



## PROJECT

# **“Development of a Robust Standardization, Quality Assurance, Accreditation and Metrology (SQAM) Infrastructure in Malawi”**

UNDP Project ID

00083913

## **FIRST QUARTER PROGRESS REPORT** (1<sup>st</sup> January– 31<sup>st</sup> March 2018)

Malawi Bureau of Standards  
(MBS)

APRIL 2018

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## ACRONYMS

AWP	Annual Work Plan
CTA	Chief Technical Advisor
ERP	Enterprise Resource Planning
GoM	Government of Malawi
ICT	Information and Communications Technology
IE	International Expert
ISO	International Standards Organization
MBS	Malawi Bureau of Standards
MDGs	Millennium Development Goals
MGDS	Malawi Growth and Development Strategy
MoITT	Ministry of Industry, Trade and Tourism
MoF&ED	Ministry of Finance and Economic Development
NML	National Metrology Laboratory
NORAD	Norwegian Agency for Development Cooperation
NQI	National Quality Infrastructure
NQP	National Quality Policy
NQS	National Quality Strategy
Q	Quarter
SADCAS	Southern African Development Community Accreditation Services
SME	Small and Medium sized Enterprise
SQAM	Standardization, Quality Assurance, Accreditation and Metrology
TBT	Technical Barriers to Trade
ToRs	Terms of Reference
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNIDO	United Nations Industrial Development Organization
WTO	World Trade Organization

## **Executive Summary**

The objective of the “Development of a robust Standardization, Quality Assurance, Accreditation and Metrology (SQAM) Infrastructure” Project is to enhance the ability to export goods from Malawi by reducing the need for re-testing, re-inspection and re-certification abroad through the acceptance of measurements, tests and conformity assessment results issued in Malawi.

This progress report aims at presenting status of implementation of the project to UNDP on the activities under the National Implementation by MBS under the responsibility of UNDP. This Progress Report covers activities which the MBS carried out in the first Quarter of 2017 according to the approved 2018 Annual Work Plan (AWP). The reporting period for the Quarter under review is from 1<sup>st</sup> January to 31<sup>st</sup> March 2018. The main activities implemented in this Quarter have been summarized as follows:

### **Under Output 1**

The MBS has enough capacity to perform various chemical tests following the specialized chemical testing trainings that were undertaken at the International Food Safety Training Laboratories Network (IFSTL), University of Maryland in USA. The pending training of MBS Officers in testing of elements was expected to be undertaken at Food and Environmental Research Agency (FERA) as proposed by the MBS. However, FERA indicated that some of the methods which the MBS prioritized could not be offered by FERA hence the decision does not meet expectations of the MBS. Therefore, another service provider would be engaged as soon as possible.

### **Under Output 2**

The project, through UNDP, engaged a National Consultant to conduct a documentary and field survey of Malawi Technical Regulations, Standards and Conformity Assessment procedures. The consultant experienced some challenges to meet all expected stakeholders for consultative meetings as some were not available for interviews. However, the report would be ready by April 2018. A validation workshop would then follow. A draft Strategy and a Plan for the institutionalization of "Better Regulation" in Malawi is expected to be adopted in a validation workshop expected to be held in May 2018.

### **Under Output 3**

The construction works were at 63% completion as of 27<sup>th</sup> February 2018. The official completion date was 1st July 2018 but on the ground the contractor is behind by 9 weeks. The delay was mainly due to labour turnover and scarcity of skilled labour. It is expected that this challenge will be resolved quickly so that the construction works should not delay any further. Discussions are underway to ensure that the contraction works are expedited.

The pilot accreditation process for testing laboratories – ISO 17025 and calibration laboratories – ISO 17025 is at the final stage. The MBS has the capacity to undertake the testing methods and verification activities being earmarked for accreditation due to presence of state of the art equipment, trained personnel and good results from inter-

laboratory comparisons at regional and international level. SADCAS Assessors conducted assessment on the scope of aflatoxin on 19th and 20th March 2018 and also on the scope of weighing instruments on 26th and 27th March 2018. The Assessors recommended accreditation of the scopes after the MBS addresses the non-conformities within 3 months. Other scopes will follow.

### **Under Output 6**

Technical assistance to Small and Medium-sized Enterprises (SMEs) on quality management systems and food safety management systems is at an advanced stage. Initial assessment on quality management systems was conducted in December 2017 and final assessments are expected to be undertaken in May 2018 and will be witnessed by the accreditation body. If the assessments would be successful, the SMEs would be certified in quality management systems by the MBS while the MBS would be accredited in management systems certification.

### **Under Output 8**

The Harmonized Approach for Cash Transfer (HACT) Audit for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2017 took place from 28 February to 2 March 2018. The auditor engaged was Graham Carr. The audit went on well and no major shortfalls were found, except for the few observations relating to un-utilized advance and uncompleted activities which were planned for 2017. The Monthly Project Management meetings, regular operational management activities and other meetings were held to facilitate implementation of project activities.

The MBS submitted a proposal for project extension to EU through the MoITT and MoF. The proposal was for the extension of 7 months (from Mid-May to December 2018). The EU granted the extension and requested UNDP to submit to EU an agreement regarding the project extension which is yet to be provided in April 2018.

## **A. Situational Background/Context**

There is a clear need for rapid and sustainable economic growth if Malawi is to achieve the Millennium Development Goals (MDGs) and the overall objective of poverty reduction on a meaningful scale. Trade, as recognized by the Malawi Growth and Development Strategy (MGDS) II, has the potential to be an engine for growth that can lift many Malawians out of poverty.

Malawi's Standardization, Quality Assurance, Accreditation and Metrology (SQAM) infrastructure is currently inadequate to support the growth in exports envisaged by the MGDS II. The MBS is the National Enquiry Point (NEP) required by the World Trade Organization (WTO) under the Agreement on Technical Barriers to Trade (TBT). MBS sets and implements standards and conducts conformity tests on selected imports and exports. However, certificates from MBS are not recognized everywhere and exporters incur high costs to obtain certification overseas. More generally, MBS has very limited infrastructure to meet demands for the provision of SQAM services within Malawi.

To address these issues, the SQAM Project intends to achieve accreditation of the conformity assessment services of the MBS, contributing to an efficient and adequate National Quality Infrastructure (NQI) in Malawi by December 2018. This will have direct benefits for Malawian enterprises, and indirect, long-term benefits for Malawian citizens in terms of improved protection of consumer rights.

The SQAM Project is funded by EU, UNDP and the Government of Malawi (GoM), the Lead Implementing Partner for the project is MBS. Financial and Management oversight is provided by the UNDP whilst UNIDO provides technical support and international procurement.

The SQAM Project is aligned with the MGDS II as well as the United Nations Development Assistance Framework (UNDAF) 2012-2016. The project will contribute to poverty reduction through the achievement of UNDAF Outcome 1.2, "Women, youth, people with disability and households benefit from decent employment, income generation and pro-poor private sector growth by 2016," under Theme 1, "Sustainable and equitable economic growth and food security" (the UNDAF was extended for 2 years, from 2016 to 2018). More directly, the project lies into UNDAF Output 1.2.2 that aims at improving Malawi's access to international and regional markets.

## B. Assessment of Project Results during the Reporting Period

This progress report aims at presenting status on implementation of project activities under the National Implementation by MBS under the responsibility of UNDP. This progress report covers activities which the MBS carried out in the first Quarter of 2018 according to the approved 2018 Annual Work Plan (AWP). The reporting period for the Quarter under review is from 1<sup>st</sup> January to 31<sup>st</sup> March 2018.

It is important to also report that the MBS was also involved in activities being implemented by UNIDO, specifically, procurement of equipment/ services and recruitment of experts on missions. The table that follows presents a status of implemented in the period under review.

