.

8. Calendar of Actions

Nov / Dec	<ul style="list-style-type: none"> • Write to each student to confirm all budget allocated for the current year has been passed to them/their college/university. • Prepare a draft budget for Transfer of Funds from ZMCP to ZSF for the coming year. • Transfer Funds
Jan	<ul style="list-style-type: none"> • Try and make sure funds are not sent by ZSF for fees until exam results are known. • Get results from each student (most come out during January). • Discuss courses for any students who finished G12 and could start in June/July. • Determine whether each student has met the criteria to continue on the Scholarship Programme and inform ZSF and the students of decision.
Feb to June	<ul style="list-style-type: none"> • Support students applying for courses. • Maintain contact with all students. • Determine if a second transfer of funds is required to cover students starting tertiary courses in June/July
March to June	<ul style="list-style-type: none"> • Maintain contact with all scholarship students
July and August	<ul style="list-style-type: none"> • Request end of semester/ end of year exam results. • For end of year students, determine whether each student has met the criteria to continue on the Scholarship Programme and inform ZSF and the students of decision

Sept to October	<ul style="list-style-type: none">• Determine whether the Scholarship will be able to take on any new students into tertiary education in the next year and undertake selection if so.
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9. Selection of Further Students to Join the Programme:

- a. Whether additional students will be selected to join the scholarship for tertiary education courses will be agreed by the Management Committee on the basis of evidence of success of the selection process from previous years and agreement that there are sufficient funds to take on further commitment.
- b. Any requests will be considered on their individual merit. Applicants may be asked to complete a number of tasks such as preparing a presentation or undertaking an interview.
- c. If there are several applicants for a place on the scholarship, the Committee will make a choice based on background family circumstances, school results and completion of the tasks.