

LUSUBILO COMMUNITY CARE PROFILE

2025

IN KARONGA, CHITIPA
AND RUMPHI DISTRICTS



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Overview and Background

Lusubilo Community Care (LCC) was established in 1997 to holistically support orphans and vulnerable children (OVCs) in northern Malawi. Situated in Karonga district, along St. Mary's Catholic Road, next to Karonga Girls Primary School, the organization operates through community structures and runs a children's village, providing comprehensive care for OVCs, including psychosocial, nutritional, and educational support.

Geographically, Lusubilo covers the full districts of Karonga and Chitipa, and parts of the Northern and Eastern Rumphi districts. The area spans 12,000m² with a population of around 570,000 people, with the majority (52%) being women. Lusubilo covers all areas of Traditional Authorities (TA) Kameme, Mwenemisuku, Mwaulambya, Mwenewenya, and Nthalire in Chitipa District; Kyungu, Kilupula, Mwakaboko, Mwirang'ombe, and Wasambo in Karonga District; and TAs Mwamlowe and Mwalweni in Rumphi district.

In addition to managing a childcare institution known as the children's village, Lusubilo partners with around 84 Community-Based Organizations (CBOs) and approximately 300 Community-Based Child Care Centers (CBCCs) to address child protection, health, nutrition, agriculture, and livelihoods, building sustainable, resilient communities. Lusubilo continuously works with the communities and their various development structures to help vulnerable groups, including women, the elderly, people living with disabilities, and children.

Mission, core values, and principles

Lusubilo's mission is to empower communities to care for and support orphans, vulnerable children, and adults. This mission is enhanced by the following core values:

- Faithfulness to Catholic Social Teaching
- Talent and Ability Strengthening
- Recognition of Diversity
- Commitment to Professionalism and Integrity
- Partnership
- Ministering to Physical, Mental, and Spiritual Needs

As a Catholic institution, all staff and stakeholders are guided by the principles of Catholic social teachings, including the dignity of the human person, common good,

solidarity, subsidiarity, preferential options for the poor, integrity of creation, stewardship, love, justice, promotion of peace, and moral integrity.

Programs and Thematic Areas

Lusubilo Community Care's programs and thematic areas are designed to address the diverse needs of orphans, vulnerable children, and communities in northern Malawi through comprehensive initiatives in child protection, health, nutrition, agriculture, and livelihoods. Specific program areas include:

- OVC Care and Child Protection
- Early Childhood Development (ECD)
- Health and Nutrition
- Food Security (Food Consumption Support and Agriculture)
- Economic Empowerment
- WASH
- Women and Youth Empowerment
- Education Support
- Safe and Secure Shelter
- Agriculture and Livelihoods
- Graduation model implementation

These programs reflect an unwavering commitment to empowering communities and improving the lives of orphans and vulnerable children. Through comprehensive and innovative initiatives, Lusubilo continues to foster sustainable development, resilience, and well-being across northern Malawi.

Program Management and Monitoring, and Evaluation

Under the strategic oversight of the Programs Manager, Lusubilo excels in project design, planning, implementation, and comprehensive reporting. The dedicated programming team, including a monitoring and evaluation unit, ensures that all projects align with the mission and strategically contribute to the community's development goals. This structured approach guarantees high-quality outcomes, innovation, and continuous learning.

Lusubilo uses a proactive M&E framework that systematically tracks project progress, allowing for the timely identification and resolution of issues, fostering operational efficiency, and enhancing project execution. We promote transparency and

accountability by reviewing progress reports and key performance indicators through regular scheduled meetings on a weekly, monthly, and quarterly basis. Lusubilo prepares monthly reports to analyze project performance against established objectives, providing insights that inform strategic planning for future phases.

We employed a structured feedback mechanism to engage beneficiaries, partners, and stakeholders in assessing project relevance and effectiveness, enabling Lusubilo to adapt programs responsively, thus maximizing impact. The feedback enables program adjustments and enhances responsiveness and adaptability. This structured monitoring and evaluation approach ensures effective project management, optimal resource use, and reinforces the organization's commitment to excellence, transparency, and accountability, ultimately strengthening stakeholder relationships and increasing the impact of its initiatives in the communities it serves.

Leadership and Management

Lusubilo's organizational strength lies in a strong governance and management framework led by a Director appointed by the Bishop of the Diocese of Karonga. This critical leadership position is pivotal for strategic direction and serves as the secretary to the Board of Governors, ensuring continuous communication between governance and operational execution.

The management team, comprising the Managers of Programming, Finance, Human Resources, and Administration, plays an important role in overseeing a wide range of initiatives and organizational functions. These technical professionals bring expertise, ensuring that Lusubilo operates at the highest levels of efficiency and effectiveness.

