



Empowered lives.  
Resilient nations.

## **Annual Work Plan 2017**

### **National Registration and Identification System** **(NRIS) Project**

Country: MALAWI

#### **Strategic Plan Outcome**

Citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance.

#### **UNDAF Outcome**

National institutions foster democratic governance and human rights to promote transparency, accountability, participation and access to justice for all especially women and children by 2018.

#### **Expected Project Output(s)**

1. Up to 9 million Malawians are registered and issued with a National Identity card in 2017;
2. NRIS is transitioned to a permanent and continuous registration system;
3. Government MDAs are assisted to adopt the use of the NRIS;
4. Project is efficiently managed, staffed and coordinated, and is implemented with national ownership

#### **Implementing Partner: Responsible Parties:**

**United Development Programme (UNDP)**  
**UNDP, National Registration Bureau(NRB)**

### Narrative

Malawi endures a structural development challenge in the absence of an authoritative, comprehensive and accurate system of national identification. Fundamentally undermining most citizens' right to identity, the consequences are multi-sectoral, where citizens' access and entitlement to services are uncertain. Equally, the absence of a centralized and up-to-date national register has led to a fragile capacity for evidence based planning, beneficiary and service targeting, and accountable administrative systems. Efforts in various arenas have led to fragmented initiatives, creating costly or unsustainable silos of information, while also imposing institutional and technical obstacles to interlink information. The Malawi National Registration Act (No. 13 of 2010) entered into force in August 2015 requiring all Malawians 16 years of age and older be registered in a National Registry and to be issued with an identity card, and mandates the National Registration Bureau (NRB) to fulfil this task. The expected results of the Project are to: design, establish and manage the necessary systems, infrastructure and equipment for the National Registration and Identity system, employing biometrically secure Smartcards; supervise the mass registration for all eligible Malawians (an estimated 9 million) within the country in 2017; transition the system to a continuous registration model in 2018 and to develop the capacity and systems of NRB to maintain and operate the system; provide an interface to other public and private sector systems that allow for appropriate data sharing within a legal framework that complies with international principles and standards for the right to privacy and data protection; and to ensure the effective management of the Project.

AWP Period: 01 January 2017  
31 December 2017

Programme Component: Responsive  
Institution and  
Citizen  
Engagement

Intervention Title: NRIS Project

Project ID: 00100113

Output ID: 00103222

Duration: 1 year

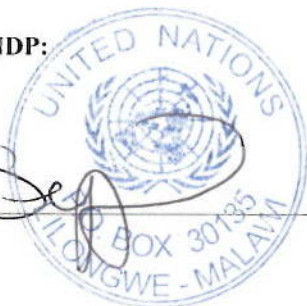
Estimated annualized budget: \$ 40,839,778

#### Allocated resources:

Government	\$	17 805 087
USAID	\$	1 702 930
EU	\$	7 577 281
IRELAND	\$	1 913 581
NORWAY	\$	1 645 971
DFID	\$	7 002 651
UNDP Regular	\$	1 315 878


Approved by UNDP:

  
Designation: \_\_\_\_\_



19/6/17  
Date

Agreed by NRB:

 T. T. Kangombe  
Designation: \_\_\_\_\_

22.06.17  
Date



Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)-2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
Output 1: Up to 9 million Malawians are registered and issued with a National Identity card in 2017	Output 1.						
	Activity Result 1.1: Central database software and registration software developed, tested and installed						
	1.1.1	Ongoing refinement of database and software modules					-
	1.1.2	Procure and install Disaster Recovery Site servers and equipment	X			175,000	175,000
	1.1.3	Procure specialised software	X			11,000	11,000
	1.1.4	Conduct Software Quality Assurance	X			50,000	50,000
	1.1.5	NRIS Software Quality Assurance Review		X	X	115,000	115,000
			Activity Sub-Total			351,000	351,000
	Activity Result 1.2: At least 2,000 Biometric registration kits (BRKs) are procured and deployed						
	1.2.1	Develop Specifications					-
	1.2.2	Launch ITB via PSO					-
	1.2.3	Evaluation					-
	1.2.4	On Site Validation	X			4,900	4,900
	1.2.5	Contracting	X			5,985,777	5,985,777
	1.2.6	Warehousing		X		65,000	65,000
	1.2.7	Transportation		X		100,000	100,000
			Activity Sub-Total			6,155,677	6,155,677
	Activity Result 1.3: National Registration legal framework is reviewed and necessary amendments proposed to						
	1.3.1	Legal framework review					-
	1.3.2	Meetings and workshops		X	X	X	50,000
<b>Indicators:</b>							
Number of Malawians registered in the National Register, disaggregated by gender.							
Baseline (2016): 60C0							
Target (2017): >8.5 Million							

