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Resilient nations.

## Annual Work Plan 2016

### Development of a robust Standardization, Quality Assurance, Accreditation and Metrology (SQAM) Infrastructure in Malawi

Country: MALAWI

#### Theme 1: Sustainable and Equitable Economic Growth and Food Security

<b>UNDAF Outcome 1.3:</b>	Productive poor benefit from decent work, income generation and pro-poor private sector growth by 2016;
<b>UNDAF Output 1.3.3</b>	National Export Strategy clusters are supported through enterprise and skills development, financial services, cooperatives development, promotion of structured markets and national quality infrastructure;
<b>Expected CPD Output(s):</b>	New business-to-business opportunities for Malawi products;
<b>Expected Project Output(s)<sup>1</sup></b>	<ol style="list-style-type: none"><li>1. Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability;</li><li>2. Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations;</li><li>3. Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services;</li><li>4. Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements;</li></ol>

<sup>1</sup> The main project results mentioned on page 4 and 5 of the EU-UNDP Contribution Agreement on SQAM project dated 31.08.2012 and the project outputs of UNDP-Govt. of Malawi (Malawi Bureau of Standards) Project Support Document dated 3/10/2012 are exactly the same; however, the wording in the project documents are different. For reporting and monitoring of project results, the UNDP-Govt. of Malawi document and its related logical framework applies.

5. Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National policies;

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

7. MBS compliant with International Regulations established.

**Implementing Partner:  
Responsible Parties:**

**Malawi Bureau of Standards (MBS)  
UNIDO, UNDP, MBS**



## Narrative

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 has the potential to be an engine for growth that may lift many Malawians out of poverty. However, the country faces barriers that prevent it from benefiting fully from the world trading system. Internal barriers, e.g. inadequate knowledge and limited accessibility to information on export opportunities, excessive red tape, inadequate financing, poor quality infrastructure, pose major obstacles to Malawi's trade expansion and diversification efforts. Such quantifiable supply-side constraints substantively add to operational costs and undermine trade development and export competitiveness in Malawi.

The Malawi Bureau of Standards (MBS) is the national enquiry point required by the World Trade Organization (WTO) under the Agreement on Technical Barriers to Trade. MBS sets and implements standards and conducts conformity tests on selected imports and exports. There is a strong perception that market demand for conformity services, particularly with regards to testing and calibration services for the private sector, is higher than currently available. However, exporters from Malawi are at present disadvantaged by the lack of internationally accredited testing facilities for certification of products for export. Certificates from MBS are only accepted in the region and exporters incur in high costs to obtain certification overseas. More generally, MBS has limited infrastructure to meet demands for the provision of SQAM services within Malawi.

Against this background, the "Development of the SQAM Infrastructure in Malawi" project is meant to enhance the ability to export goods from Malawi by reducing the need for re-testing, re-inspection, re-certification abroad through acceptance of measurements, tests, conformity assessment results issued in Malawi. The purpose of the project is to contribute to a more adequate, effective and sustainable National Quality Infrastructure (NQI) in Malawi in accordance with international and regional principles and practices (e.g. Common Market for Eastern and Southern Africa (COMESA), Southern African Development Community (SADC)), by supporting the improvement of the performance of the Malawi Bureau of Standards (MBS). This will have direct implications in terms of benefits for Malawi enterprises through improved business services provided by the National Quality Infrastructure and indirectly, and in the long term, in terms of improved protection of consumer rights of Malawian citizens.

The main activities that will be carried out during 2016 include:

- Support to the Ministerial Task Team in the implementation of the National Quality Strategy
- Implementation of recommendations from functional review of MBS to inform business improvement and further development of business and information management systems (including website);
- Conclusion of market survey on the demand for calibration and testing services and survey of opportunities for training services to be offered;
- Preparation of a marketing and training unit in MBS;
- Support initiatives for institutionalization of "Better Regulation" in Malawi
- Progress by GoM in development of the new MBS facilities including construction to commence;
- Strengthening MBS technical and human capacity (equipment, systems, training) for conformity assessment services towards eventual accreditation of services in the following areas:
  - Product Certification
  - Management Systems Certification
  - Testing Services
  - Calibration Services
- Strengthening quality requirements in SMEs, in particular woman and youth led enterprises
- Programme management, quality assurance, monitoring and coordination

