The Government of Malawi in its effort to promote participatory poverty reduction processes approved and is implementing a decentralized development planning system at the district level. The Local Government Act 1998 stipulates that all District Assemblies shall have a District Development Plan - DDP. Upon through poverty targeting will be made.

The process of producing a DDP succeeds the production of a Socio-Economic Profile and a District Development Planning Framework. The inputs into the DDP are the envisaged projects developed from the people’s needs through the District Development Planning System - DDPS. The DDPS is characterized by its four principles: bottom up, participatory, district focused, and people centered. It is within the same framework of the DDPS and its basic principles that the DDP will be developed.

**INTRODUCTION**

**PROCESS**

The process of coming-up with a DDP begins with the situation analysis of the district. The process is participatory and involves various players both at the district and the grassroots level. The situation analysis process begins at village or area and the subsequent dissemination of the major issues and potentials of the areas to the district level where DEC consolidates the outcomes into a Socio-Economic Profile. The production of the SEP leads to the development of the DDPF. Therefore, the data collection and analysis processes involving various institutions as provided for in the District Development Planning System is very vital in the process of a DDP.

Projects that are identified must be and appraised. The appraisal process begins after a number of projects have been submitted. Refer to DDPS Handbook for details on this.

In situations where Village Action Plans have been developed these become the primary sources for inputting into the DDP. AEC members in conjunction with ADCs and DAT members conduct the VAP process. In this case Project appraisal may not be necessary in this case but consolidation and phasing of projects may necessitate consultations with affected villages.

Sectors present in the district including Non-Government Organizations are responsible for developing strategic sectoral plans that will accommodate proposals from the lower structures. Indeed district-based programs must be developed by the sectors. Communities can not develop strategic projects. The District Assembly Secretariat needs to set a Task Force DEC that will be responsible for consolidation of the inputs into the DDP from both the lower structures and the sectors.

Source: Guidelines for Preparation of District Development Plans 2009-2012 Guidebook on The Local Government System in Malawi
1. DDPs seek to translate the MGDS priorities into district specific projects and programmes.
2. The VDC is made of representatives from a village or group of villages.
3. An ADC represents all VDCs in a Traditional Authority (TA) area.
4. An AEC is responsible for advising the ADC on all aspects of development for the community within a TA area.
5. The DEC is a technical and advisory committee to the council and to all the above-mentioned committees.