<b>Output 1: Strengthened capacity of the Malawi Bureau of Standards to deliver business services and achieve financial sustainability</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
<p>1.0 National Quality Policy [MoIT/UNDP component]</p> <ul style="list-style-type: none"> <li>• National Quality Strategy (NQS)</li> </ul>	<ul style="list-style-type: none"> <li>• The target of this activity was achieved as follows: <ul style="list-style-type: none"> <li>(a) The National Quality Policy (NQP) was developed, approved and launched in 2014. The NQP allows for the reform and modernization of the Malawian National Quality Infrastructure.</li> <li>(b) The National Quality Strategy (NQS) was developed, approved and launched in 2015. A committee was set up to implement the NQS under the responsibility of Ministry of Industry, Trade and Tourism (MoITT).</li> </ul> </li> <li>• There is need to follow up with MoITT.</li> </ul>
<p>1.2 Review and set-up of organizational structures, service delivery procedures and knowledge management within MBS [MBS component]</p> <ul style="list-style-type: none"> <li>• Enterprise Resource Planning (ERP)</li> </ul>	<ul style="list-style-type: none"> <li>• The MBS is performing all activities relating to the financial management using the ERP system</li> </ul>

<b>Output 1: Strengthened capacity of the Malawi Bureau of Standards to deliver business services and achieve financial sustainability</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
	without any problems. However other modules are yet to be considered.
<ul style="list-style-type: none"> <li>• Formulate new MBS Strategic Plan (2017 to 2021) as successor for 2011-2016)</li> </ul>	<ul style="list-style-type: none"> <li>• The MBS is implementing the MBS 2017 – 2022 Strategic Plan.</li> <li>• The MBS is also implementing recommendations from the functional review and the recommendations from various international experts following the approval of Strategic Plan.</li> </ul>
1.3 Market survey on the demand for testing and calibration in Malawi	<ul style="list-style-type: none"> <li>• This activity was completed in August 2017. No further action is required.</li> </ul>
1.4 Preparation of a business plan and monitoring system for MBS	<ul style="list-style-type: none"> <li>• This activity was incorporated in the Strategic Plan. This activity will be implemented together with activity 1.5.</li> </ul>
1.5 Development of a “Marketing Unit” within MBS	<ul style="list-style-type: none"> <li>• The MBS will recruit a local consultant to develop a Marketing Strategy for the MBS.</li> <li>• The MBS will also recruit a fulltime marketing specialist who will manage the implementation of the strategy. The recruitment of a marketing specialist will await the new MBS building due to lack of space in the current premises.</li> <li>• During the revision of the 2018 AWP this activity was allocated \$10,000 USD for national implementation to be used for the development of the Marketing strategy.</li> </ul>
1.6 Enhancement and updating of MBS website	<ul style="list-style-type: none"> <li>• The MBS website, <a href="http://www.mbsmw.org">www.mbsmw.org</a>, is operational.</li> <li>• Management and regular updates of the website are in order.</li> </ul>
1.7 Preparation and implementation of a “training plan” for MBS [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>• The MBS has enough capacity to perform various chemical tests following the specialized chemical testing trainings that were undertaken at International Food Safety Training Laboratories</li> </ul>



<b>Output 1: Strengthened capacity of the Malawi Bureau of Standards to deliver business services and achieve financial sustainability</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
	<p>Network (IFSTL), University of Maryland in USA.</p> <ul style="list-style-type: none"> <li>• The pending training of MBS Officers in elements is expected to be undertaken at Food and Environmental Research Agency (FERA) as proposed by the MBS.</li> <li>• FERA communicated with the MBS and UNIDO end of March 2018 about the options of the tailor made training suitable for the officers. FERA indicated that some of the methods which the MBS prioritized could not be offered by FERA hence this institution turned out not meeting expectations of the MBS. Therefore, another service provider would be engaged as soon as possible and efforts are underway to identify such an institution</li> </ul>

<b>Output 2: Technical Regulations Reviewed to promote efficient, effective and accountable Delivery of information in accordance with SQAM legislation and regulations</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
<p>2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement. [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>• The project, through UNDP, engaged a National Consultant to conduct a documentary and field survey of Malawi Technical Regulations, Standards and Conformity Assessment procedures.</li> <li>• The consultant experienced some challenges to meet all expected stakeholders for consultative meetings as some were not available for interviews. The deadline for submission of the report was in February 2018 but he failed to meet the deadline due to that challenge. However, the Consultant indicated that the report would be ready by early April 2018 and that the validation workshop would follow after review of the report.</li> </ul>

**Output 2:** Technical Regulations Reviewed to promote efficient, effective and accountable Delivery of information in accordance with SQAM legislation and regulations

ACTIVITY	STATUS
2.2 Awareness campaigns and training on "Better regulation". [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>This activity was finalized in 2015 Q1. Awareness campaign and trainings on Better Regulations were undertaken and the MBS together with other regulators are conversant with approaches in Better Regulations.</li> </ul>
2.3 Data gathering on TR, analysis and consolidation.	<ul style="list-style-type: none"> <li>This activity is being done together with activities 2.1 and 4.1 and it has already been reported under 2.1 above.</li> </ul>
2.4 Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in Malawi. [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>A draft Strategy and a Plan for the institutionalization of "Better Regulation" in Malawi is expected to be adopted in a validation workshop. The validation workshop for the draft strategy is expected to be held in May 2018.</li> </ul>

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
<p>3.1a Construction of the Metrology Building (MBS Laboratory Complex) at Chichiri Site.</p> <p><i>The Maone site aspect has now been clarified and is not part of the present SQAM Project but it will be considered in future projects such as the now emerging concept of SQAM Phase II.</i></p> <p>[MBS/GoM component]</p>	<ul style="list-style-type: none"> <li>The construction works were at 63% completion as of 27<sup>th</sup> February 2018. The official completion date was 1<sup>st</sup> July 2018 but on the ground the contractor is behind by 9 weeks. The delay was mainly due to labour turnover and scarcity of skilled labour. It is expected that this challenge will be resolved quickly so that the construction works should not delay any further. ..</li> <li>The MBS Board members, MoF Officers and the MBS Directors visited the site and discussed with the Contractor to expedite the construction works.</li> </ul>

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
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Photo of the front of the administration block for the new MBS laboratory complex under construction



Photo of the front of the new MBS laboratory complex under construction in Blantyre

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
<p>3.1b Develop within MBS an accredited product certification body – ISO 17065 [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>• The Current implementation by MBS is in terms of the Pilot Phase for MBS to be accredited in ISO/IEC 17065 as a Product Certification Body.</li> <li>• The MBS applied for a pre-assessment of product certification – ISO 17065. The application was submitted to SADCAS end of February 2018. SADCAS requested for additional documents which were provided to SADCAS on 22<sup>nd</sup> March 2018. SADCAS is expected to do document review and thereafter to send a report to MBS with the dates for the assessment.</li> <li>• Product certification requires testing of a product using an accredited or internationally recognized laboratory. Considering that the MBS testing laboratory is not accredited in bottled water testing and there is no accredited testing lab in Malawi, an independent assessment of MBS testing labs by a third party will be undertaken to determine the capacity. UNIDO is in process of engaging consultants to undertake the independent assessment. The consultancy was advertised in the newspaper in March 2018. Technical evaluation would follow.</li> <li>• UNIDO is liaising with SADCAS to expedite the assessment process.</li> </ul>
<p>3.2 Develop within MBS a management systems certification body for ISO 9001 and ISO 22000 / HACCP [MBS/UNIDO component]</p> <p>Accreditation</p>	<ul style="list-style-type: none"> <li>• Current implementation is in terms of the Pilot Phase for MBS to be accredited to ISO/IEC 17021 for ISO 9001 Management System Certification.</li> <li>• The MBS applied for full assessment for Quality management Systems (QMS) – ISO 9001 and</li> </ul>

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
Committees	<p>applied for pre-assessment for Food Safety management Systems (FSMS) – ISO 22000. Applications were sent to SADCAS end of February 2018. SADCAS is expected to do document review and send a report to the MBS with the dates for the assessment.</p> <ul style="list-style-type: none"> <li>• UNIDO is liaising with SADCAS to expedite the assessment process.</li> <li>• There are three committees: certification, impartiality and appeals resolution committees. The committees are a requirement for the accreditation of management systems certification and product certification. Membership for appeals resolution committee is for 3 years while membership for the other two committees is for 2 years.</li> <li>• Membership for the certification and impartiality committees expired in February 2018 and so there is need for the re-constitution of the members. Trainings of the committees will then follow.</li> </ul>
<p>3.3 Upgraded and accredited testing laboratories in MBS [MBS/UNIDO component]</p> <p>Accreditation</p>	<ul style="list-style-type: none"> <li>• The pilot accreditation process for testing laboratories – ISO 17025 is at the final stage. The MBS has the capacity to undertake the testing methods being earmarked for accreditation due to presence of state of the art equipment, trained personnel and good results from inter-laboratory comparisons at regional and international level.</li> <li>• SADCAS Assessors conducted assessment on the scope of aflatoxin on 19<sup>th</sup> and 20<sup>th</sup> March 2018. The Assessors recommended accreditation of the</li> </ul>

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
Procurement of laboratory equipment	<p>scope after the MBS addresses the non-conformities within 3 months.</p> <ul style="list-style-type: none"> <li>• Other scopes of microbiology, elements and pesticides will follow.</li> <li>• This is an international component anchored by UNIDO.</li> <li>• The status on procurement and delivery of equipment in Q1 is as follow.               <ol style="list-style-type: none"> <li>a) The procurement of Certified Reference Materials (CRMs) &amp; Peripherals was concluded in March 2018 and are expected to be delivered at MBS in May 2018.</li> <li>b) The Ultra Pressure Liquid Chromatograph Mass Spectrometer Mass Spectrometer (UPLC/MS/MS) was delivered at MBS in October 2017. The equipment is not yet assembled because the suppliers (Chemetrix) recommended that the equipment should be assembled in the new building due to complexity of the equipment and the environmental conditions of the existing MBS labs. However, the MBS is concerned with the warranty and insurance as it may expire. Discussions between the MBS and the supplier on the matter are underway.</li> <li>c) The procurement of the Oil Analyser is underway. Two offers have been received and technical evaluation was done. UNIDO would proceed with procurement of the equipment. The procurement of this equipment is in response to the requirement for enhanced testing for the analysis of oil contamination, chemistry and machinery wear through particle count, viscosity, infrared spectroscopy, ferrous wear and wear particle characterization and is aligned with the objective of the project, in particular for</li> </ol> </li> </ul>

<b>Output 3:</b> Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services	
<b>ACTIVITY</b>	<b>STATUS</b>
	<p>improved MBS business services for enhanced testing services to the Malawian industry.</p> <p>d) The procurement of X-Ray Fluorescence (XRF) Spectrometer would be undertaken in Q2 2018. However, technical evaluation of 5 offers was finalised.</p>
<p>3.4 Upgraded and Accredited Calibration Laboratories in MBS</p> <p>Accreditation</p> <p>Equipment procurement</p>	<ul style="list-style-type: none"> <li>• The pilot accreditation process for calibration laboratories – ISO 17025 is at the final stage. The MBS has the capacity to undertake the calibration and verification activities due to presence of state of the art equipment, trained personnel and good results from inter-laboratory comparisons at regional and international level.</li> <li>• SADCAS Assessors conducted assessment on the scope of weighing instruments (0 – 200g) on 26<sup>th</sup> and 27<sup>th</sup> March 2018. The Assessors recommended accreditation of the scope after the MBS addresses the non-conformities within 3 months.</li> <li>• Other scopes of mass piece, length and volume will follow.</li> <li>• Procurement of equipment is being undertaken under MATCB Project.</li> </ul>
<p>3.5 Develop a training business unit. [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>• The training business unit is yet to be established following the approval of the MBS 2017 – 2022 Strategic Plan.</li> </ul>
<p>3.6 Develop a Business Unit to manage a pool of Malawian Auditors. [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>• The status is the same as that of 3.5.</li> </ul>

**Output 3:** Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services

ACTIVITY	STATUS
3.7 Collaboration with the Malawi Laboratory Association to strengthen the association as an integral part of the national quality infrastructure, notably in view of testing and calibration services [MBS (UNDP)]	<ul style="list-style-type: none"> <li>This activity was concluded in 2014.</li> </ul>

**Output 4:** Strengthened, Proactive and Responsive National Enquiry Points (NEP) To the Information And Notification Requirements Of WTO/TBT/SPS Agreements

ACTIVITY	STATUS
4.1 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>The remaining tasks under this activity was being undertaken together with activity 2.1.</li> </ul>

**Output 5:** Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies

ACTIVITY	STATUS
5.1 Review the national SPS infrastructure [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>This output was concluded in 2016, however, the expected results, in terms of the development of the Food Safety Law, were not achieved. This was being continued under another project in the Ministry of Industry, Trade and Tourism (MoITT) “<i>Malawi Programme for Aflatoxin Control (MAPAC)</i>”. The Ministry of Industry, Trade and</li> </ul>
5.2 Develop a road map to improve the Malawian SPS infrastructure. [MBS/UNIDO component]	



5.4 Review and upgrade the legislation for the SPS infrastructure [MBS/UNIDO component]	Tourism is following up on the progress of the activity.
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<b>Output 6:</b> Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements	
<b>ACTIVITY</b>	<b>STATUS</b>
6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs	<ul style="list-style-type: none"> <li>• This activity was concluded in 2015.</li> </ul>
6.2 Technical assistance to 15 SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems [MBS/UNIDO component]	<ul style="list-style-type: none"> <li>• The SQAM Project is providing technical assistance on ISO 22000 to Project Peanut Butter, Linga Winery and Ethanol Company.</li> <li>• The MBS auditors are ready to conduct assessments at the companies but are awaiting the readiness of the companies. The competence of MBS auditors was demonstrated during mock audits which the auditors conducted at Valid Nutrition in Lilongwe on 31st January and 1<sup>st</sup> February 2018 and also at Dairy Board on 7<sup>th</sup> and 8<sup>th</sup> February 2018. Mock audits were witnessed by international and national experts.</li> <li>• Technical assistance to the SMEs is progressing well but implementation in this scope is behind ISO 9001 scope. The international and national expert are working hard with the companies to have their systems ready for initial audits by end of April 2018.</li> <li>• The SMEs are currently addressing recommendations and follow-up actions from UNIDO experts. The companies are being monitored by the national expert with remote assistance from the international expert.</li> </ul>

**Output 6:** Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements

ACTIVITY	STATUS
<p>6.3 Technical assistance to 10 SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems. [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>• The SQAM Project is providing technical assistance on ISO 9001 to Capital Oil Refining Industry (CORI), Flowtech Ltd, Promat Ltd and Mzuzu Coffee.</li> <li>• Technical assistance to the companies has progressed well. Initial audits took place in December 2017 and all companies were successful. The audits were witnessed by the international and national experts. The national expert has been monitoring the follow-up plan with the companies with remote assistance from the international expert to ensure that all recommendations from stage 1 audits are addressed on time.</li> <li>• The companies have addressed recommendations from the stage 1 audits and they are ready for final audits. The final audits would be witnessed by the assessors from the accreditation body and will determine the certification of the companies in ISO 9001 as well as accreditation of the MBS in management systems certification ISO 17021.</li> <li>• SADCAS is expected to communicate the dates for stage 2 audits. The tentative date for the final audits is mid May 2018. UNIDO is liaising with SADCAS to expedite the process so that the final audits should be undertaken as soon as possible.</li> </ul>
<p>6.4 Other type of quality requirements in export markets. Technical assistance to SMEs. Note: Implemented in terms of a value chain approach</p>	<ul style="list-style-type: none"> <li>• This activity was concluded in 2017 Q2. No pending actions are required.</li> </ul>
<p>6.5 Trainers-cum-counselors and auditors: Training in HACCP / ISO 22000 Food safety management systems.</p>	<ul style="list-style-type: none"> <li>• This activity was concluded in Q3 2016. No pending actions required.</li> </ul>

<b>Output 6: Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
6.6 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors.	<ul style="list-style-type: none"> <li>This activity was concluded in Q3 2016. No pending actions required.</li> </ul>
6.7 Trainers-cum-counsellors: Training in "Initiating quality improvement in selected sectors"	<ul style="list-style-type: none"> <li>A study tour/ exchange visit for selected MBS Officers and SME to a well-established enterprise which implements ISO 22000 in SADC region is expected to be hosted Standards Association of Zimbabwe (SAZ). SAZ has been engaged when South African Bureau of Standards (SABS) was not responding on time.</li> <li>SAZ shared an MOU with MBS for consideration to set the ball rolling. The MOU contains agreements between the two organizations in several areas other than the exchange visits only. The MBS signed the MOU which is likely to improve the relationship between the two organizations.</li> <li>The agenda for the study tour was awaiting the signing of the MOU and will contain the dates for the visit.</li> </ul>
6.8 Awareness seminars: ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice)	<ul style="list-style-type: none"> <li>This activity was completed in November 2016. No further action required.</li> </ul>
6.9 Trainers-cum-counsellors and auditors: Training in ISO/IEC 17025	<ul style="list-style-type: none"> <li>This activity was concluded in Q3 2016.</li> </ul>

<b>Output 7: MBS Compliant with International Regulations established</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
7.1 TA for the preparation of the organizational ad operational	<ul style="list-style-type: none"> <li>This activity was concluded in 2015 Q2. No further action is required.</li> </ul>

bylaws and business plan for the Malawian accreditation body. [MBS/UNIDO component]	
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<b>Output 8: Programme Management</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
<p>8.1 Operational Management Team [UNDP/MBS/UNIDO component]</p> <ul style="list-style-type: none"> <li>• Salaries for project staff.</li> <li>• Insurance for equipment.</li> <li>• Consumables- Office Supplies</li> <li>• Vehicle costs (normal use and maintenance)</li> <li>• Audit</li> </ul>	<ul style="list-style-type: none"> <li>• All these were being supported by the project.</li> <li>• The HACT Audit for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2017 took place from 28<sup>th</sup> February to 2<sup>nd</sup> March 2018. The auditor engaged was Graham Carr.</li> <li>• The audit went on well as most things were in found to be in order except for the following observations: <ul style="list-style-type: none"> <li>(a) Some transport request forms were not properly completed. There were inconsistencies on the kilometers covered and amounts claimed. In some instances, the amounts claimed for the same distances was different. In addition to this, in some cases the destination details were incomplete. The project team noted the observation and resolved that the guidelines would be made available to all and UNDP would ensure that the guidelines are followed on calculation of fuel for local running.</li> <li>(b) Certain planned activities were not fully implemented especially for Output 2: Technical regulations, Output 6: Capacity of SMEs and Output 8: Programmes Management.</li> </ul> </li> </ul>

<b>Output 8: Programme Management</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
	<p>The project team admitted delay in implementation of certain activities especially the technical assistance to SMEs and communication and visibility activities. The communication and visibility activities which were planned to be undertaken between October and December 2017 were put on hold by MBS Management to allow for review of project implementation status in terms of targets that were achieved especially the procurement of state of the art equipment for the testing and calibration laboratories. Such activities include awareness workshops for the new MBS capabilities in Lilongwe and Blantyre, production of quarterly newsletters, production of centrespread pictorial illustration of SQAM Project achievements, production of brochures and branded materials; and production plus airing of jingles on the radios.</p> <p>Evaluation of the equipment procured and the targets achieved was done and it turned out that the progress was in order. The MBS has an assurance that the laboratory equipment which the MBS possesses can occupy 70% of the new MBS Building.</p>
<p>8.2 Communications and Visibility</p> <ul style="list-style-type: none"> <li>• Communication and Visibility (Plan),</li> </ul>	<ul style="list-style-type: none"> <li>• All activities regarding communication and visibility were put on hold by MBS Management to allow for review of project implementation status in terms of targets that have been achieved so far.</li> <li>• Evaluation of the equipment procured and the targets achieved was done and it turned out that the progress was in order. The MBS has assurance that the laboratory equipment which the MBS possesses can occupy 70% of the new MBS Building.</li> <li>• Communication and visibility activities would continue as Management has now authorized that</li> </ul>

<b>Output 8: Programme Management</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
	<p>communication and visibility activities can be implemented.</p> <ul style="list-style-type: none"> <li>The draft communication and visibility plan for 2018 was circulated for comments and is awaiting approval by the Management.</li> </ul>
<p>8.3 Programme Assurance, Coordination and Management</p> <ul style="list-style-type: none"> <li>Quarterly Steering Committee (SC) Meetings and Monthly Project Management Meetings In accordance with project schedule</li> <li>2018 Annual Work Plan (AWP)</li> <li>project extension</li> </ul>	<ul style="list-style-type: none"> <li>The 3<sup>rd</sup> extraordinary project management meeting for the revision of SQAM 2018 Annual Work Plan was held on Thursday 25<sup>th</sup> January 2018, at UNICEF Offices in Lilongwe and Via Teleconference for participants in Vienna-Austria.</li> <li>36<sup>th</sup> Monthly Project Management Meeting was held Via Teleconference at UNDP-Lilongwe, MBS-Blantyre and UNIDO-Vienna, on Friday, 16<sup>th</sup> March 2018.</li> <li>The Steering Committee meeting was scheduled for Q2.</li> <li>Regular operational management activities and other meetings were also undertaken.</li> <li>The 2018 AWP (January to May) was revised during the 3<sup>rd</sup> extraordinary project management meeting which was held on 25<sup>th</sup> January 2018.</li> <li>The revised AWP was signed by all parties and is under implementation. However, certain matters relating to Inter Agency Agreement (IAA) are being discussed bilaterally between UNDP and UNIDO.</li> <li>The MBS submitted a proposal for project extension to EU through the MoITT and MoF. The proposal was for the extension of 7 months (from Mid-May to December 2018). The EU granted the extension and requested UNDP to submit to EU an agreement regarding the project extension which is yet to be provided in April 2018.</li> </ul>

## C. Financial Status and Utilization

Table 1: Expenditure by Output (Quarter 1 – as of 31<sup>st</sup> March 2018)

### UNDP TRAC

Activity	Fund Source	Budget (MK)	Available Resources	Expenditure	Balance	Delivery Rate
Output 1:Strengthened capacity	Donor 00012	7,339,500.00	0.00	0.00	0.00	100.00%
Output 8: PROGRAMME MANAGEMENT	Donor 00012	733,950.00	780,805.28	378,696.09	402,109.19	48.50%
<b>TOTAL</b>		8,073,450.00	780,805.28	378,696.09	0.00	48.50%

### EU

Activity	Fund Source	Budget (MK)	Available Resources	Expenditure	Balance	Delivery Rate
Output 2:Technical Regulations	Donor 10159	8,440,425.00	10,287,324.75	0.00	10,287,324.75	0.00%
Output 3:Structurally Enhanced Capacity	Donor 10159	0	0.00	0.00	0.00	100.00%
Output 6:Capacity of SMEs	Donor 10159	7,339,500.00	4,510,366.41	196,916.00	4,313,450.41	4.37%
Output 8: PROGRAMME MANAGEMENT	Donor 10159	10,789,065.00	7,699,435.57	7,699,435.57	0.00	100.00%
Bank Charges		26,568,990.00	22,497,126.73	7,896,351.57	14,600,775.16	35.10%
<b>TOTAL</b>						
<b>GRAND TOTAL</b>		34,642,440.00	23,277,932.01	8,275,047.66	15,002,884.35	35.55%

\*Data contained in this report is an extract from the Financial Reports submitted to UNDP on a monthly basis.

During quarter 1 the project was at 36% delivery rate.

Table 2: Cumulative Expenditure by Output (as of 31<sup>st</sup> March 2018)  
UNDP TRAC

Activity	Fund Source	Budget (MK)	Available Resources	Expenditure	Balance	Delivery Rate
Output 1:Strengthened capacity	Donor 00012	7,339,500.00	0.00	0.00	0.00	100.00%
Output 8: PROGRAMME MANAGEMENT	Donor 00012	733,950.00	780,805.28	378,696.09	402,109.19	48.50%
<b>TOTAL</b>		8,073,450.00	780,805.28	378,696.09	0.00	48.50%

EU

Activity	Fund Source	Budget (MK)	Available Resources	Expenditure	Balance	Delivery Rate
Output 2:Technical Regulations	Donor 10159	8,440,425.00	10,287,324.75	0.00	10,287,324.75	0.00%
Output 3:Structurally Enhanced Capacity	Donor 10159	0	0.00	0.00	0.00	100.00%
Output 6:Capacity of SMEs	Donor 10159	7,339,500.00	4,510,366.41	196,916.00	4,313,450.41	4.37%
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Bank Charges		26,568,990.00	22,497,126.73	7,896,351.57	14,600,775.16	35.10%
<b>TOTAL</b>						
<b>GRAND TOTAL</b>		34,642,440.00	23,277,932.01	8,275,047.66	15,002,884.35	35.55%

\*Data contained in this report is an extract from the Financial Reports submitted to UNDP on a monthly basis.