AWP Period:	01 January 2016 31 December 2016	Estimated annualized budget:	\$ 1,239,672
Programme Component:	Poverty Reduction and MDGs	Allocated resources:	
Intervention Title:	SQAM Infrastructure Project	Government	\$ Amount to be confirmed by Government
Project ID:	00069207	UNDP Regular	\$ 200,000
Output ID:	00083913	EU	\$ 1,039,672
Duration:	1 year	Unfunded budget:	\$ Amount to be confirmed by Government

Notes:

1. The conversion rate EUR/USD applied for the 2016 AWP is the official UN exchange rate of November 2015.
2. According to the data extracted from MBS Financing Plan for the construction of the MBS Complex, as submitted to the EU Delegation in Malawi on 22 October 2014, the total contribution from GoM for 2015 amounts to 1,489,220,849 MKW. This amount is not confirmed by GoM hence no figure is being featured in this AWP. However, a preliminary allocation amounts to \$ 560,000 (MK 250,000,000) as per 2014/2015 National Budget.

Agreed by Malawi Bureau of Standards (MBS):

Director General

Designation:

16/07/26

Date

Approved by UNDP:

[Signature]

Designation:



21/1/16

Date

Agreed by UNIDO:

[Signature]

Designation:

10/2/16

Date

Annual Work Plan

01 January – 31 December 2016

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description Amount US\$
<b>OUTPUT 1:</b> Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability								
1.1 Number of National Quality Policies (NQP), fast-tracked and approved by Cabinet.  <u>Baseline:</u> 1 draft  <u>Target:</u> 1 approved National Quality Policy.	1.0 National Quality Policy <sup>2</sup>					MolT MBS UNDP UNIDO	UNDP	75700- Training, Workshops and Confer 3,000  71600 – Travel 3,000  74200- Printing 2,000
1.2 Level of increased organizational effectiveness of MBS  <u>Baseline:</u> to be determined at project inception	<i>Support to the Ministerial task team in the implementation of the NQS. (MolT)</i> <i>Note: MBS to consider specialist technical assistance from UNIDO in matters concerning policy, legislation, strategy.</i>							
1.1 Project Visibility event <sup>3</sup>								
1.2 Review and set-up of organisational structures, service delivery procedures and knowledge						MBS MBS MolT UNDP	UNDP	71600 - Travel 4,000 71300 Local Consultant 10,000

<sup>2</sup> Target achieved: National Quality Policy approved

<sup>3</sup> All Visibility Actions, including events, are provided for in activity 8.2



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
1.3 Percentage increment of business services per year provided to Malawian organisations, both public and private.	management within MBS								6,000
Baseline: 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits - Metrology Services)	<p><i>Tasks:</i></p> <p>1. Review quantitative data (e.g. from annual reports) and analysis as basis for indicators (MBS)</p> <p>2. Confirm/adjust the baseline for this indicator (MBS)</p> <p>3. Implementation of recommendations and findings from functional review (MBS)</p> <p>4. 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:</p> <p>-Strategy workshop</p> <p>-Validation workshop (MBS)</p>								
Target: 30 % increase in services/per year <i>Note: MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</i>									
1.4 Percentage increase in revenue growth per year  Baseline: 20%/year Target: 30%/year <i>Note: Current growth is 30% (DF4), MBS position is that this is achievable. MBS</i>									



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<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<sup>4</sup></p> <p><i>Tasks:</i> Mapping of Malawi Laboratory landscape (MBS)</p>					MBS UNDP	UNDP	71300 - Local Consultant	10,000
	<p>1.4 Preparation of a business plan and monitoring system for MBS.</p> <p><i>Tasks:</i> Implementation by MBS of recommendations as outlined in the 2015 Visser report through incorporation of these in MBS strategic plan 2016-2020 (MBS)</p>					MBS UNIDO			0
	<p>1.5 Development of a "marketing unit" within MBS.</p> <p><i>Tasks:</i></p>					MBS UNIDO	EU	71200 - International Consultants	12,426

<sup>4</sup> The Market Survey was concluded in 2014 with a report that was presented and accepted during a validation workshop on 7 November 2014. However, additional work will be required in 2015 to map the Laboratory landscape in Malawi as this was not adequately covered in the TOR.