Governance

The secretariat is led by the Executive Director (Director), appointed by the Bishop of the Diocese of Karonga, who is the proprietor of the organization, and serves as the secretary for the board. The management team, responsible for the overall management of Lusubilo, is headed by the Director, and includes the heads of department of programming, finance, human resources and administration. The programming department has 38 paid staff plus 150 community volunteers, finance has 5 paid staff, while the human resource and administration department has 30 paid staff.

The Programs Manager oversees project design, planning, implementation, and reporting. The monitoring and evaluation team, as well as the entire programming

team, report to the Programs Manager. The HR and Administration Manager is responsible for all logistics and general administration of the organization. The Finance Manager oversees the accounting and procurement teams, ensuring financial accountability and effective resource management.

The Board of Governors' members are also appointed by the Bishop of the Diocese of Karonga. Each term lasts two years and can be renewed once. The Bishop can appoint five board members, while the remaining six are ex-officio members by virtue of their positions within the Diocese of Karonga and partner organizations, including some government departments. The Board's mandate includes providing strategic direction, authorizing major decisions related to governance, finances, resource mobilization, and program oversight.

Financial Management

Lusubilo maintains financial stability and a diverse income structure, primarily supported by donor funding on a project-to-project basis. The income sources include contributions from international and national partners that fund various projects aligned with the mission. To ensure sustainability and cover operational costs, a modest management fee is incorporated into most project budgets. Resources are managed to achieve a balance between project-specific expenditures and necessary administrative functions that support the organization's stability. The financial strategy includes budgeting and planning to ensure adequate funding for each project and organizational resilience. Through transparent financial practices and regular reporting, Lusubilo maintains trust with donors and partners, ensuring continued support and financial health.

Lusubilo implements a multifaceted approach to prevent misappropriation, fraud, and corruption while prioritizing the efficient use of donor funds. Recruitment processes ensure suitable candidates for positions, minimizing inefficiency and misconduct risks. Projects are designed and planned to avoid additional unbudgeted resources, fostering accountability. Strict financial policies are enforced through updated financial systems and control mechanisms, which are continuously monitored for compliance and improvement, with an internal auditor overseeing protocol adherence. Both HR and financial policies aim to prevent corruption and fraud, safeguarding donor funds and maintaining organizational integrity.

6. Administrative Integrity

The Human Resources and Administration Manager ensures that logistical and administrative frameworks are fully compliant and functional, facilitating smooth day-to-day operations. The office ensures policies and procedures are up to date, and workflow systems for performance tracking, administrative tasks and approvals are adhered to. The manager also ensures that capacity-building needs are met and coordination among employees is at its best at all times. In addition, the violated policies and guidelines have appropriate reciprocal disciplinary measures.

The Finance Manager leads a team focused on financial oversight, accounting practices, and procurement processes, ensuring financial accountability and effective resource management. In effect, all budgeting and forecasting, donor reporting compliance, and audit-ready bookkeeping among others are all Under his management.

Lusubilo operates with financial stability, supported by a diversified income structure primarily driven by donor funding. The financial strategy includes careful budgeting and the incorporation of a management fee into project budgets to sustain operational costs while delivering services to beneficiaries.

The organization prioritizes the use of donor funds through recommended hiring practices, meticulous project planning, and the enforcement of comprehensive financial policies. Financial systems undergo continuous monitoring for compliance, with an internal auditor overseeing all activities. Lusubilo team members are trained in international financial reporting standards, enhancing transparency and accountability.

Compliance and due diligence

Lusubilo Community Care is committed to maintaining compliance with all legal requirements, ethical standards, and organizational policies. This commitment is reflected through well-defined policies and procedures that articulate the institution's mission, values, and ethical principles. Some of the policies are the finance policy, procurement and asset disposal policy, anti-fraud policy, and the safeguarding policy outlining the financial management framework. To provide further assurance of the procedural excellence, Lusubilo Community Care conducts annual external audits, facilitated by AMG Global Audit Firm (<https://www.amgglobal.co.mw/>) that evaluate compliance with internal policies, national laws, and international financial

management standards.. This external validation ensures that our processes adhere to industry standards and best practices. Additionally, Lusubilo has a board of governors to guide strategic decisions, ensuring that the organization remains financially sound and credible. By adhering to these rigorous measures, Lusubilo demonstrates commitment to the responsible stewardship of donor funds and the effective execution of its mission.

Additionally, Lusubilo Community Care has established a dedicated compliance team, led by the Diocesan internal auditor, to monitor and manage compliance efforts effectively. This team is well-versed in the relevant regulations and is empowered to tackle any compliance-related issues that may arise. The organization remains vigilant about legal and regulatory requirements about NGOs within its jurisdiction, being duly registered with the Non-Governmental Organizations Regulatory Authority (NGORA- NGO/L/23/008) and actively participating as a member of the Council for Non-Governmental Organizations in Malawi (CONGOMA- C1716/2023). Through these mechanisms, Lusubilo Community Care ensures that it operates in a fully compliant manner, upholding the highest standards of integrity and accountability.