By end of quarter 1 the project was cumulatively at 36% delivery rate.



## **D. Achievements**

The project has made significant progress in 2018 Q1. The achievements registered in the quarter under review will be discussed in the paragraphs below.

1. Assessments by the accreditation body on two scopes of testing laboratories and calibration laboratories were conducted in March 2018. SADCAS Assessors conducted assessment in MBS testing labs on the scope of aflatoxin on 19th and 20th March 2018. SADCAS Assessors also conducted assessment in MBS calibration labs on the scope of weighing instruments (0 – 200g) on 26th and 27th March 2018. The Assessors also recommended accreditation of the scope after the MBS addresses the non-conformities within 3 months.
2. Technical assistance to the companies in Food Safety Management Systems and Quality Management systems has progress well. Initial audits for Quality Management Systems (QMS) took place in December 2017 and all companies were successful. The audits were witnessed by the international and national experts. The SMEs are ready for final audits on QMS. The final audits would be witnessed by the assessors from the accreditation body and will determine the certification of the companies in ISO 9001 as well as accreditation of the MBS in management systems certification ISO 17021. SADCAS is expected to communicate the dates for final audits but the tentative date for the final audits is mid May 2018.
3. The MBS has signed a Memorandum of Understanding (MOU) with Standards Association of Zimbabwe (SAZ). The MOU contains agreements between the two organizations in several areas which will help the MBS improve its services and it is also likely to improve the relationship between the two organizations.
4. The procurement of the Oil Analyser is underway. The procurement of this equipment is in response to the requirement for enhanced testing for the analysis of oil contamination, chemistry and machinery wear through particle count, viscosity, infrared spectroscopy, ferrous wear and wear particle characterization and is aligned with the objective of the project, in particular for improved MBS business services for enhanced testing services to the Malawian industry. The procurement of X-Ray Fluorescence (XRF) Spectrometer is also underway.

## **E. Challenges and Lessons Learnt**

The national implementation partner faced the following main challenges in Q1 of 2018:

1. The construction works were at 63% completion as of 27<sup>th</sup> February 2018. The official completion date was 1st July 2018 but on the ground the contractor is behind by 9 weeks. The delay was mainly due to labour turnover and scarcity of skilled labour. If this challenge is not resolved, the construction works may be completed by December 2018. The MBS Board members, MoF Officers and the MBS Directors visited the site and discussed with the Contractor to expedite the construction works.
2. Some activities such as training at FERA and study tour for MBS delayed because the organizations to host such activities could not responding on time. This has been resolved as other contact personnel at FERA were identified and are responding on time. SAZ was engaged to host the study tour and is responding on time such that the MOU between SAZ and the MBS has been signed.
3. The accreditation process is lengthy. The SMEs are ready for assessment on Quality Management Systems (QMS) ISO 9001 but the dates for the assessment are not yet communicated by the accreditation body. However, UNIDO is liaising with the accreditation body to expedite the process.

## **F. Conclusion and Recommendations**

The project was expected to be completed by 15<sup>th</sup> May 2018 but it has been extended by 7 months, therefore; the project will be completed by December 2018. Most activities have been completed and a few activities are remaining. The project has been extended for seven months to ensure that the remaining activities are completed. Crucial activities that are yet to be completed include construction of the new MBS laboratory complex and accreditation of the remaining two scopes.

The construction works were at 63% completion as of 27<sup>th</sup> February 2018. The official completion date was 1<sup>st</sup> July 2018 but on the ground the contractor is behind by 9 weeks. The delay was mainly due to labour turnover and scarcity of skilled labour. If this challenge is not resolved, the construction works may be completed by December 2018. The MBS Board members, MoF Officers and the MBS Directors visited the site and discussed with the Contractor to expedite the construction works.

The pilot accreditation process for testing laboratories – ISO 17025 and calibration laboratories – ISO 17025 is at the final stage. The MBS has the capacity to undertake the testing methods and verification activities being earmarked for accreditation due to presence of state of the art equipment, trained personnel and good results from inter-laboratory comparisons at regional and international level. SADCAS Assessors conducted assessment on the scope of aflatoxin on 19<sup>th</sup> and 20<sup>th</sup> March 2018 and also on the scope of weighing instruments on 26<sup>th</sup> and 27<sup>th</sup> March 2018. The Assessors recommended accreditation of the scope after the MBS addresses the non-conformities within 3 months. Other scopes will follow.

Technical assistance to SMEs on quality management systems and food safety management systems is at advanced stage. Initial assessment was conducted on quality management systems was conducted in December 2017 and final assessments are expected to be undertaken in May 2018 and will be witnessed by the accreditation body. If the assessments would be successful, the SMEs would be certified in quality management systems and the MBS would be accredited in management systems certification.

## G. Future Work Plan

The 2018 Q2 Work Plan has been developed to guide the stakeholders of the project on activities that have been planned for implementation in Q2. The Q2 Work-Plan for 2018 has been attached as annex 1 for reference.

### Progress Report Approved and Submitted by Malawi Bureau of Standards

Signature: .....

Willy Muyila,  
National Project Coordinator

Date: .....

**For: DIRECTOR GENERAL- MBS**

## Annexes:

### Annex I – 2018 Q2 Work Plan

2018 SQAM Q2 WORK PLAN – Draft							
ACTIVITIES FOR NATIONAL IMPLEMENTATION ONLY							
PLANNED ACTIVITIES	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
	APR	MAY	JUN		Sources of Funds	Budget Description	Amount(MK)
<b>OUTPUT 1: Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability</b>							
1.0 National Quality Policy - on going activity Tasks Implementation of the NQS (MoIT) Note: This is an ongoing activity. No funds allocated to this activity.							
1.2 Review and set-up of organizational structures, service delivery procedures and knowledge management within MBS. Tasks:				MBS, MoIT, UNDP			-
1. Implementation of recommendations and findings from functional review (MBS) - on going activity Note: No funds allocated to this activity, MBS to use own resources.							
2. Implementation of the new MBS Strategic Plan (2017 to 2022 as implementation plan for recommendations provided through various IE's on SQAM project (MBS)							

1.7 Preparation and implementation of a "training plan" for MBS.							
Tasks:							
Support in country logistics for Out-of-Country training in microbiology and chemistry at IFSTL in USA and FERA in UK.				MBS	EU	75700- Training ,workshops & confer	-
<b>Sub Total</b>							<b>0</b>
<b>OUTPUT 2: Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations</b>							
2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.				MBS, MoITT	EU	71300 Local consultant	3,500,000
Task: 1. Provision for local consultant to support MBS to undertake survey on all technical regulations. 2. Validation workshop to be undertaken after completion of the consultancy (to utilize funds frombe supported under output 8)							
2.4 Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in Malawi				MBS, UNDP, UNIDO	EU	75700- Training ,workshops & confer	1,500,000
Tasks: 1. Draft Strategy to be adopted in a validation workshop (Need to share the draft strategy with the stakeholders), after adoption by regulator there has to be consideration of the notification of regulations						71600-Travel	1,000,000
<b>Sub Total</b>							<b>6,000,000</b>

<b>OUTPUT 3: Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services</b>							
3.1b Develop within MBS an accredited product certification body.				MBS	EU		
Task:							
3. Independent assessment of MBS testing laboratories based on ISO 17025 requirements as part of the requirements of ISO 17065 for product certification (bottled water)							
3.2 Develop within MBS a management systems certification body for: - ISO 9001 (quality management systems); - ISO14001 (environmental management systems); ISO 22000 (food safety management systems)					EU		
Task:							
2. ISO 9001 and ISO 19011 trainings for members of the certification, impartiality and appeals resolution committees.							
3.3 Upgraded and accredited testing laboratories in MBS. Tasks:				MBS, UNDP	EU		-
4. Interacting with the Accreditation body to address the non-conformities. Assessment by the accreditation body was already conducted.							
3.4 Upgraded and accredited calibration laboratories in MBS. Task:				MBS, UNIDO	EU		-
3. Interacting with the Accreditation body to address the non-conformities. Assessment by the accreditation body was already conducted.				MBS, UNIDO	EU		
<b>Sub Total</b>							-