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		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	<p>1. MBS to adopt marketing strategy and policy, by Q2 (MBS)</p> <p>2. Marketing unit established and marketing materials regularly produced, by Q4 (MBS)</p> <p>Note: Provision for IE to facilitate implementation (eg. facilitate strategy session, etc.) (UNIDO)</p>								
	<p>1.6 Preparation and implementation of a "training plan" for MBS.</p> <p>Tasks: Out-of-country training in food safety testing subject to procurement waiver for IFSTL, USA.</p> <p>Note: UNIDO to allocate portion of funds to provide for service provider (BL21) payments as/ if needed</p>					EU	75700 - Training, Workshops and Confer	63,924	
<b>Sub-Total (EU)</b>								76,350 [UNIDO 76,350] [UNDP/MBS 0]	
<b>Sub-Total (UNDP TRAC)</b>								<b>38,000</b>	
<b>OUTPUT 2:</b>	Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations								



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
2.1 Number of Technical Regulations reviewed and aligned to International regulations and legislation  Baseline: 8; Target: 12	2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.  <i>Tasks:</i> <i>Provision for local consultant to support (MBS)</i>					MBS UNIDO UNDP	71300 Local consultant	10,000	
2.2 Number of organizations promoting clear technical regulations  Baseline: 8; Target: 12	2.2 Awareness campaigns and training on "Better regulation". <sup>5</sup>					MBS UNIDO UNDP			
	2.3 Data gathering on Technical Regulation, analysis and consolidation; and development of a database for Technical Regulation (Consider also Act 4.1)  <i>Tasks:</i> <i>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)</i> <i>2. Provision for IT equipment (MBS)</i>					MBS UNIDO UNDP	72200 – Equipment 71300 – Local Consultant	10,000 20,000	

<sup>5</sup> Concluded in 2015, mission by IE (Nikonov).

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	2.4 Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi					MBS UNDP UNIDO	75700 - Training, Workshops and Confer.	6,203	
	<u>Tasks:</u> 1. 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) 2. Provision for support to the implementation actions related to the strategy (MBS) 3. Commence TR review through the Food Sector Risk Advisory Group as a pilot phase (MBS). 4. Support Malawi delegation in participation of international TBT/SPS committees (UNIDO)						75700 - Training, Workshops and Confer	5,000	
							71600 - Travel	5,000	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
	5. Study tour to established NEP (MBS/UNIDO)							66,209 [UNIDO 16,209] [UNDP/MBS 50,000]
<b>Sub-Total (EU)</b>								
<b>Sub-Total (UNDP TRAC)</b>								<b>0</b>
<b>OUTPUT 3:</b> Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services								
3.1 Number of Metrology Institutes constructed Baseline: 0; Target: 1	3.1a Construction of the Metrology building <i>Note:</i> Scope of work: new MBS complex at Chichiri					MBS MoIT	GoM	Amount to be confirmed by GoM <sup>6</sup>
3.2 Percentage increase in demand and supply of MBS business services (standards, training services, testing and calibration. Baseline: 21%/year; Target: 30%/year	3.1b Develop within MBS an accredited product certification body. <i>Note:</i> Implemented i.t.o. MBS approved roadmap; Management system for the application of the ISO/IEC 17065.					MBS UNIDO UNDP	EU	10,000 20,000 5,000
3.3 Number of accreditations granted by an	<i>Tasks:</i>							2,000

<sup>6</sup> According to the data extracted from MBS Financing Plan for the construction of the MBS Complex, as submitted to the EU Delegation in Malawi on 22 October 2014, the total contribution from GoM for 2015 amounts to 1,489,220,849 MK W. This amount is not confirmed by GoM hence no figure is being featured in this AWP. However, a preliminary allocation amounts to \$ 560,000 (MK 250,000,000) as per 2014/2015 National Budget and \$ 744,680 (MK 350,000,000) as per 2015/2016 National Budget.

<sup>7</sup> Note, at the time of this work plan, funds for the accreditation body are allocated to UNDP and need to be allocated through IAA amendment to UNIDO. Implementation by UNIDO is subject to successful pre-assessment of MBS by International Expert.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<p>accreditation body full member of IAF.</p> <p>Baseline: 0; Target: 1</p> <p>3.4 Number of MBS management systems body certifications granted by an accreditation body full member of IAF for the international standards; ISO 9001 ISO 22000 and HACCP.</p> <p>Note: HACCP certification is not a recognized accreditation</p> <p>Baseline: 0; Target: 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>Baseline: 0; Target: 2</p> <p>3.6 Number of MBS calibration laboratories accreditation granted by an accreditation body full member of ILAC for the</p>	<p>1. Redress gaps established during pre-assessment of ISO 17065 management system by IE (MBS).</p> <p>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)</p> <p>Note: Selection process need to be independent/transparent. Recommended approach is to select a product (e.g. bottled water, and apply process to all companies rather than selected few, inform via newspaper campaigns, etc.)</p> <p>3. Internal independent auditing for accreditation under the supervision of a certified auditor (UNIDO).</p> <p>4. Accreditation services provided by an accreditation body full member of IAF. (service provider to be contracted by UNIDO)</p>								



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
international standards. Baseline: 0; Target: 2	3.2 Develop within MBS a management systems certification body for: - ISO 9001 (quality management systems); - ISO 14001 (environmental management systems); - ISO 22000 (food safety management systems)					MBS UNDP	71200 - International Consultants	10,000	
3.7 Number of MBS training units established Baseline: 0 ; Target: 1	<i>Note:</i> <i>Implemented i.t.o. MBS approved roadmap, initial scope limited to ISO9001</i>						72100 - Contractual Services Companies	20,000	
	<i>Tasks:</i> 1. Redress gaps established during pre-assessment of ISO 17021 management system for ISO9001 (MBS) 2. Expansion of scope and develop and review system documentation based on ISO 22000 requirements (MBS) 3. Implement Lead Auditor trainings for ISO 22000 to at least 20 auditors (UNIDO, subject to funds availability).						75700 - Training, Workshops and Confer	5,000	
							71600 - Travel	3,000	

<sup>8</sup> Note, at the time of this work plan, funds for the accreditation body are allocated to UNDP and need to be allocated through IAA amendment to UNIDO.





EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	<ol style="list-style-type: none"> <li>1. Prepare final cycle procurement (MBS/UNIDO)</li> <li>2. Management system for the application the ISO/IEC 17025. Document review (MBS)</li> <li>3. IE to do pre-assessments (UNIDO)</li> <li>4. Initiate quality control/compliance activities to address gaps: <ul style="list-style-type: none"> <li>- Calibration of equipment</li> <li>- Reference materials</li> <li>- Environmental conditions</li> <li>- Proficiency testing (MBS at this time participating in PT schemes in support of pilot phase scope) (MBS)</li> </ul> </li> <li>5. Contract accreditation service provider. Full member of ILAC. (UNIDO)</li> </ol>								
	<p>3.4 Upgraded and accredited calibration laboratories in MBS. Implemented i.t.o. MBS approved roadmap for pilot phase with initial scope limited to mass, volume, Note. Main Implementation for 2016 will primarily be i.t.o. MATCB Project</p> <p><u>Tasks:</u></p>					MBS UNIDO	EU	72100 - Contractual Services Companies  75700 - Training, Workshops and Confer  71600 - Travel	5,000  3,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	<ol style="list-style-type: none"> <li>1. Prepare final cycle procurement plan (MBS/UNIDO)</li> <li>2. Commissioning of mobile equipment procured, including verification processes, field tests, etc.</li> <li>3.5 Enhance the MBS training business unit mainly for management systems complying with ISO 29990.</li> </ol>								
	<p><i>Tasks:</i></p> <ol style="list-style-type: none"> <li>1. Survey on Malawian market for training on standards (MBS)</li> <li>2. Contact and registry of available trainers (MBS)</li> <li>3. Establishment of procedures for compliance with ISO 29990, technical assistance through international expert (MBS/UNIDO)</li> </ol>					MBS UNIDO	71200 - International Consultants		13,125