**Indicators:**

Number of Malawians registered in the National Register, disaggregated by gender.  
Baseline (2016): 6000  
Target (2017): > 8.5 Million

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)-2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
Output 1: Up to 9 million Malawians are registered and issued with a National Identity card in 2017	Output 1.						
	Activity Result 1.1: Central database software and registration software developed, tested and installed						
	1.1.1	Ongoing refinement of database and software modules					-
	1.1.2	Procure and install Disaster Recovery Site servers and equipment	X			175,000	175,000
	1.1.3	Procure specialised software	X			11,000	11,000
	1.1.4	Conduct Software Quality Assurance	X			50,000	50,000
	1.1.5	NRIS Software Quality Assurance Review		X	X	115,000	115,000
			Activity Sub-Total			351,000	351,000
	Activity Result 1.2: At least 2,000 Biometric registration kits (BRKs) are procured and deployed						
	1.2.1	Develop Specifications				-	-
	1.2.2	Launch ITB via PSO				-	-
	1.2.3	Evaluation				-	-
	1.2.4	On Site Validation	X			4,900	4,900
	1.2.5	Contracting	X			5,985,777	5,985,777
	1.2.6	Warehousing		X		65,000	65,000
	1.2.7	Transportation		X		100,000	100,000
			Activity Sub-Total			6,155,677	6,155,677
	Activity Result 1.3: National Registration legal framework is reviewed and necessary amendments proposed to						
	1.3.1	Legal framework review				-	-
	1.3.2	Meetings and workshops		X	X	50,000	50,000

**Indicators:**

Number of Malawians registered in the National Register disaggregated by gender.

Baseline (2016):6000

Target (2017): >8.5 Million

**Indicators:**

Number of Malawians registered in the National Register disaggregated by gender.  
Baseline (2016): 6000  
Target (2017): >8.5 Million



Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)-2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
Number of Vavavians issued with a National ID card, disaggregated by gender. Baseline (2016): 0 Target (2017): >8.5 Million Proposed amendment of National Registration Act submitted to Ministry of Justice. Baseline (2016): 0 Target (2017): 1 Number of paid information campaign products aired on radio. Baseline (2016): 0 Target (2017): 10	Publications		X			10,000	10,000
	1.3.3						
Activity Result 1.4: Inclusive national civic awareness campaign is conducted on NRIS.		Activity Sub-Total				60,000	60,000
	Message design and formulation	X			X	10,000	10,000
	1.4.1						
	Media plan	X			X	8,000	8,000
	Contract service provider	X			X	2,000	2,000
	Implementation		X	X	X	90,000	180,000
Activity Result 1.5: Operational information campaigns are conducted for each phase and targeted efforts are		Activity Sub-Total				110,000	200,000
	Contract service provider	X				1,000	1,000
	1.5.1						
	Message design and formulation	X	X	X	X	35,000	35,000
	1.5.2						
	Materials and shows production		X	X	X	400,000	400,000
	1.5.3						
	Materials distribution		X	X	X	50,000	50,000
	Mass media distribution (Radio/TV)		X	X	X	125,000	125,000
	1.5.4						
	Community engagement		X	X	X	129,000	129,000
		Activity Sub-Total				740,000	740,000
Activity Result 1.6: Registration teams are recruited, trained and deployed and field registration is conducted in		Activity Sub-Total				10,000	10,000
	Advertising	X				10,000	10,000
	1.6.1						
	Pre-selection testing					-	-
	1.6.2						
	Contracting of HR service provider		X	X	X	735,000	735,000
	1.6.3						
	Contracting of staff					-	-
	1.6.4						
	Venue for Training of Supervisors		X			30,437	30,437
	1.6.5						
	Venue for Training of Registration Officers		X			333,768	333,768
	1.6.6						
	Per diem for supervisors		X			15,172	15,172
	1.6.7						
	Per diem for Registration officers		X			303,448	303,448
	1.6.8						