<b>OUTPUT 4: Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements</b>							
<b>OUTPUT 5: Sanitary and Phytosanitary (SPS) Infrastructure Improved and Mainstreamed into National Policies</b>							
<b>OUTPUT 6: Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements</b>							
6.2 Technical assistance to 15 SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems.				MBS, UNIDO, UNDP	EU	71600-Travel	
Tasks:							
1. Support in country logistics on Technical Assistance to companies through NE in support of implementation of ISO 22000 systems on Cohort 1 SMEs (UNIDO)							
6.3 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.				MBS, UNIDO	EU	71600-Travel	
Tasks:							
1. Support in country logistics on Technical Assistance to companies through NE in support of implementation of ISO 9001 systems on Cohort 1 SMEs (UNIDO)							
6.7 Trainers-cum-counsellors: Training in "Initiating quality improvement in selected sectors"				MBS	EU	75700-Trainings, workshops and conference	7,300,000



1. Study tour for selected SMEs and MBS managers to FSMS/HACCP implementing enterprises in the SADC region Noted: This activity is linked to activity 6.4.							
<b>Sub Total</b>							<b>7,300,000</b>
<b>OUTPUT 7: MBS compliant with International Regulations established</b>							
<b>OUTPUT 8: PROGRAMME MANAGEMENT</b>							
8.1 Operational Management Team				MBS, UNDP	EU	74500 – Miscellaneous	45,000
						72500 - Supplies	561,000
						73400 - Rental & Maintenance	294,180
8.2 Communications and Visibility				MBS/UNDP	EU		
1. Production of Quarterly SQAM Newsletters, jingles, center spread newspaper advert, production of stickers.						74200 - Communications and Audiovisual	4,000,000
2. Industrial awareness seminars on new equipment of MBS and MBS's current capacity in all 3 regions (Blantyre, Lilongwe and Mzuzu)						75700 - Training, Workshops and Confer	2,000,000
6. Press release, radio and TV jingles and airing.							
				MBS, UNDP	UNDP	72300 - Fuel	386,400

8.3 Programme Assurance, Coordination and Management  Support on program management meetings						72400 - Communication & Audio Visual	135,780
						72500 - Supplies	60,500
						75700- Training ,workshops & confer	600,000
						72100 Contractual Services	240,000
<b>Sub Total</b>							<b>8,322,860</b>
<b>Grand Total</b>							<b>21,622,860</b>

## Annex II Project Monitoring Tool

CP Component \_\_\_\_\_

Implementing Partner: Malawi Bureau of Standards (MBS)

With cumulative achievements to date

<b>EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS</b>	<b>PLANNED ACTIVITIES</b> <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	<b>EXPENDITURES</b> <i>List actual expenditures against activities completed</i>	<b>RESULTS OF ACTIVITIES</b> <i>For each activity, state the results of the activity</i>	<b>PROGRESS TOWARDS ACHIEVING CP OUTPUTS</b> Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: <ul style="list-style-type: none"> <li>- <i>Whether risks and assumptions as identified in the CP M&amp;E Framework materialized or whether new risks emerged</i></li> <li>- <i>Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues</i></li> </ul>
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**Output 1: Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability**

<p>1.1 Number of National Quality Policies (NQP), fast-tracked and approved by Cabinet.</p> <p>Baseline: 1 draft</p> <p>Target: 1 approved National Quality Policy.</p>	<p>1.1 Support to National Quality Policy implementation</p> <ul style="list-style-type: none"> <li>- Support to the Ministerial task team in the implementation of the NQS. (MoIT).</li> </ul>		<p>1 The public and the private sector are aware of their roles in the Quality Infrastructure through the National Quality Policy which was developed and shared with all stakeholders.</p>	<ol style="list-style-type: none"> <li>1. National Quality Policy (NQP) was developed, launched, printed and distributed.</li> <li>2. National Quality Strategy (NQS) was launched. NQS printed and distributed.</li> <li>3. National Quality Strategy Coordination Committee (NQSCC) was established.</li> </ol>
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<p>1.2 Level of increased organizational effectiveness of MBS</p> <p>Baseline: 1 Functional Review undertaken; 1 New Strategic Plan developed.</p> <p>Target: MBS revised structure and procedures created and operationalized.</p> <p>1.3 Percentage increment of business services per year provided to Malawian organizations, both public and private,</p> <p>Baseline: 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits - Metrology Services)</p> <p>Target: 30 % increase in services/per year</p>	<p>1.2 Review and set-up of organizational structures,</p> <ul style="list-style-type: none"> <li>- Review quantitative data (e.g. from annual reports) and analysis as basis for indicators (MBS)</li> <li>- Confirm/adjust the baseline for this indicator (MBS)</li> <li>- Implementation of recommendations and findings from functional review (MBS)</li> <li>- Formulate new MBS strategic plan (2016 to 2020) as successor for 2011-2016) as implementation plan for recommendations provided through various IE's on SQAM project through National Consultant, provision for:</li> </ul>		<ol style="list-style-type: none"> <li>1 Improved operations at the MBS due to restructuring of positions.</li> <li>2 Improved work conditions for MBS staff.</li> <li>3 Overall, the revenue of MBS increased from 626 Million MKW in the financial year 2011/2012 to about 3.9 Billion MKW in the financial year 2017/2018 showing an average annual increase of 30% over the last 5 years.</li> <li>4 The Testing Services Department has experienced the growth of samples tested from 3,046 in 2012/2013 financial year to 11,165 samples tested in 2016/2017 surpassing the target of 30% increase per year. The verification audits have increased from 800 to 1,364 while the certification of products and services increased from 142 to 327 in the same period.</li> </ol>	<ol style="list-style-type: none"> <li>1. Baseline indicators reviewed and confirmed.</li> <li>2. Functional Review and Job Evaluation was done. Now under implementation. An implementation team was set up; an implementation plan was developed; staff and salary placement were done.</li> <li>3. Procurement and installation of the Enterprise Resource Planning (ERP) system was done.</li> <li>4. The MBS 2017 – 2021 Strategic Plan was developed and approve (under implementation).</li> </ol>
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<p>Note: MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</p> <p>1.4 Percentage increase in revenue growth per year</p> <p>Baseline: 20%/year</p> <p>Target: 30%/year</p> <p>Note: Current growth is 30% (DFA), MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</p>	<p>1.3 Market survey on the demand for testing and calibration in Malawi</p> <ul style="list-style-type: none"> <li>- Mapping of Malawi Laboratory landscape (MBS)</li> </ul>		<ol style="list-style-type: none"> <li>1 Equipment for testing labs have been procured based on demand on the market.</li> <li>2 Laboratory landscape in Malawi is clear to the stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1 The survey on market demand for testing and calibration in Malawi was completed and it is a key informant to the required fixed equipment by MBS.</li> <li>2 Mapping of the laboratory landscape was also finalized to provide the public with information private and public laboratories in Malawi, the services offered as well as their status in terms of international recognition.</li> </ol>
	<p>1.4 Preparation of a business plan and monitoring system for MBS.</p> <ul style="list-style-type: none"> <li>- Implementation by MBS of recommendations as outlined in the 2015 Visser report through incorporation of these in MBS strategic plan 2016-2020 (MBS)</li> </ul>			<ol style="list-style-type: none"> <li>1 Addressed in 2017-2021 MBS Strategic Plan but it is yet to be implemented.</li> </ol>
	<p>1.5 Development of a "marketing unit" within MBS.</p> <ul style="list-style-type: none"> <li>- MBS to adopt marketing strategy and policy, by Q2 (MBS)</li> <li>- Marketing unit established and marketing materials regularly produced, by Q4 (MBS)</li> </ul>			<ol style="list-style-type: none"> <li>1 Addressed in 2017-2021 MBS Strategic Plan. Implementation to follow.</li> </ol>

	1.6 Enhancement and updating of MBS website		1 Stakeholders are able to bet information they want from the MBS anytime they want on the website. It is a requirement for accreditation that the MBS as certification body maintains complete and updated information about its certification processes and it is important to reflect it on the MBS website.	1 MBS Website was developed. Regular updates are required.
	1.7 Preparation and implementation of a "training plan" for MBS. - Out-of-country training in food safety testing subject to procurement waiver for IFSTL, USA.		1. Improved services offered by the MBS following the trainings undertaken.	1 Four Out-of-Country training for Testing Services Department (TSD) in “ <i>Methods of Determination for Pesticide Residues</i> ”; “ <i>Microbiological Methods for Meat and Poultry</i> ” and “ <i>Methods of Determination for Drug Residues in Fish, Meat, and Poultry</i> ” were successfully undertaken at International Food Safety Training laboratory (IFSTL) – University of Maryland in USA.
<b>Output 2: Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations</b>				
2.1 Number of Technical Regulations reviewed and aligned to International regulations and legislation  <u>Baseline:</u> 8;	2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement. - Provision for local consultant to support (MBS)			1. A Consultant was engaged. Contract was issued. 2. Consultations are underway, to be completed by end of Q1.