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$	
	<p>3.6 Establish a pool of Malawian Auditors.</p> <p><u>Notes:</u></p> <p>1. <i>Establishment of a methodology to select, approve, register and monitor the performance of auditors.</i></p> <p>2. <i>Establishment of a set of services for the pool of auditors, like: information, availability of updated curricula with a list of audits performed; participation on a community of practice.</i></p> <p><u>Tasks:</u></p> <p><i>Technical assistance through international expert (MBS/UNIDO)</i></p> <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<sup>10</sup>.</p>					MBS UNIDO	EU	71200 - International Consultants	8,750	
									0	
<b>Sub-Total (EU)</b>										<b>152,875</b> [UNIDO 121,875] [UNDP/MBS 31,000]
<b>Sub-Total (UNDP TRAC)</b>										<b>0</b>

<sup>10</sup> This activity was finalised, however, mapping of the Malawi laboratory landscape is being undertaken under activity 1.3.

Development of a robust Standardization, Quality Assurance, Accreditation and Metrology (SQAM) Infrastructure in Malawi

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EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<b>OUTPUT 4:</b> Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements									
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.	4.1 Identify and create a database of Malawi technical regulations (TR), drafted and approved national standards <i>Notes: Implemented in terms of Act 2.3 (MBS)</i>					MBS UNIDO			0
<u>Baseline:</u> 0; <u>Target:</u> 1	4.2 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi <i>Notes: 1. When notifications happen, this information need to be distributed to key stakeholders through an information management system 2. This will be done as part of the information management system under Act 2. (MBS)</i>								
4.2 Number of TR notified during the drafting stage. <u>Baseline:</u> n/a (to be determined during the inception phase of the project). <u>Target:</u> Zero TR that are not notified									
4.3 Number of publicly accessible services for exporting companies on									



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
foreign TR, standards and conformity assessment dispositions of countries that import from Malawi.  Baseline: 0; Target: 1									
<b>Sub-Total (EU)</b>								[UNIDO 0] [UNDP/MBS 0]	
<b>Sub-Total (UNDP TRAC)</b>								<b>0</b>	
<b>OUTPUT 5:</b> Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National policies									
5.1 Number of SPS infrastructure action plans approved and implemented  Baseline: 0; Target: 1	5.1 Review the national SPS infrastructure (focus on food safety, MBS as EP)  Note: <i>Various previous reports, e.g. WHO/MoH</i>					MBS UNIDO			
5.2 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders.  Baseline: 0; Target: 1	5.2 Develop a road map to improve the Malawian SPS infrastructure.  Tasks: <i>Continuation of FAO actions to develop the draft food safety law. (UNIDO)<sup>11</sup></i>					MBS UNIDO	EU 71200 - International Consultants	44,662	

<sup>11</sup> UNIDO agreement with FAO was concluded during 2015, for all funds originally planned for this Output. It was agreed that additional allocation will be provided as part of the project extension and through amended IAA between UNIDO and UNDP, this is however not reflected as this process of extension is not yet concluded at the time of this work plan.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure.					MBS UNIDO			
	<i>Tasks:</i> Continuation of FAO actions to develop the draft food safety law. (UNIDO)								44,662 [UNIDO 44,662] [UNDP/MBS 0]
<b>Sub-Total (EU)</b>									
<b>Sub-Total (UNDP TRAC)</b>									<b>0</b>
<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									
6.1 Number of HACCP / ISO 22000 Food safety management systems in place in a selected number of SMEs. Baseline: 0; Target: 15	6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs <sup>12</sup>					MBS UNDP MoIT			0
6.2 Number of ISO 9001 Quality management systems in place in a	6.2 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety					MBS UNIDO UNDP	EU	71200 – International Consultants 71300 - Local Consultant	20,000 36,280

<sup>12</sup> This activity concluded during 2015.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
selected number of SMEs.  <u>Baseline:</u> 0; <u>Target:</u> 10	management systems						74500 – Miscellaneous	2,000
6.3 Number of SME able to comply with specific quality requirements in export markets.  <u>Baseline:</u> 0; <u>Target:</u> 10	<i>Tasks:</i> 1. <i>Technical Assistance to companies through IE in support of implementation of ISO 22000 systems on Cohort 1 SMEs (UNIDO)</i>  <i>Notes:</i> 1. <i>Cohort 1 and including qualifying companies from the 2015 Cohort 2 process</i> 2. <i>IE to be supported by pool of NEs</i>						75700 - Training, Workshops and Confer	5,000
6.4 Number of Trainers-cum-counsellors and auditors: training in HACCP / ISO 22000 Food safety management systems and approved as trainers and auditors.  <u>Baseline:</u> 0; <u>Target:</u> 18	6.3 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.					MBS UNIDO UNDP	71200 – International Consultants 71300 - Local Consultant 72300 – Fuel 75700 - Training, Workshops and Confer 71600 – Travel	2,000 36,280 2,000 5,000 3,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	<p>1. Technical Assistance to companies through IE in support of implementation of ISO 9001 systems on Cohort 1 SMEs (UNIDO)</p> <p><u>Notes:</u></p> <p>1. Cohort 1 and including qualifying companies from the 2015 Cohort 2 process</p> <p>2. IE to be supported by pool of NEs</p>								
	<p>6.4 Other type of quality requirements in export markets. Technical assistance to SMEs.</p> <p><u>Note:</u></p> <p>Implemented in terms of a value chain approach</p>					MBS UNIDO	EU	71200 – International Consultants 20,000	
	<p><u>Tasks:</u></p> <p>1. Consensus with MoIT on selected NES value chains (MBS/MoIT)</p> <p>2. Technical Assistance to outline value chain intervention through IE (UNIDO)</p> <p>3. Validation workshop (MoIT/MBS)</p>							5,000 Training, Workshops and Confer	
	<p>6.5 Trainers-cum-counsellors and auditors: Training in HACCP /</p>					MBS UNIDO	EU	71600 – Travel 3,000 71200 – International Consultants	



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	ISO 22000 Food safety management systems.					EU	75700 - Training, Workshops and Confer	10,000	
	<i>Note:</i> <i>Fielding of experts to offer the training will be done as part of mission of IE (6.2)</i>						71600 - Travel	10,000	
	6.6 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors.					EU	71200 - International Consultants	10,000	
	<i>Note:</i> <i>Fielding of experts to offer the training will be done as part of mission of IE (6.3)</i>						75700 - Training, Workshops and Confer	10,000	
	6.7 Trainers-cum-counsellors: Training in "Initiating quality improvement in selected sectors"					EU	71200 - International Consultants	10,000	
	<i>Note:</i> <i>Implementation foreseen for 2017</i>						75700 - Training, Workshops and Confer	0	



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	6.8 Awareness seminars; ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice)					MBS UNIDO	71200 - International Consultants	10,000	
	<i>Tasks:</i> Seminar during World Standards Day (Oct 2016) Seminars in Blantyre/Lilongwe/Mzuzu (MBS/UNIDO)						75700 - Training, Workshops and Confer	10,000	
	6.9 Trainers-cum- counsellors and auditors: Training in ISO/IEC 17025					MBS UNIDO	71200 - International Consultants	10,000	
	<i>Tasks:</i> ISO 17025 training to coincide with World Metrology or Accreditation Day (May/June), in collaboration with the LAM (MBS/UNIDO)					EU	75700 - Training, Workshops and Confer	5,000	
							71600 - Travel	3,000	
<b>Sub-Total (EU)</b>								<b>241,560</b> [UNIDO 80,000] [UNDP/MBS 161,560]	
<b>Sub-Total (UNDP TRAC)</b>								<b>0</b>	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<b>OUTPUT 7:</b> MBS compliant with International Regulations established <sup>13</sup>									
7.1 Number of internationally recognized certificates issued  Baseline: 0; Target: 5	Position paper on rationale for Malawi to not pursue an independent accreditation body								
7.2 Number of business plans produced  Baseline: 0; Target: 1									
<b>Sub-Total (EU)</b>									0
<b>Sub-Total (UNDP TRAC)</b>									0
<b>OUTPUT 8:</b> Programme Management									
Operational Management Team	8.1 Operational Management Team <i>-International Technical Assistance and related costs<sup>14</sup> - Travel / Mission costs<sup>14</sup></i>								
						UNIDO	EU	77100- Salary and related costs-TA/IP 71600 – Travel	170,000
						UNIDO	EU		40,000

