

Branch Development Process

1. **Step 1:** 2-3 weeks
 - a. Online branch application
 - b. Application review process - vetting of applicant (develop a vetting questionnaire)
 - c. Community profiling
 - d. Establishing a core group and Whatsapp group.
 - e. Community Profile analysis/ review
 - f. Prioritising the burning issues of the community and develop the strategy to deal with the issues, one issue will be used to build capacity within the branch.

2. **Step 2** - Core group induction (1 week)
 - a. MACUA & WAMUA Constitution and How to Build campaigns.
 - b. MWAO Admin processes and how to access support.
 - c. Capacity Building – MPRDA, NEMA and other relevant legislation.
 - d. Implementation of the strategy that is developed as per community profile analysis.

3. **Step 3**- Field work - introduction of MACUA WAMUA to the broader community.
 - a. Meeting of the core group, with other CBOs (women, youth, faith based, etc) - build a broader stakeholder relationship to allow the branch to have already active members within the community.
 - b. Membership recruitment strategy: who and how.
 - c. Status update on the strategy that is meant to attend the burning issue.
 - d. Starting the process of participating on MACUA WAMUA campaigns.

4. **Step 4** - Branch Elections - official launching of the branch
 - a. Introducing the new branch to the broader MACUA branches
 - b. New branch executive takes up campaigns and projects locally.

5. **Step 5** – Branch achieves Criteria to establish NGO
 - a. MWAO assists branch to register and assume increasing autonomy.