<p><u>Target:</u> 12</p> <p>2.2 Number of organizations promoting clear technical regulations</p> <p><u>Baseline:</u> 8;</p> <p><u>Target:</u> 12</p>	<p>2.2 Awareness campaigns and training on "Better regulation."</p>		<p>1. The MBS is now conversant with development of Technical Regulations in line with international best practices. This as a result of the technical assistance provided by an International Expert in Risk Management Approach towards Technical Regulations, combined with training of key Malawian stakeholders.</p>	<p>1. This activity was completed in 2015</p>
	<p>2.3 Data gathering on Technical Regulation, analysis and consolidation; and development of a database for Technical Regulation</p> <ul style="list-style-type: none"> <li>- 1. Local consultants to support specifically the aspect of the data base and information management system development where such database includes provisions related to the SPS/TBT enquiry points and notifications (ref. Output 4) (MBS)</li> <li>- 2. Provision for IT equipment (MBS)</li> </ul>		<p>1. Information on Technical Regulations is available on the trade portal and stakeholders re can access the information they want regarding technical regulations even for other countries</p>	<p>1. The data base for Technical Regulations is already available on the Malawi Trade Portal.</p> <p>2. IT equipment (server) was procured and was delivered at MBS.</p>



	<p>2.4 Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in Malawi</p> <ul style="list-style-type: none"> <li>- Provision for support to prepare a strategy/ review of the SADC Regulatory Impact Assessment Framework and an implementation plan and actions for the institutionalization of "Better Regulation" related to the strategy (e.g. Regulators Committee Meetings/ workshops) (MBS)</li> <li>- Provision for support to the implementation actions related to the strategy (MBS)</li> <li>- Commence TR review through the Food Sector Risk Advisory Group as a pilot phase (MBS).</li> <li>- Support Malawi delegation in participation of international TBT/SPS committees (UNIDO)</li> <li>- Study tour to established NEP (MBS/UNIDO)</li> </ul>		<p>1. The MBS is now able to act effectively as a National Enquiry Point (NEP) and to notify international bodies about technical regulations as they are being developed as a result from the study tour by MBS officers at the Uganda National Bureau of Standards. A significant milestone was the drafting and submission of 15 TBT notifications of draft Malawi standards to the WTO, which were approved and circulated to the Member States for comments.</p>	<p>1. The participation of the MBS in Sanitary and Phytosanitary (SPS) meeting from 24th to 27th October 2016 and the Technical Barriers to Trade (TBT) meeting from 7th to 11<sup>th</sup> November 2016 in Geneva Switzerland.</p> <p>2. The draft Strategy was developed and was adopted by the Regulators' Committee</p> <p>3. Study tour to an established NEP was undertaken.</p>
<p><b>Output 3: Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services</b></p>				

<p>3.1 Number of Metrology Institutes constructed</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u>1</p> <p>3.2 Percentage increase in demand and supply of MBS business services (standards, training services, testing and calibration.</p>	<p>3.1 (a) Construction of the Metrology building</p> <ul style="list-style-type: none"> <li>- Scope of work: new MBS complex at Chichiri.</li> </ul>			<ol style="list-style-type: none"> <li>1. The contract with Terrastone, the Contractor of the new MBS Laboratory complex, was signed on 25<sup>th</sup> April 2016.</li> <li>2. Over 63% of the construction works of the new MBS Laboratory Complex was completed.</li> <li>3. More than 15 certificates of payment have been honored in full by the Malawi Government.</li> </ol>
<p><u>Baseline:</u> 21%/year;</p> <p><u>Target:</u> 30% /year</p> <p>3.3 Number of accreditations granted by an accreditation body full member of IAF.</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 1</p> <p>3.4 Number of MBS management systems certification body accreditations granted by an accreditation body full member of IAF for the international standards; ISO 9001, ISO 22000 and HACCP.</p>	<p>3.1 (b) Develop within MBS an accredited product certification body</p> <ul style="list-style-type: none"> <li>- 1 Redress gaps established during pre-assessment of ISO 17065 management system by IE (MBS).</li> <li>- 2. Select 30 companies from the existing MBS Product (Permit) Certification Scheme for introduction of the Product Certification System based on ISO 17065 requirements and implement the Product Certification System based on ISO 17065 on selected companies(MBS)</li> </ul>			<ol style="list-style-type: none"> <li>1. The development of ISO 17065 and ISO 17021 system documentation was completed.</li> <li>2. The training on Migration of ISO 9001:2008 to ISO 9001:2015, the training on ISO 19011:2011 Guidelines on Auditing Management (Internal Auditor Training) and Lead Auditor training on ISO 22000 have been completed</li> <li>3. Selection of companies was done.</li> <li>4. Internal audits for MBS system was undertaken.</li> <li>5. Impartiality committee, Appeals and resolution committee, and Certification committee are available.</li> <li>6. Applications for accreditation were submitted to the accreditation body. Dates for the assessment are yet to be communicated by the accreditation body (SADCAS)</li> </ol>