<sup>13</sup> This output was concluded in 2015; no further action required

<sup>14</sup> UNIDO anticipates that project extension (24 months) will be granted and support IAA amended. This will provide for extension of contracts of project team till April 2018, amounts thus subject to adjustment.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	- National Project Assistant					UNDP MBS	EU	77100 Salary and related costs- TA/NP	15,000
	- Insurance for equipment 1. Equipment procured under national implementation to be insured i.t.o. regular MBS policies – supported financially from project 2. International assets procured during life cycle remain UNIDO assets until transfer, including insurance. Transferred at end of project. 3. Consideration for inclusion of storage fees - Consumables- Office Supplies					MBS UNDP	EU	74500 – Miscellaneous/ Insurance	11,000
	- Vehicle costs (normal use and maintenance)					MBS UNDP	EU	72500 - Supplies	8,000
	- Vehicle costs (leasing)					MBS UNDP	EU	73400 - Rental and Maintenance	5,000
	- Audit					UNDP	EU	73400 - Rental and Maintenance	8,000
						UNDP	EU	74100 Professional Services	3,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
Communications and Visibility	8.2 Communications and Visibility <i>NOTE: Implemented i.t.o. C&amp;V plan</i> - <i>Launch event (linked to the announcement about the new building).</i>					MBS UNDP	75700 - Training, Workshops and Confer	40,000	
	, <i>Brochures, Press Releases, Media and Communication, Stickers (e.g. leaflet on the NQP, also provided into Chichewa)</i>					MBS UNDP	74200 - Communicati ons and Audiovisual	25,000	
	<i>Other events Industry events (linked to world quality/standards day)</i>					MBS UNDP	75700 - Training, Workshops and Confer	30,000	
Programme Assurance, Coordination and Management	8.3 Programme Assurance, Coordination and Management - <i>Programme Assurance</i>					UNDP	61300- Salary and related costs-TA/IP	114,000	
	- <i>Field Visits and Spot Checks</i>					EU	61300- Salary and related costs-Analyst 71600 Travel	20,000	
	- <i>Bank Charges</i>					UNDP	72300- Fuel	10,000	
	- <i>Telephone/Mobiles</i>					UNDP	72400 - Communicati on and Audio Visual	2,500 6,000	



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	- Quarterly Steering Committee Meetings and Monthly Project Management Meetings					UNDP	UNDP TRAC	72500 - Supplies	2,000
	- Mid-Year Review Retreat?					UNDP	UNDP TRAC	71600 - Travel	4,000
	- AWP 2017 Retreat					UNDP	UNDP TRAC	75700 - Training, Workshops and Confer	7,000
	Clearance of Equipment					UNDP	EU	75700 - Training, Workshops and Confer	6,500
Contingency						UNDP	EU	71600 - Travel	5,000
Administrative Cost	UNDP Administrative Cost (GMS 7%)					UNDP	EU	72100- Contractual Services	20,000
	UNIDO Administrative Cost (GMS 7%)					UNIDO	EU	75100 - Facilities and Admin	29,579
<b>Sub-Total (EU)</b>								75100 - Facilities and Admin	38,437
<b>Sub-Total (UNDP TRAC)</b>									<b>458,016</b> [UNIDO 248,437] [UNDP/MBS 209,579]
<b>GRAND TOTAL</b>									<b>1,239,672<sup>15</sup></b>

<sup>15</sup> The Grand-Total does not include GoM Contribution as total Funding is not confirmed.



**ANNEX I: MONITORING TOOL**

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

Implementing Partner: Malawi Bureau of Standards (MBS)

<p><b>EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS</b></p>	<p><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></p>	<p><b>EXPENDITURES</b> <i>List actual expenditures against activities completed</i></p>	<p><b>RESULTS OF ACTIVITIES</b> <i>For each activity, state the results of the activity</i></p>	<p><b>PROGRESS TOWARDS ACHIEVING CP OUTPUTS</b> <i>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:</i>   <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> </p>