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
1.6.9	NR1 Forms, consumables, banners		X	X	X	150,000	150,000
1.6.10	Payment of Registration Officers		X	X	X	2,758,621	2,758,621
1.6.11	Payment of Supervisors		X	X	X	206,897	206,897
1.6.12	Payment of supervisors (between phases)		X	X	X	220,690	220,690
1.6.13	Payment of Registration Officers(between phases)		X	X	X	11,034	11,034
1.6.14	Transportation					-	-
1.6.15	Security					-	-
Activity Result 1.7: Registration data is consolidated and biometric de-duplication conducted by phase		Activity Sub-Total				4,775,067	4,775,067
1.7.1	Team Transportation					-	-
1.7.2	Consolidation center rental		X	X	X	20,000	20,000
1.7.3	Generator diesel		X	X	X	5,000	5,000
1.7.4	Short term rental of desks		X	X	X	2,000	2,000
1.7.5	Miscellaneous		X	X	X	2,000	2,000
1.7.6	Data transportation to Lilongwe		X	X	X	2,000	2,000
1.7.7	De-duplication					-	-
1.7.8	Security					-	-
Activity Result 1.8:Provisional registration data is displayed and amendments made		Activity Sub-Total				31,000	31,000
1.8.1	Website display					-	-
1.8.2	USSD service available		X	X	X	90,000	90,000
1.8.3	Hotline					-	-
1.8.4	Complaint mechanism	X	X	X	X	20,000	20,000
Activity Result 1.9:Up to 9 million National ID cards are produced, personalized and distributed to citizens		Activity Sub-Total				110,000	110,000
1.9.1	Develop Specifications					-	-
1.9.2	Launch ITB via PSO					-	-
1.9.3	Evaluation					-	-
1.9.4	On site inspection					-	-



[illegible]



Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
		Activity Sub-Total					
2.2.2	Ongoing monitoring and assistance in printing and distribution of new ID cards during mass registration: Management, ICT, Civic education program, logistics, operations					-	-
		Activity Sub-Total				0	0
	Activity Result 2.3:NRB staff are trained in national registration management						
2.3.1	Ensuring training aligns with capacity development program					-	-
2.3.2	Conduct induction trainings for all the NRB Staff					-	50,000
		Activity Sub-Total				0	50,000
	Activity Result 2.4:Develop communication strategies and reporting procedures between HQ, district and						
2.4.1	Implementing and operationalizing internal reporting lines and procedures on all levels (internal capacity development)					-	-
2.4.2	Implementing and operationalizing external reporting lines and procedures: MOHAIS, MOH, MEC, NRB					-	-
2.4.3	Establishing ICT communication and procedures: MOHAIS, MOH, MEC, NRB (B&D and National ID)					-	-
2.4.4	Designing, developing, and Implementation of NRB Website					-	-
2.4.5	Designing, developing, and Implementation of Web Interfaces, Reporting, back-end services, encryption, digital certificates					-	-
2.4.6	Designing, developing, and Implementation of Integration with B&D registration system					-	-
		Activity Sub-Total				0	0
	Activity Result 2.5:NRB/GWAN ICT staff trained in the maintenance of the National Register						

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
	2.5.1 Conducting ongoing ICT training on database administration, network administration, systems administration, software engineering					-	-
	2.5.2 Training to ensure stable operation of Fibre Optic Networks, Mass Storage, Disaster Recovery Site					-	10,000
	2.5.3 Establishing monitoring, reporting and continuity plan					-	-
	Activity Sub-Total					0	10,000
	2.6.1 Reviewing organizational structure and staff job descriptions for registration and distribution network on DRO and OSS level					-	-
	2.6.2 Identifying and establishing registration and distribution procedures for DRO and OSS					-	-
	2.6.3 Establishing inventory control and issuance procedures					-	-
	2.6.4 Development of training strategy for DRO and OSS Staff					-	-
	2.6.5 Develop and distribution of training materials for DRO ICT support, logistics and operations staff.				X	50,000	50,000
	2.6.6 Recruiting of DRO staff (Not Registration Officers / Data Entry)					-	-
	2.6.7 Training Workshops including B&D, BRK, and Mobile SMS system					-	50,000
	2.6.8 Ongoing Capacity Development for DROs and OSSs					-	-



Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
		Activity Sub-Total				50,000	100,000
	<b>Activity Result 2.7: Renovate office space for DROs and Post Office facilities</b>						
	2.7.1 Identifying and Securing Adequate Office Space for NRB DROs	X	X	X	X	155,000	155,000
	2.7.2 Identifying of post offices to be used as national ID OSS and developing a plan for their equipment and support requirements					-	-
	2.7.3 Map PO's with 10km range (walking distance)					-	-
	2.7.4 Conduct Site visits				X	45,000	45,000
	2.7.5 Map PO's which close to Polling Centres with 10km range and select them first					-	-
	2.7.6 Fill remaining gaps with PO's where Polling Centres are not covered within 10 km range					-	-
	2.7.7 Obtain concurrence from NRB, MEC, B&D, MOH, and MOHAIS					-	-
	2.7.8 Procuring motor bikes for roaming Registration Officers			X		126,000	126,000
	2.7.9 Procuring of sundry/stationery if needed				X	210,000	210,000
		Activity Sub-Total				536,000	536,000
	<b>Activity Result 2.8: DRO and Post Office data communication services are available</b>						
	2.8.1 Procuring GWAN Equipment				X	650,000	650,000
	2.8.2 Procuring WAN "last mile" connection				X	1,688,000	1,688,000
	2.8.3 Procuring WAN Subscription				X	60,000	420,000
		Activity Sub-Total				2,398,000	2,758,000
	<b>Activity Result 2.9: Ongoing inclusive public awareness and targeted information campaigns are conducted</b>						
	2.9.1 Targeted messaging for schools					-	50,000
	2.9.2 Targeted messaging for vulnerable (gender, youth, disabled) groups					-	50,000
		Activity Sub-Total				0	100,000

Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
		Activity Sub-Total					
	Activity Result 2.10:Registration of up to 0.5 million new persons through continuous registration and update						
	2.10.1 TBD					-	-
	2.10.2 TBD					-	-
	Activity Result 2.11:Regulations and procedures developed for access and use of National Registry that					0	0
	2.11.1 Drafting of new Data Privacy and Protection					-	-
	2.11.2 Conducting stakeholder workshops of agencies				X	12,500	25,000
	2.11.3 Submitting DPPA Act and amendments to					-	-
	2.11.4 Submitting DPPA Act and amendments to Parliament for adoption					-	-
	Activity Result 2.12:NRB Strategic Plan developed for 2019-2020					12,500	25,000
	2.12.1 Developing of ongoing strategy and plan for					-	-
	2.12.2 TBD					-	-
	Monitoring						0
	Monitoring						
		X	X	X	X	56,000	112,000
		Output Sub-Total				3,065,000	3,716,000
Output 3.							
Output 3: Government MDAs are assisted to adopt the use of the NRIS.	Activity Result 3.1:Policy advisory services provided to MDAs						
	3.1.1	Reviewing possible Acts affected by National Registration					-
	3.1.2	Individual meetings with stakeholders to create MDA-specific amendments and procedures for how MDAs will interact with National ID such as MOHAIS, MOH, MEC, NRB			X	10,000	30,000
	3.1.3	Developing reporting lines and procedures: MOHAIS, MOH, MEC, NRB				-	-
<i>Indicators:</i>							



[illegible]

[illegible]



Expected output and indicators, including annual targets	Planned Activities	Time-Frame				Amount (US\$)- 2017	Amount (US\$)-Total Project Budget
		Q1	Q2	Q3	Q4		
		Activity Sub-Total					
4.2.2	TBD					-	-
		Activity Sub-Total				0	
	Activity Result 4.3:Regular Technical Committee meetings conducted						
4.3.1	TBD(dfid)					-	-
4.3.2	TBD					-	-
		Activity Sub-Total				-	-
	Activity Result 4.4:M&E plan is developed and implemented						
4.4.1	Recruiting M&E Consultant					-	-
4.4.2	Developing and implement a M&E Plan for NRB registrations process	X				100,000	100,000
4.4.3	Implementing a M&E Plan for NRB registrations process					-	-
4.4.4	Conducting M&E Monitoring meetings (DSA, Transport)	X		X		56,000	112,000
4.4.5	Conducting M&E Evaluations					-	-
4.4.6	Ongoing evaluation of proper capacity development					-	-
		Activity Sub-Total				156,000	212,000
	Activity Result 4.5:Project external audits are conducted						
4.5.1	Recruit Audit Company					-	-
4.5.2	Conduct Audit					-	50,000
		Activity Sub-Total				-	50,000
	Activity Result 4.6:Project Final Evaluation is conducted						
4.6.1	Recruit Evaluation Company					-	-
4.6.2	Conduct Evaluation					-	50,000
		Activity Sub-Total				-	50,000
		Output Sub-Total				3,364,701	6,462,915
						36,104,284.65	43,803,958.13
	Unforeseen Capacity Gap					1,805,214	2,190,198
	UNDP Procurement Support Office (PSO)						
	(4.5%)					1,035,613	1,204,676