<p>Note: HACCP certification is not a recognized accreditation</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 1</p> <p>3.5 Number of MBS testing laboratories accreditation granted by an accreditation body full member of ILAC for the international standards.</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 2</p> <p>3.6 Number of MBS calibration laboratories accreditation granted by an accreditation body full member of ILAC</p>	<p>3.2 Develop within MBS a management systems certification body for ISO 9001 and ISO 22000 / HACCP</p> <ul style="list-style-type: none"> <li>• ISO 9001 (quality management systems);</li> <li>• ISO14001 (environmental management systems);</li> <li>• ISO 22000 (food safety management systems) <ul style="list-style-type: none"> <li>- Implementation of ISO 17021 system in preparation for accreditation application: <i>Note: at least 2 QMS to be certified before accreditation and at least 2 QMS to be ready for assessors' witnessing</i></li> <li>- ISO 9001 and ISO 19011 trainings for members of the certification, impartiality and appeals resolution committees.</li> <li>- Accreditation services provided by an accreditation body full member of IAF.(UNIDO)</li> </ul> </li> </ul>		<p>1. Assisted companies are aware of ISO 22000 and ISO 9001 systems.</p>	<p>1. Impartiality committee, Appeals and resolution committee, and Certification committee are available.</p> <p>2. Stage 1 audits on ISO 9001 certification was done.</p> <p>3. Applications for accreditation were submitted to the accreditation body. Dates for the assessment are yet to be communicated by the accreditation body (SADCAS)</p>
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<p>for the international standards.</p> <p>Baseline: 0; Target: 2</p> <p>3.7 Number of MBS training units established</p> <p>Baseline: 0 ; Target: 1</p>	<p>3.3 Upgraded and accredited testing laboratories in MBS.</p> <ul style="list-style-type: none"> <li>- Prepare final cycle procurement plan (MBS/UNIDO)</li> <li>- Management system for the application the ISO/IEC 17025. Document review (MBS)</li> <li>- IE to do pre-assessment (UNIDO)</li> <li>- Initiate quality control/ compliance activities to address gaps: <ul style="list-style-type: none"> <li>o Calibration of equipment</li> <li>o Reference materials</li> <li>o Environmental conditions</li> <li>o Proficiency testing (MBS at this time participating in PT schemes in support of pilot phase scope) (MBS)</li> </ul> </li> </ul>		<ol style="list-style-type: none"> <li>1. Improved MBS services in testing following availability of state of the art equipment procured by the project and trainings undertaken.</li> <li>2. The scope of Aflatoxin was recommended for accreditation after the MBS addresses the non-conformities within 3 months.</li> </ol>	<ol style="list-style-type: none"> <li>1. The pre-assessment of ISO 17025 system documentation at the MBS Testing Services Department (TSD) was conducted. The identified gaps were closed.</li> <li>2. Several equipment were procured, installed and are operational e.g. <ol style="list-style-type: none"> <li>a. High Performance Liquid Chromatography (HPLC),</li> <li>b. Atmospheric Distillation Analyzer, Aflatoxin Reactor and Reference materials,</li> <li>c. Ion Chromatograph,</li> <li>d. 1,500 KN Universal Testing Machine (UTM),</li> <li>e. Weighbridge Testing Truck with forklift and weights (1000kg x30, 20kg x10, 2kg x10 and 1kg x10),</li> <li>f. 2,500 tone Workshop crane,</li> <li>g. 2,500 liters Proving Tank,</li> <li>h. Master Flow Meter,</li> <li>i. High sensitive Mass Comparators with mass pieces and data loggers,</li> <li>j. UHPLC.</li> <li>k. Water purification equipment.</li> </ol> </li> <li>3. Participation in PT Schemes will be considered in 2017.</li> <li>4. Some methods are ready for accreditation e.g. Aflatoxin.</li> <li>5. Application for accreditation was done</li> <li>6. Site assessment by the accreditation body was done on 19<sup>th</sup> and 20<sup>th</sup> March 2018.</li> </ol>
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	<p>3.4 Upgraded and accredited calibration laboratories in MBS.</p> <ul style="list-style-type: none"> <li>- Prepare final cycle procurement plan (MBS/UNIDO)</li> <li>- Commissioning of mobile equipment procured, including verification processes, field tests, etc.</li> </ul>		<ol style="list-style-type: none"> <li>1. Improved services for the MBS in calibration and verification services following availability of state of the art equipment procured by the project and trainings undertaken.</li> <li>2. The scope of Aflatoxin was recommended for accreditation after the MBS addresses the non-conformities within 3 months.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mass equipment was procured and delivered at MBS Metrology Services Department. The equipment is operational. Mass Equipment include: Manual Mass Comparators and mass pieces).</li> <li>2. Commissioning of mobile equipment was done; ownership of equipment was transferred to MBS.</li> <li>3. Application for accreditation was done</li> <li>4. Site assessment by the accreditation body was done on 26<sup>th</sup> and 27<sup>th</sup> March 2018.</li> </ol>
	<p>3.5 Enhance the MBS training business unit mainly for management systems standards, complying with ISO 29990.</p>			<ol style="list-style-type: none"> <li>1.</li> </ol>
	<p>3.6 Establish a pool of Malawian Auditors.</p>			<ol style="list-style-type: none"> <li>1.</li> </ol>
	<p>3.7 Collaboration with the Laboratory Association of Malawi (LAM) to strengthen the association as an integral part of the national quality infrastructure, notably in view of testing and calibration services.</p>			<ol style="list-style-type: none"> <li>1. Collaboration with LAM is there. This activity was concluded in 2014.</li> </ol>
<p><b>Output 4: Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements</b></p>				

<p>4.1 Number of databases established and made available to the general public that provide all Malawi technical regulations (TR), drafted and approved national standards.</p>	<p>4.1 Identify and create a database of Malawi technical regulations (TR), drafted and approved national standards</p>			<p>1. Remaining tasks are being done together with activities 2.1 and 2.3.</p>
<p><u>Baseline:</u> 0; <u>Target:</u> 1 (Database is available – The Trade Portal)</p> <p>4.2 Number of TR notified during the drafting stage.</p> <p><u>Baseline:</u> 1 <u>Target:</u> 100%</p> <p>4.3 Number of publicly accessible services for exporting companies on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi.</p> <p><u>Baseline:</u> 0; <u>Target:</u> 1</p>	<p>4.2 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi</p>		<p>1. Information on Technical Regulations is available on the trade portal and stakeholders re can access the information they want regarding technical regulations even for other countries</p>	<p>1. The Malawi Trade Portal was developed.</p>

<b>Output 5: Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National policies</b>				
5.1 Number of SPS infrastructure action plans approved and implemented  <u>Baseline:</u> 0;  <u>Target:</u> 1	5.1 Review the national SPS infrastructure (focus on food safety, MBS)			1. This was concluded with a report which was developed by Food and Agriculture Organization (FAO) on the Food Safety Legislation. The report was accepted without any amendments.  2. The target for the Project (Development of the Food Safety Legislation) was not achieved. This is being completed through another project. The Ministry of Industry, trade and Tourism would monitor the progress.
	5.2 Develop a road map to improve the Malawian SPS infrastructure. - Continuation of FAO actions to develop the draft food safety law. (UNIDO)			
5.2 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders.  <u>Baseline:</u> 0;  <u>Target:</u> 1	5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure - Continuation of FAO actions to develop the draft food safety law. (UNIDO)			
<b>Output 6: Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements</b>				
6.1 Number of HACCP / ISO 22000 Food safety management systems in place in a selected number of SMEs.	6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs <sup>1</sup>			1. This was concluded in 2015

<p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 15</p> <p>6.2 Number of ISO 9001 Quality management systems in place in a selected number of SMEs.</p>	<p>6.2 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management</p> <ul style="list-style-type: none"> <li>- Technical Assistance to companies through IE in support of implementation of ISO 22000 systems on Cohort 1 SMEs (UNIDO)</li> </ul>			<ol style="list-style-type: none"> <li>1. Technical Assistance to companies is in progress.</li> <li>2. Documentation is still being developed.</li> <li>3. National Expert was engaged to assist the companies.</li> <li>4. Stage 1 audits are expected to be done in 4<sup>th</sup> week of April 2018.</li> </ol>
<p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 10</p> <p>6.3 Number of SME able to comply with specific quality requirements in export markets.</p>	<p>6.3 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.</p> <ul style="list-style-type: none"> <li>- Technical Assistance to companies through IE in support of implementation of ISO 9001 systems on Cohort 1 SMEs (UNIDO)</li> </ul>		<ol style="list-style-type: none"> <li>1. Companies are aware of ISO 9001 systems and are implementing it.</li> </ol>	<ol style="list-style-type: none"> <li>1. Technical Assistance to companies is in progress.</li> <li>2. Documentation is ready.</li> <li>3. National Expert was engaged to assist the companies.</li> <li>4. Stage 1 audits were done in December 2017.</li> <li>5. Internal Audit training to be undertaken in February 2018.</li> <li>6. Stage 2 audits are scheduled for April 2018.</li> </ol>
<p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 18</p> <p>6.4 Number of Trainers-cum-counsellors and auditors: training in HACCP / ISO 22000 Food safety management systems and approved as trainers and auditors.</p>	<p>6.4 Other type of quality requirements in export markets. Technical assistance to SMEs.</p>			<ol style="list-style-type: none"> <li>1 Awareness campaign on migration of current MBS Product Certification Scheme to Product Certification Scheme following ISO 17065 requirements to the Bottled Water manufacturing companies were undertaken in April 2017.</li> <li>2 The trainings on MS19 and MS21 to the managers from SMEs across the country i.e. 20 from each region were undertaken in June 2017.</li> </ol>



	6.5 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems.			1. Training of Trainers and Auditors cum-Counsellors in ISO 22000 was completed in August 2016. What remains is to find out whether the objectives of the project on this activity were achieved.
	6.6 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors.			1. Training of Trainers and Auditors cum-Counsellors in ISO 9001 was completed in August 2016. What remains is to find out whether the objectives of the project on this activity were achieved.
	6.7 Trainers-cum-counsellors: Training in "Initiating quality improvement in selected sectors"			1 A study tour for selected MBS Officers and SME to a well-established enterprise which implements ISO 22000 in SADC region would be arranged
	6.8 Awareness seminars: ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice) <ul style="list-style-type: none"> <li>- Seminar during World Standards Day (Oct 2016)</li> <li>- Seminars in Blantyre/Lilongwe/Mzuzu (MBS/UNIDO)</li> </ul>			1. Global Gap seminars/ workshops were conducted. This activity was concluded.

	6.9 Trainers-cum-counsellors and auditors: Training in ISO/IEC 17025			1. Training of Trainers and Auditors cum-Counsellors ISO17025 was completed in August 2016. What remains is to find out whether the objectives of the project on this activity were achieved.
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