**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>	
<p>1.2 Level of increased organizational effectiveness of MBS</p> <p>Baseline: to be determined at project inception</p> <p>Target: MBS revised structure and procedures created and operationalized.</p>	<p>1.2 Review and set-up of organisational structures,</p> <p>1.3 Market survey on the demand for testing and calibration in Malawi</p> <p>1.4 Preparation of a business plan and monitoring system for MBS.</p>	
<p>1.3 Percentage increment of business services per year provided</p>	<p>1.5 Development of a "marketing unit" within MBS.</p>	



<p>to Malawian organisations, 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>Note: MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</p>	<p>1.6 Preparation and implementation of a "training plan" for MBS.</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><b>Output 2: Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations</b></p>		



<p>2.1 Number of Technical Regulations reviewed and aligned to International regulations and legislation <u>Baseline:</u> 8; <u>Target:</u> 12</p> <p>2.2 Number of organizations promoting clear technical regulations <u>Baseline:</u> 8; <u>Target:</u> 12</p>	<p>2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.</p> <p>2.2 Awareness campaigns and training on "Better regulation."</p> <p>2.3 Data gathering on Technical Regulation, analysis and consolidation; and development of a database for Technical Regulation</p> <p>2.4 Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in Malawi</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 <u>Baseline:</u> 0; <u>Target:</u> 1</p> <p>3.2 Percentage increase in demand and supply of MBS business services (standards, training services, testing and</p>	<p>3.1 Construction of the Metrology building</p> <p>3.2 Develop within MBS an accredited product certification body</p> <p>3.3 Upgraded and accredited testing laboratories in MBS.</p>			



<p>calibration.  <u>Baseline:</u> 21%/year;  <u>Target:</u> 30% /year</p> <p>3.3 Number of accreditations granted by an accreditation body full member of IAF.  <u>Baseline:</u> 0;  <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.  <u>Baseline:</u> 0;  <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.  <u>Baseline:</u> 0;  <u>Target:</u> 2</p>	<p>3-4 Upgraded and accredited calibration laboratories in MBS.</p> <p>3-5 Enhance the MBS training business unit mainly for management systems standards, complying with ISO 29990.</p> <p>3-6 Establish a pool of Malawian Auditors.</p> <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>	
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**Output 4: Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements**

<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><u>Baseline:</u> 0; <u>Target:</u> 1</p>	<p>4.1 Identify and create a database of Malawi technical regulations (TR), drafted and approved national standards</p>		
<p>4.2 Number of TR not notified during the drafting stage.</p> <p><u>Baseline:</u> n/a (to be determined during the inception phase of the project). <u>Target:</u> Zero TR that are not notified</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>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>			




**Output 5: Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National polices**

<p>5.1 Number of SPS infrastructure action plans approved and implemented <u>Baseline:</u> 0; <u>Target:</u> 1</p>	<p>5.1 Review the national SPS infrastructure (focus on food safety, MBS</p>		
<p>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</p>	<p>5.2 Develop a road map to improve the Malawian SPS infrastructure.</p>		
	<p>5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure</p>		

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

<p>6.1 Number of HACCP / ISO 22000 Food safety management systems in place in a selected number of SMEs. <u>Baseline:</u> 0; <u>Target:</u> 15</p>	<p>6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs<sup>1</sup></p>		
<p>6.2 Number of ISO 9001 Quality management systems in place in a selected number of SMEs. <u>Baseline:</u> 0;</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>		
<p>6.3 Number of ISO 9001 Quality management systems in place in a selected number of SMEs. <u>Baseline:</u> 0;</p>	<p>6.3 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.</p>		



<p><u>Target: 10</u></p> <p>6.3 Number of SME able to comply with specific quality requirements in export markets.</p> <p><u>Baseline: 0;</u></p> <p><u>Target: 10</u></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><u>Baseline: 0;</u></p> <p><u>Target: 18</u></p>	<p>6.4 Other type of quality requirements in export markets. Technical assistance to SMEs.</p> <p>6.5 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems.</p> <p>6.6 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors.</p> <p>6.7 Trainers-cum-counsellors: Training in "Initiating quality improvement in selected sectors"</p> <p>6.8 Awareness seminars: ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice)</p> <p>6.9 Trainers-cum-counsellors and auditors: Training in ISO/IEC 17025</p>			
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