



*Empowered lives.
Resilient nations.*

Annual Work Plan 2017

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

UNDAF Outcome 1.3:

Productive poor benefit from decent work, income generation and pro-poor private sector growth by 2016;

UNDAF Output 1.3.3

National Export Strategy clusters are supported through enterprise and skills development, financial services, cooperatives development, promotion of structured markets and national quality infrastructure;

Expected CPD Output(s):

New business-to-business opportunities for Malawi products;

Expected Project Output(s)¹

1. Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability;
2. Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations;
3. Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services;
4. Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements;
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**

¹ 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.

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 2017 include: (this section highlighted here below needs to be reviewed)

- Implementation of the National Quality Strategy
- Implementation of recommendations provided by various International Experts to the SQAM project
- Support initiatives for institutionalization of "Better Regulation" in Malawi
- Monitoring Progress by GoM in development of the new MBS facilities which are under construction;
- Introduction of Product Certification Scheme based on ISO 17065.
- Continuous strengthening of MBS technical and human capacity (equipment, systems, training) as pre-requisites for pilot accreditation phase
- Establishment of a pool of Malawian Auditors
- Strengthening quality requirements in SMEs, in particular women and youth led enterprises
- Programme management, quality assurance, monitoring and coordination

AWP Period:	01 January 2017 31 December 2017	Estimated annualized budget:	\$ 1,186,005
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 BU	\$ 200,000 \$ 986,005
Output ID:	00083913	Unfunded budget:	\$ Amount to be confirmed by Government
Duration:	1 year		

Notes:

Agreed by Malawi Bureau of Standards (MBS):

Designation:

[Signature]
Director-General

16/12/15
Date

Approved by UNDP:

Designation:

[Signature]

15/12/16
Date

Agreed by UNIDO:

Designation:

[Signature]
Project Manager

17 01 31
Date

Annual Work Plan

01 January – 31 December 2017

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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
OUTPUT 1: 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. Baseline: 1 draft Target: 1 approved National Quality Policy. 1.2 Level of increased organizational effectiveness of MBS	1.0 National Quality Policy ² Note: 1. <i>Task Team meetings to be taking place every 6 months.</i>							
	1.1 Project Visibility event ² 1.2 Review and set-up of organizational structures, service delivery procedures and knowledge management within MBS Tasks:					MBS MBS		

² Target achieved: National Quality Policy approved/ NQS was developed and launched by Mo/ITT. GoM to sustain meetings of the NQSCC.

³ All Visibility Actions, including events, are provided for in activity 8.2

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>1.3 Percentage increment of business services per year provided to Malawian organisations, both public and private,</p> <p><u>Baseline:</u> 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits (Metrology Services)</p> <p><u>Target:</u> 30 % increase in services/per year</p> <p><i>Note: MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</i></p>	<p>1. <i>Implementation of recommendations and findings from functional review⁴</i></p> <p>2. <i>Formulate new MBS strategic plan (2017 to 2021) as successor for 2011-2016) as implementation plan for recommendations provided through various IE's on SQAM project through National Consultant, provision for: -Strategy workshop -Validation workshop (MBS)</i></p>								
<p>1.4 Percentage increase in revenue growth per year</p> <p><u>Baseline:</u> 20%/year</p> <p><u>Target:</u> 30%/year</p> <p><i>Note: Current growth is 30% (DFA), MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</i></p>	<p>1.3 Market survey on the demand for testing and calibration in Malawi</p> <p><u>Tasks:</u></p> <p>1. <i>Printing and dissemination of general profile of all testing and calibration laboratories in Malawi (Mapping of Malawi Laboratory landscape) (MBS)</i></p>					MBS UNDP	75700 Training, Workshop and Conference 74200- Printing	5,000 2,500	

⁴ The MBS to use its own resources.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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\$
	1.4 Preparation of a business plan and monitoring system for MBS. ⁵								
	1.5 Development of a "marketing unit" within MBS.								
	Tasks: 1. MBS to develop the Marketing and Communication Strategy								
	Note: The policy is already available as a starting point. MBS to use own resources.								
	1.6 Enhancement and updating of MBS website ⁶								
	1.7 Preparation and implementation of a "training plan" for MBS.					MBS UNIDO	EU	75700 - Training, Workshops and Confer	20,000

⁵ This is regular business of MBS. Implementation by MBS of recommendations as outlined in the 2015 Visser report through incorporation of these in the MBS 2017-2021 Strategic Plan.

⁶ The MBS website was developed and what is required is regular updating of the website. MBS needs to comply with the EU guidelines/ provisions.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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>1. <i>Out-of-country training in food safety testing</i></p> <p>Note: <i>Final of the 5 training courses at International Food Safety Training Laboratory (IFSTL). Additional training in elements will be done at another institution yet to be identify.</i></p>								

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\$	
OUTPUT 2: Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations										
2.1 Number of Technical Regulations reviewed and aligned to International regulations and legislation <u>Baseline:</u> 8; <u>Target:</u> 12	2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement. <u>Tasks:</u> 1 Provision for local consultant to support (MBS) <u>Note:</u> The Terms of Reference (ToRs) were already approved and were also placed in the local newspapers.					MBS UNDP	EU	71300 Local consultants	10,000	
2.2 Number of organizations promoting clear technical regulations <u>Baseline:</u> 8; <u>Target:</u> 12	2.2 Awareness campaigns and training on "Better regulation". ⁷					MBS UNDP				
	2.3 Data gathering on Technical Regulation,					MBS UNDP	EU	72200 – Equipment	10,000	

⁷ Concluded in 2015, mission by IE (Nikonov).

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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\$
	analysis and consolidation; and development of a database for Technical Regulation ⁹ (To be done together with 2.1) (Consider also Act 4.1)							
	<i>Tasks:</i> 1 Provision for IT equipment and information management system software (MBS) for the management of information on WTO notifications and their dissemination to stakeholders (together with 4.2)							
	2.4 Preparation of a strategy and a plan for the institutionalization of "Better Regulation" in					MBS UNDP UNIDO	EU	75700 - Training, Workshops and Confer.
								5,000

⁹ Agreed not to create a database because the Malawi Trade Portal developed and managed by the Ministry of Industry, Trade and Tourism already provides for this information.

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 Malawi	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description Amount US\$
	<p><u>Tasks:</u></p> <p>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)</p> <p><u>Note:</u> The Task team will come up with recommendations which will be submitted to the Regulators' Committee for action.</p>					75700 - Training, Workshops and Confer 72300 Fuel	8,000	
							2,000	

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\$
	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. Study tour to established NEP (MBS/UNIDO)								
Sub-Total (EU)									35,000 [UNIDO 5,000] [UNDP/MBS 30,000]
Sub-Total (UNDP TRAC)									0
OUTPUT 3: 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 ⁹

⁹ GoM allocated K11 billion in the 2016/2017 budget, to be reviewed upwards during the mid-year review budget session. Earliest completion date of the New MBS complex is first quarter 2018. It is thus important that all equipment procured in remainder of the project (Act. 3.3 and 3.4) need to be installed, commissioned and operators trained in the use thereof in the current MBS laboratories as has been the case with equipment procured to date. The matter of transfer of equipment to the new premises will be an important consideration in a successor project and is not provided for in the resources of this project as result of the time frames concerned with the completion of the new infrastructure.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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>3.2 Percentage increase in demand and supply of MBS business services (standards, training and services, testing and calibration.</p> <p>Baseline: 21%/year; Target: 30%/year</p> <p>3.3 Number of accreditations granted by an accreditation body full member of IAF.</p> <p>Baseline: 0; Target: 1</p>	<p>3.1b Develop within MBS an accredited product certification body.</p> <p><i>Note:</i> <i>Implemented i.t.o. MBS approved roadmap: Management system for the application of the ISO/IEC 17065.</i></p> <p><i>Tasks:</i> <i>1. MBS to implement auditors' competence development programme for auditors to gain experience (see also Act, 3.6).</i></p>					MBS UNIDO UNDP	EU	72100 - Contractual Services Companies	10,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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>3.4 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>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) (see also Act. 6.4)</p>								
<p>3.5 Number of MBS testing laboratories accreditation granted by an accreditation body full member of IAF for the international standards.</p> <p>Baseline: 0; Target: 2</p>	<p>3. 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 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>3.6 Number of MBS calibration laboratories accredited granted by an accreditation body full member of IAF 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>3.2 Develop within MBS a management systems certification body for:</p> <ul style="list-style-type: none"> - ISO 9001 (quality management systems); - ISO14001 (environmental management systems); - ISO 22000 (food safety management systems) <p><u>Note:</u> <i>Implemented i.t.o. MBS approved roadmap, initial scope limited to ISO9001</i></p> <p><u>Tasks:</u> <i>i. Expansion of scope and develop and review system documentation based on ISO 22000 requirements (MBS)</i></p>					<p>EU</p> <p>MBS UNDP</p>	<p>72100 - Contractual Services Companies</p>	<p>10,000</p>	

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\$
	2. Implementation of ISO 17021 system in preparation for accreditation application. Note: at least 2 QMS to be certified before accreditation and at least 2 QMS to be ready for assessors' witnessing								
	3. ISO 9001 and ISO 19011 trainings for members of the certification, impartiality and appeals resolution committees.								
	4. Accreditation services provided by an accreditation body full member IAF. (UNIDO)					MBS UNIDO	EU	71200 - International Consultants	15,000
	3.3 Upgraded and accredited testing laboratories in MBS. Note: Implemented i.t.o. MBS approved roadmap for pilot phase with initial scope limited to microbiology.							72100 - Contractual Services Companies	10,000

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><i>pesticides, food chemistry/elements). To expand scope to fortification and aflatoxin.</i></p> <p><i>Note:</i></p> <p><i>\$300,000USD: procurement of equipment from additional budget allocation from Output 6 if approved¹⁰.</i></p> <p><i>Tasks:</i></p> <ol style="list-style-type: none"> <i>1. Advance in accordance with procurement plan (MBS/UNIDO)</i> <i>2. Implementation of Management System for the application of the ISO/IEC 17025. (MBS)</i> 						72200 – Equipment	300,000

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UNIDO will proceed with this activity if and when the following hold:
a. EU approves the justification to transfer funds from Output 6 to Output 3; b. 2017 procurement plan approved along with Technical Specifications for all equipment to be procured; and c. Pre-financing of funds by UNDP to UNIDO amounting to \$300,000.00 pending installments.

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>3. Initiate quality control/ compliance activities to address gaps:</p> <ul style="list-style-type: none"> - calibration of equipment -reference materials -environmental conditions <p>-proficiency testing (MBS at this time participating in PT for schemes Petrochemicals, Tensille/ compresston stress etc. in support of pilot phase scope) (MBS)</p> <p>Note: Participation in PT schemes can be supported under activity 1.7 (funds permitting)</p>								
	<p>4. Contract accreditation service provider. Full member of ILAC. (UNIDO)</p>					MBS UNIDO			
	<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,</p>					EU	72100 - Contractual Services Companies	10,000	

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
	<p><i>Note:</i> Main implementation for 2017 will primarily be in terms of (i.t.o.) MATCB Project</p> <p><i>Note:</i> \$50,000USD Procurement of equipment from additional budget allocation if approved by Dec 2016 (output 6 funds) ¹⁰</p> <p><i>Tasks:</i> I. Advance in with procurement plan (MBS/UNIDO)</p>							
	<p>3.5 Enhance the MBS training business unit mainly for management systems complying with ISO 29990¹¹.</p> <p><i>Tasks:</i> I. Survey on Malawian market for training on standards (MBS)</p>					MBS UNIDO	EU	

¹¹ UNIDO will proceed with this activity when the Marketing Unit is established. To be implemented in 2018.

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>2. Establish training in unit with staff in accordance with the Functional Review actions (MBS)</p> <p>3. Establishment of procedures for compliance with ISO 29990, assistance through international expert (MBS/UNIDO) (This will roll over to 2018 as it follows activity 2)</p> <p>3.6 Establish a pool of Malawian Auditors¹².</p> <p>Note: Tasks were redefined in view of lessons learnt during 2016 and to ensure that MBS has experienced auditors who can eventually be IRCA registered. This requires a minimum number of audit experience.</p> <p>Tasks:</p>								
						MBS UNIDO	EU	71200 - International Consultants	10,000

¹² This will be done in support of MBS accreditation to ISO 17021 and ISO 17065 (ref, act. 3.1(b) and 3.2).

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\$
	<ol style="list-style-type: none"> 1. MBS to identify the auditor for each Cohort 1 company 2. Auditor mentoring by IRCA registered auditor. 								

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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\$
	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 ¹³ .							0	
Sub-Total (EU)								365,000	
Sub-Total (UNDP/TRAC)								[UNIDO 365,000] [UNDP/MBS:0]	
OUTPUT 4:									
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 ¹⁴								
<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							0	
4.2 Number of TR not notified during the drafting stage.	<i>Notes:</i>					Molli MBS			

¹³ This activity was finalised, however, mapping of the Malawi laboratory landscape is being undertaken under activity 1.3.

¹⁴ This activity was finalized in Q3 2016. The database was developed by Ministry of Industry, Trade and Tourism and it is found on the Malawi trade portal.

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\$
<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 foreign TR, standards and conformity assessment dispositions of countries that import from Malawi. <u>Baseline:</u> 0; <u>Target:</u> 1	1. <i>When notifications happen, this information need to be distributed to key stakeholders through an information management system</i> 2. <i>This will be done as part of the information management system under Act 2 (Task 1). (MBS)</i> 3. <i>Mo/TT to ensure that all technical regulations are notified. This activity should be concluded in 2017.</i>								
Sub-Total (EU)									0
Sub-Total (UNDP TRAC)									[UNIDO 0] [UNDP/MBS 0]
OUTPUT 5:									
Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National policies ¹⁵									
5.1 Number of SPS infrastructure action plans approved and implemented	5.1 Review the national SPS infrastructure (focus on food safety, MBS as EP)								

¹⁵ This output was concluded in Q3 2016. The challenge is that there is no Food Safety Policy. The work is continuing outside the SQAM project.

EXPECTED GR. OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated C.P. outputs.</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description
Baseline: 0; Target: 1	5.2 Develop a road map to improve the Malawian SPS infrastructure.							
5.2 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders. Baseline: 0; Target: 1	5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure.							
Sub-Total (€U)								UNIDO 0]
Sub-Total (UNDP TRAC)								[UNDP/MBS 0]
0								0
OUTPUT 6:								
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 ¹⁶							
6.2 Number of ISO 9001	6.2 Technical assistance to SMEs, in particular female and youth headed SMEs, to comply with HACCP /					MBS UNIDO UNDP	EU	71200 -- International Consultants
								60000

¹⁶ This activity was concluded during 2015.

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
	Quality management systems.						71600 – Travel	8,000
	1. Technical Assistance to companies through IE in support of implementation of ISO 9001 systems on Cohort 1 SMEs (UNIDO)						72300 Fuel	1,000
	Notes: a) Four (4) enterprises targeted. Provision has been made for 4 missions in 2017, 1 mission per Quarter. MBS to ensure that in-country support is provided. b) IE to be supported by pool of NEs							
	6.4 Other type of quality requirements in export markets. Technical assistance to SMEs.					MBS	75700 Trainings, workshops and conference	85,000 ¹⁷

¹⁷ Consideration of the funds for contingency to be utilised

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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
	<p>Task</p> <p>1. 60 managers from SMEs across the country i.e 20 from each region to be selected by the MBS and key stakeholders, including MITC, SMEDI, MCCCCI, SMEA and NASME, for MS 21 and MS 19 trainings.</p> <p>2. Industry migration to the new product certification scheme focusing on the bottled water sector under output 3, activity 3.1a</p>						75700 Trainings, workshops and conference	15,000
							74200 Audiovisual & Print Prod Costs	1,000
							72300 Fuel	4,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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\$
	6.5 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems ¹⁸								
	6.6 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors ¹⁹								
	6.7 Trainers-cum-counsellors; Training in "Initiating quality improvement in selected sectors" ²⁰					MBS	EU	75700 Trainings, workshops and conference	10,000
	Task 1. Study tour for selected SMEs and MBS managers to FSMS/HACCP implementing enterprises in the SADC region Notes: This activity is linked to activity 6.4.								
	6.8 Awareness seminars: ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice) ²⁰								

¹⁸ This activity was concluded in Q3 2016.

¹⁹ This activity was concluded in Q3 2016.

²⁰ This activity was concluded in Q4 2016.

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&S 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\$
	6.9 Trainers-cum-counsellors and auditors: Training in ISO/IEC 17025 ²¹							263,000 [UNIDO 130,000] [UNDP/MBS 133,000]	
Sub-Total (EU)								0	
Sub-Total (UNDP TRAC)								0	
OUTPUT 7: MBS compliant with International Regulations established ²²									
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									
Sub-Total (EU)									
Sub-Total (UNDP TRAC)									
OUTPUT 8: Programme Management									
Operational Management Team	8.1 Operational Management Team								

²¹ This activity was concluded in Q3 2016.

²² This output was concluded in 2015; no further action required

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\$
	1. <i>International Technical Assistance and related costs</i>					<u>UNIDO</u>	EU	77100- Salary and related costs-TA/IP	175,000
	2. <i>National Project Assistant</i>					<u>UNDP</u> <u>MBS</u>	EU	77100 Salary and related costs-TA/NP	15,000
	4. <i>Insurance for equipment procured under national implementation to be insured i.i.o. regular MBS policies - supported financially from project</i>					<u>MBS</u> <u>UNDP</u>	UNDP TRAC	74500 - Miscellaneous/Insurance	15,000
	b) <i>International assets procured during life cycle remain UNIDO assets until transfer, including insurance. Transferred at end of project.</i>								
	c) <i>Consumables- Office Supplies</i>					<u>MBS</u> <u>UNDP</u>	UNDP TRAC	72500 - Supplies	10,000
	6. <i>Vehicle costs (normal use and maintenance)</i>					<u>MBS</u> <u>UNDP</u>	UNDP TRAC	73400 - Rental and Maintenance	5,000
	7. <i>Audit</i>					<u>UNDP</u>	UNDP TRAC	74100 Professional Services	3,000

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&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 NOTE: Implemented i.t.o. C&V plan 1. Production of Brochures, Press Releases, Media and Communication, Stickers (e.g. leaflet on the NQP, also provided into Chichewa) 2. Support to Industry events (linked to world quality/standards day)					MBS UNDP	EU	74200 - Communications and Audiovisual	20,000
						MBS UNDP	EU	75700 - Training, Workshops and Confer	15,000
Programme Assurance, Coordination and Management	8.3 Programme Assurance, Coordination and Management - Programme Assurance					<u>UNDP</u>	UNDP TRAC	61300- Salary and related costs-TA/IP	110,000
								61300- Salary and related costs-Analyst	16,000
	SQAM end of project evaluation - Field Visits and Spot Checks					<u>UNDP</u>	UNDP TRAC	71600 Travel	5,000
						<u>UNDP</u>	UNDP TRAC	72300- Fuel	2,500
	- Bank Charges					<u>UNDP</u>	UNDP TRAC	74500- Misc	500

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\$
	- Telephone/Mobiles					UNDP	UNDP TRAC	72400 - Communication and Audio Visual	6,000
	- Quarterly Steering Committee Meetings and Monthly Project Management Meetings					UNDP	UNDP TRAC	72500 - Supplies	2,000
	- Mid-Year Review Retreat for 2017 AWP					UNDP	UNDP TRAC	71600 - Travel 75700 - Training, Workshops and Confer	4,000 7,000
	- 2018 Work planning Retreat for project closure					UNDP	UNDP TRAC	75700 - Training, Workshops and Confer	6,500
	Clearance of Equipment					UNDP	EU	71600 - Travel	3,500
Contingency (UNIDO Mission)								71600- Travel	10,000
Administrative Cost	UNDP Administrative Cost (GMS 7%)					UNDP	EU	75100 - Facilities and Admin	15,855
	UNIDO Administrative Cost (GMS 7%)					UNIDO	EU	75100 - Facilities and Admin	48,650
Sub-Total (EU)									\$303,005 [UNIDO 223,650 (Inc. GMS) [UNDP/MBS 79,355 (Inc. GMS)
Sub-Total (UNDP TRAC)									192,500

