The Malawi Union of Savings and Credit Cooperatives (MUSCCO) the national association of Savings and Credit Cooperatives (SACCOs) affiliated to it is pleased to announce to the general public the launch of a Cooperatives Development Institute (CDI). The Cooperatives Development Institute registered in 2016 is a capacity building and research arm of MUSCCO with a focus on strengthening member based organizations and Institutional Assessments through participatory approaches intended to provide tailor made capacity building training programs for all types of cooperatives within and outside Malawi. The CDI will also provide capacity building support to Clubs, Associations including Group Savings and Loans Associations (GSLAs) also known as Village Savings and Loans Associations (VSLA). To achieve this, Cooperatives Development Institute (CDI) will use participatory methods in development to mobilize, advocate for and facilitate community dialogue and action through cooperatives development building on MUSCCO’s financial cooperatives development experience of over 35 years and cooperatives in general.

To deliver on this mandate CDI will use three consultations levels which are:

1. **BASIC TECHNICAL CAPACITY BUILDING**

   **Includes**
   - Up to 5 hours of needs assessment, referrals, resource materials, research, problem-solving, and mentoring.
   - Access to our resource center with basic information about co-operatives, the cooperative development process.
   - Periodic follow-up (every 3-6 months) to monitor progress and determine further need for assistance.

   **Expectations**
   - Interested groups must fill out our request for assistance form.
   - Assisted groups are requested to fill out a client satisfaction survey.
   - Basic Technical Assistance of up to 5 hours is provided.
   - Assisted groups are expected to pay for the services at negotiated fees.
   - Fees will depend on period of consultations and scope of services.

2. **TECHNICAL CAPACITY DEVELOPMENT CONSULTATIONS**

   **Includes**
   - Between 1 to 5 days of consultations.
   - Consultations are tailored to each group’s needs, but generally include assistance with a particular cooperative business development need: e.g., designing capital mobilization strategy; researching an operational issue such as a personnel policy; financial analysis or legal structuring; identifying/ securing grant funds for work plan implementation; organizing a committee or membership drive; board training; etc.
   - Periodic follow-up (every 3-6 months) to monitor progress and determine further need for assistance.

   **Expectations**
   - Interested groups must fill out our request for technical assistance form.
   - Groups must demonstrate need for in-depth consultation and demonstrate follow-through capacity.
   - Fees will depend on period of consultations and scope of services.
• Assisted groups are requested to fill out a customer satisfaction survey and an annual outcome measurement/census survey.
• Assisted groups are expected to pay for it.

3. INTENSIVE TECHNICAL CAPACITY DEVELOPMENT

Includes
• Over 5 days of consultation.
• Consultations are tailored to each group’s needs, but generally include assistance with: feasibility assessment, business planning, membership development, organizational development, financing and/or fiscal administration for specific emerging or existing cooperatives.
• For established co-operatives, CDI will assist with: crisis assessment, business expansion, new product or service development, conflict resolution, strategic planning, board training, etc.
• Periodic follow-up (every 3-6 months) to monitor progress and determine further need for assistance.

Expectations
• Interested groups must fill out our request for assistance form.
• Groups must demonstrate need for in-depth consultation and demonstrate follow-through capacity.
• Fees will depend on period of consultations and scope of services.
• Assisted groups are required to complete a customer satisfaction survey and an annual outcome measurement/census survey.
• Assisted groups will create a press release at any major business milestones, such as launch, opening a new location, important anniversaries, new product or service, and with assistance of CDI. CDI will issue press releases of such events and or products at a fee.
• Assisted groups are expected to pay for it.

RESEARCH AND CONSULTING
As experts in Cooperatives promotion and development CDI is not limited to the above, but also conduct in-depth policy and problem –centred research with a view of providing recommendations that refocus member based organizations options and direction. This assures the sustainability of the Cooperatives.

WHY WORK WITH COOPERATIVES DEVELOPMENT INSTITUTE – VALUE ADDITION
Besides providing capacity building and institutional strengthening to member based organizations, CDI will link client member based organizations to development partners.

ADDITIONAL INFORMATION
Please contact us on muscco@muscco.org or leroybanda@muscco.org or P.O. Box 651, Lilongwe, or call 01 756 000 if you would like to utilize our services and consulting offerings