



MALAWI ELECTORAL COMMISSION

REQUEST FOR ACCREDITATION

TO

CONDUCT CIVIC AND VOTER EDUCATION

SECTION 1: APPLICANT'S PARTICULARS

Name of Organisation _____

Postal Address: _____

Physical Address (Head office):

Tel: _____ Cellphone: _____

Email address: _____

Website: _____

Focal Person

Name: _____

Tel: _____ **Cellphone:** _____

Email: _____

Organisational Mission/ Purpose

Board Members (Directors, Trustees, Committee) :

Name: _____ Cellphone: _____

Name: _____ Cellphone: _____

Name: _____ Cellphone: _____

Name: _____ Cellphone: _____

SECTION 2: REGISTRATION *(Please tick where necessary)*

NGO Board

CONGOMA

REGISTRAR GENERAL

Other-Specify	
---------------	--

Registration Certificate No.	
------------------------------	--

SECTION 3: ORGANISATIONAL EXPERIENCE

EXPERIENCE IN CIVIC AND VOTER EDUCATION		
Year	Programme	Thematic Area <small>e.g. Governance, Elections, Human Rights, etc)</small>

SECTION 4: COMPETENCIES OF KEY PERSONNEL IN THE ORGANISATION

Management and Key Staff			
Full Name	Position	Qualifications	Experience in Elections/Governance/CVE

Sources of Funding: _____

Expected amount of funds for Civic/Voter Education Projects: _____

Organisational Administration

Do you have (i) Articles of Association. Yes No (ii) Organogram. Yes No
(Please tick and if yes attach)

Number of permanent staff by gender: _____ (Males) _____ (Females)

Number of temporary staff: _____ (Males) _____ (Females)

Field Offices (State location):

Number Vehicles _____ Motorcycles: _____ Bicycles: _____

Office Equipment (computers):- _____

CVE Equipment (PA systems): _____

SECTION 5: ORGANISATION NETWORK

Does the organization have structures at constituency level Yes No
(please tick where necessary)

List down the constituencies: _____

(Please provide additional information if necessary on a separate sheet and attach)

List down Ward/Village/Area Committees in each Constituency, if any:

No. of CBEs/Volunteers if any:_____

SECTION 6: MAPPING

CLEARLY STATE/SPECIFY CONSTITUENCY OF OPERATION

District	Constituency	Traditional Authority	Village Headman

Attach separate sheet if there is more information.

SECTION 7: WORK PLAN

Attach a tentative **Work Plan** indicating CVE activity to be implemented in the following Electoral Cycle Phase: from 2024/2025

- (i) Background
- (ii) Operational area (District, Constituency/Traditional Authority etc)
- (iii) Electoral Process(es) in the electoral process e.g. Voter Registration, Inspection, Voter Transfers, Nominations, Campaign, and Polling.
- (iv) Methodology, objectives, target groups, activities, inputs, outputs, budget (resources) and timelines
- (v) Any additional information

Name of prospective donor for the project

SECTION 8: ORGANISATIONAL COMMITMENT

I,.....of
....., do declare that the information presented here is correct to the best of my knowledge and after carefully reading the code of conduct, would like to declare that our organization will comply fully with the code of conduct for civil society organizations. I have, therefore, requested that our application for accreditation be considered.

I make this declaration willfully and knowing that giving false information to a public officer is a criminal offence and that I will be liable for the same if given.

Signed (Applicant): Position:

Organization's Seal:

Date:

H. For Official Use Only

MEC (Approval/ Disapproval):

.....

Reasons for Disapproval:

.....

.....
.....
.....
.....
.....

Signed (MEC): Position:.....

Date: