



*Empowered lives.  
Resilient nations.*

## PROJECT

# **“Development of a robust standardization, quality assurance, accreditation and metrology (SQAM) infrastructure in Malawi”**

UNDP Project ID

00069207

## **2014 ANNUAL PROGRESS REPORT**

(01 January – 31 December 2014)

United Nations Development Programme  
(UNDP)

30 March, 2015

# CONTENTS

ACRONYMS.....	3
Executive Summary .....	4
A.    Situational Background/Context.....	7
B.    Assessment of Project Results During the Reporting Period .....	8
C.    Financial Status and Utilization.....	17
D.    Lessons Learned .....	19
E.    Conclusion .....	22
F.    Future Work Plan.....	23
Annex I: .....	24

## ACRONYMS

AWP	Annual Work Plan
COMESA	Common Market for Eastern and Southern Africa
CTA	Chief Technical Advisor
DHRM&D	Department of Human Resources Management & Development
DTIS	Diagnostic Trade Integration Study
ERP	Enterprise Resource Planning
EU	European Union
HQ	Headquarters
IE	International Expert
MATCB	“Malawi: Market access and trade capacity building support for agro-industrial products”
MBS	Malawi Bureau of Standards
MDGs	Millennium Development Goals
MGDS	Malawi Growth and Development Strategy
MoIT	Ministry of Industry and Trade
MSD	Metrology Services Department
NML	National Metrology Laboratory
NASFAM	National Smallholder Farmers Association of Malawi
NORAD	Norwegian Agency for Development Cooperation
NQI	National Quality Infrastructure
NQP	National Quality Policy
NQS	National Quality Strategy
SME	Small and Medium sized Enterprise
SADC	Southern African Development Community
SPM	Senior Programme Manager
SQAM	Standardization, Quality Assurance, Accreditation and Metrology
ToRs	Terms of Reference
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
UNIDO	United Nations Industrial Development Organization
WTO	World Trade Organization

## Executive Summary

The purpose of the “Development of a robust standardization, quality assurance, accreditation and metrology (SQAM) infrastructure” 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 enhancement 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 reporting period for the 2014 Annual Report covers project implementation from 01 January 2014 to 31 December 2014, as stipulated by Article 7(1)(2) of the Special Conditions part of the EU/UNDP Contribution Agreement FED/2012/297-561.

The summary of project activities, implemented by MBS and UNIDO during 2014, follows the 2014 Annual Work Plan approved by the Steering Committee meeting on January 23<sup>rd</sup> 2014.

Overall, there was relatively slow progress for this reporting period (01 January – 31 December 2014). A cash Advance to MBS was recalled by UNDP in July 2014 and amounting to 10,629,077.22 MWK due to slow financial absorption from MBS. UNDP thereafter adopted a Direct Payment modality where all payments for National Project implementation were made directly by UNDP. This is a corporate policy UNDP is bound to comply with in instances where implementing partners have unspent advances over a six-month period in their accounts.

Also, the first interim payment was requested by UNDP to the EU on April 22<sup>nd</sup> 2014 amounting to EUR 1,390,295 as stipulated by Article 4(2) of the Special Conditions of the Contribution Agreement. The funds remitted to UNIDO, as per Inter-Agency Agreement, amounted to EUR 1,009,449. It is to be noted that remittance of funds to UNIDO hinge on Global Agreements, hence the project experienced delays in settlements as they are operationalized globally between UNDP and UNIDO. Funds were remitted to UNIDO in September 2014.

At the end of 2014 financial expenditure was registered at EUR 552,774.05 or USD 671,114.70<sup>1</sup> for the period under review.

Some specific achievements during this reporting period include:

- Completion of in country delivery of all mobile equipment in support of the improvement of MBS metrology capabilities, including workshop crane, weights, master flow meter system and the proving tank system;

---

<sup>1</sup> The UN Official exchange rate of 31 December 2014 was applied for the conversion from EUR to USD. (<http://treasury.un.org/operationalrates/Default.aspx>)

- The National Quality Policy was officially signed in January 2014 and dissemination of this new policy was undertaken. This forms the basis to reform the National Quality Infrastructure in Malawi;
- Roadmaps for Accreditation of ISO/IEC 17021 and ISO/IEC 17065 Management Systems were completed with support of Technical Experts, internally approved by MBS, and significant progress was made in the development of such management systems and their implementation;
- Roadmaps for Accreditation of ISO/IEC 17025 Management Systems for pilot phases in testing and in calibration laboratories were completed and internally approved by MBS and ready for implementation in 2015;
- MBS Functional review was initiated by the Department for Human Resources Management and Development (DHRM&D);
- A first mission was undertaken by International Expert of institutional reform of Standardization Bodies, with a focus on a marketing strategy for MBS and the MBS business plan. A report was produced on key considerations for the organizational reform of the MBS. A convergence of recommendations from both documents is critical for implementation at national level;
- Enterprise Resource Planning almost completely tested and installed;
- Market survey on the demand for testing and calibration in Malawi was finalized awaiting implementation of the recommendation;
- Inception phase, training plan and selection criteria for SMEs for the technical assistance programme for quality improvement initiatives were finalized and awaiting for implementation in 2015;
- MBS Training plan completed and ready for implementation;
- Communication and Visibility Plan and MBS website upgrading completed.

Progress on actual implementation of specific activities is reported in more detail in section B of this report.

Notwithstanding some of the achievements outlined above, overall implementation was rather slow-moving and attributable to both internal and external factors.

Internal interruptions within MBS caused implementation postponements and pertaining to non-approval of recruitment of International Experts and non-approval of procurement of preliminary fixed equipment, cfr.: Aflatoxins analysis equipment for an ISO17025 pilot for accreditation activities in testing. Similarly, global UN arrangements for fund transfer delayed the replenishment of funds to UNIDO for the SQAM project.

Areas of concern during 2014 remained the absence of adequate funding to be made available by the Government of Malawi (GoM) for the construction of new premises meant for hosting project fixed equipment. GoM has procrastinated the allocation of a suitable resource envelope. In the 2014/2015 Financial Budget only 150,000,000 MWK was allocated. This represents a minimal portion of the overall financial requirement which was not even disbursed up to December 2014.

To overcome the resource envelope gap, MBS allocated own resources to contract the Architects to complete Architectural Drawings. The decision was approved by the Board of MBS. According to the financial projections submitted by the contracted Architects, the cost of the MBS new premises amounted to 3,805,741,002.50 MKW (roughly 7.2 Million USD). Drawings were expected to be completed by end December 2014 which was further postponed to January 2015.

This lingered as a significant concern for all parties involved in the project as less than half of the project implementation period is left which requires significant work to be done by all parties to agree on the way forward for implementation. Moreover, this is particularly crucial for UNIDO considering that 43% of the budgetary allocation is apportioned to the procurement of fixed equipment which cannot proceed should there be no proper premises to host the same.

The end of year AWP 2015 work planning session, with participation of UNDP, UNIDO, Ministry of Industry and Trade and Malawi Bureau of Standards, was held in late November 2014 and took into consideration all possible project implementation scenarios up to the end of the project that would allow for significant implementation to achieve the objectives of the project. The January 2015 SC meeting is anticipated to be a critical meeting where key decisions will be made on the way forward for the project.

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

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

Malawi's standardization, quality assurance, accreditation and metrology infrastructure is currently inadequate to support the growth in exports envisaged by the MGDS II. The 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. However, certificates from MBS are not recognized widely and exporters incur high costs to obtain certification overseas. More generally, MBS has very limited infrastructure to meet demands for the provision of SQAM services within Malawi.

To address these issues, the SQAM project intends to achieve international recognized accreditation of the conformity assessment services of the MBS, contributing to an efficient and adequate National Quality Infrastructure in Malawi by 2016. This will have direct benefits for Malawian enterprises, and indirect, long-term benefits for Malawian citizens in terms of improved protection of consumer rights.

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

The Lead Implementing Partner for the project is the MBS. Financial and Management oversight is provided by the UNDP whilst UNIDO provides specialist technical support.

A key aspect of the recent progress made in the project is the approval of the National Quality Policy (NQP). The NQP paves the way for Malawi to gradually implement a modernized National Quality Infrastructure and is a clear statement of commitment by the Government of Malawi towards this modernization process and lays a solid foundation that supports the project objective and outcomes. The NQP requires however swift implementation which will be guided by a National Quality Strategy.

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

The progress report presents a summary of activities implemented by MBS and UNIDO during 2014 (01 January to 31 December) as per project Annual Work Plan (AWP) for 2014 approved by the Steering Committee on January 23<sup>rd</sup> 2014.

Overall, there was relatively slow progress for this reporting period (01 January – 31 December 2014). A cash Advance to MBS was recalled in July 2014 by UNDP and amounting to 10,629,077.22 MWK due to slow financial absorption from MBS.

UNDP thereafter adopted a Direct Payment modality where all payments for National Project implementation were made directly by UNDP. This is a corporate policy UNDP is bound to comply with in instances where implementing partners have unspent advances over a six-month period in their accounts.

Also, the first interim payment was requested by UNDP to the EU on April 22<sup>nd</sup> 2014 amounting to EUR 1,390,295 as stipulated by Article 4(2) of the Special Conditions of the Contribution Agreement. The funds remitted to UNIDO, as per Inter-Agency Agreement, amounted to EUR 1,009,449.

At the end of 2014 financial expenditure was registered at EUR 552,774.05 or USD 671,114.70<sup>2</sup> for the period under review.

### B.1 Progress on implementation of activities within each Result Area

The tables below present a summary of the progress on activities for each Result Area as defined for implementation in the Annual Work Plan appended in Annex 1.

<b>R-1: Increased efficiency and sustainability of the Malawi Bureau of Standards</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
1.0 National Quality Policy [MoIT (MBS/UNDP/UNIDO)]  - Dissemination of the NQP - Development of a National Quality Strategy (NQS)	<ul style="list-style-type: none"> <li>• This activity is a national implementation activity under MBS.</li> <li>• National Quality Policy (NQP) was signed by the Minister of Industry and Trade in January 2014 and launched in Q3 2014 and disseminated in Blantyre, Lilongwe and Mzuzu.</li> <li>• The consultancy for the National Quality Strategy (NQS), that will guide the implementation of the NQS, was advertised in the local papers but there was poor response and it will be re-advertised in Q1 2015.</li> </ul>
1.1 Project Visibility event	<ul style="list-style-type: none"> <li>• As from AWP2014, all visibility events are provided for under Output 8 as part of the Communications and</li> </ul>

<sup>2</sup> The UN Official exchange rate of 31 December 2014 was applied for the conversion from EUR to USD. (<http://treasury.un.org/operationalrates/Default.aspx>)



	Visibility activity.
1.2 Review and set-up of organizational structures, service delivery procedures and knowledge management within MBS [MBS (MoIT/UNDP)]	<ul style="list-style-type: none"> <li>• This activity is a national implementation activity under MBS.</li> <li>• DHRM&amp;D completed the functional review and job evaluation. The final report is yet to be made available by MBS management. Restructuring will thereafter follow.</li> <li>• It is required that the review supports the establishment of organizational structures that are foreseen in the project to be supported by technical assistance provided by UNIDO, specifically: <ul style="list-style-type: none"> <li>- MBS marketing unit (act 1.5)</li> <li>- MBS training unit (act 3.5)</li> </ul> </li> <li>• ERP is winding up to be finished before 2015 Q1 and finalization of payment was processed.</li> </ul>
1.3 Market survey on the demand for testing and calibration in Malawi [MBS (UNDP)]	<ul style="list-style-type: none"> <li>• This activity is a national implementation activity under MBS.</li> <li>• The Market Survey was finalized in 2014. The validation workshop took place at Sunbird Mount Soche Hotel on November 7th 2014. MBS is therefore required to implement the recommendations put forward in the final report.</li> <li>• The late conclusion of this work has contributed to delays in output 3 where activities need to be implemented in recognition of the recommendations and findings of the market survey, especially inputs to ensure the prioritization and scope of accreditation for testing and calibration and required equipment.</li> <li>• Priority areas for accreditation for testing and calibration were agreed to with MBS and these will be implemented as pilot phases at current MBS premises in accordance with roadmaps that were prepared.</li> <li>• It is evident from the report that the national consultants were not proficient in all aspects of SQAM and this has affected the finalization of the report and the contents of the same.</li> <li>• The recommendation of UNIDO is to adopt a value chain approach to prioritize MBS conformity assessment services in testing and calibration beyond those included in the current pilot phases.</li> </ul>
1.4 Preparation of a business plan and monitoring system for MBS [MBS (UNIDO)]	<ul style="list-style-type: none"> <li>• This is an activity under UNIDO implementation which was implemented in combination with activity 1.5. The results of this work feeds into activity 1.2 and will rely on continued implementation by MBS for the success thereof.</li> <li>• Draft report from mission by international expert (IE) (Geoff Visser) during 14 May – 13 June 2014 was circulated internally together with request for work session to discuss the report and recommendations.</li> <li>• Attempts to arrange for a work session before the end of 2014 with MBS and project stakeholders regarding the report and its finding was unsuccessful and it was eventually provided for in the AWP2015 for a validation workshop to take place during February 2015.</li> <li>• The report contains significant recommendations regarding activities 1.4 and 1.5 and it is essential for these to be discussed and way forward agreed with National Implementation Partners and MBS.</li> </ul>

<p>1.5 Development of a “marketing unit” within MBS [MBS (UNIDO)]</p>	<ul style="list-style-type: none"> <li>• See 1.4</li> <li>• It is anticipated that the functional review will make recommendations in support of the establishment of a marketing unit at MBS. It is important that the recommendations of the functional review converge with the report delivered by the IE.</li> </ul>
<p>1.6 Enhancement and updating of the MBS website [MBS (UNPD)]</p>	<ul style="list-style-type: none"> <li>• This activity is a national implementation activity under MBS.</li> <li>• The updating of the website was completed and it is being used for visibility purposes and will require regular updates in the following year also including implementation of activities under the SQAM project.</li> <li>• The website can be accessed at <a href="http://www.mbsmw.org">www.mbsmw.org</a></li> </ul>
<p>1.7 Preparation and implementation of a “training plan” for MBS [MBS (UNIDO)]</p>	<ul style="list-style-type: none"> <li>• This is an activity under UNIDO.</li> <li>• Training activities were put on hold as a result of delayed internal approvals from MBS management (approval received formally only in August 2014) and the availability of funds (received by UNIDO soon after training approval in September 2014). The approved training plan is intended to improve vital areas such as testing and calibration.</li> <li>• Training activities will commence in 2015.</li> <li>• During the annual work planning session held in November 2014 it was agreed that: <ul style="list-style-type: none"> <li>○ In-country training required for management systems training for output 3 would also be implemented by UNIDO under this activity;</li> <li>○ Payments and fees to service providers contracted by UNIDO related to these training activities will be covered by funds in this activity.</li> <li>○ .</li> </ul> </li> </ul>

## **R-2: Better technical regulations - Support to the reviews and development of technical regulations**

ACTIVITY	STATUS
<p>2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement. [MBS (UNDP/UNIDO)]</p>	<ul style="list-style-type: none"> <li>• Implementation of activities in support of this output is scheduled to commence in 2015.</li> <li>• During the annual work planning workshop held in November 2015 it was agreed that the training component of this Output would commence early in 2015. UNIDO outlined that this will be implemented through training and workshops regarding a Risk Management in Regulatory Frameworks methodology as developed by the United Nations Economic Commission for Europe (UNECE)</li> <li>• An international expert was identified and job description was formulated with the endorsement of the MBS for this to be implemented in Q1 2015. UNIDO initiated the contracting process.</li> </ul>
<p>2.2 Awareness campaigns and training on "Better regulation". [MBS (UNDP/UNIDO)]</p>	
<p>2.3 Data gathering on TR, analysis and consolidation. Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi. [MBS (UNDP/UNIDO)]</p>	
<p>2.4 Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi [MBS (UNDP/UNIDO)].</p>	

--	--

<b>R-3: Structurally enhances capacity of the Malawi Bureau of Standards for conformity assessment services</b>	
<b>ACTIVITY</b>	<b>STATUS</b>
3.1a Construction of the Metrology building. [MBS (GoM)].	<ul style="list-style-type: none"> <li>The main challenge for the project remains the direction to be taken regarding the MBS infrastructure. In particular, this notably affects UNIDO's component as 43% of the project's financial allocation under UNIDO responsibility is for procurement of equipment beyond the pilot phases which can only advance significantly when there is clear direction on the way forward with the premises that will host the fixed equipment.</li> <li>The project was at a standstill in 2014 as there was no clear decision on the way forward and Project extension that MBS prepared for submission to the EU in October 2014.</li> </ul>
3.1b Develop within MBS an accredited product certification body [MBS (UNIDO/UNDP)]	<ul style="list-style-type: none"> <li>A roadmap for the eventual achievement of accreditation of MBS product certification services to ISO/IEC 17065 was prepared and internally approved by the MBS. This roadmap in response to recommendations by the Internal Expert that was fielded by UNIDO to provide technical assistance in the development and implementation of this system during 12-31 May.</li> <li>The international expert presented 1 day awareness training to MBS officers on this management system during his mission.</li> <li>MBS Department for Quality Assurance Services confirmed that significant progress had been made in the development of the documentation for the ISO/IEC 17065 management system and further technical assistance in support of evaluation of these documents shall commence towards during 2015 when all documentation has been prepared by MBS.</li> <li>UNIDO raised a possible challenge in the process where the eventual accreditation process of MBS to ISO/IEC 17065 may not recognize the use of the MBS testing services as the bulk of such services will not be accredited to ISO/IEC 17025.</li> <li>The AWP2015 was formulated with activities to allow for eventual accreditation of MBS product certification services by end 2015.</li> </ul>
3.2 Develop within MBS a management systems certification body for ISO 9001 and ISO 22000 / HACCP [MBS (UNIDO/UNDP)]	<ul style="list-style-type: none"> <li>A roadmap for the eventual achievement of accreditation of MBS management system certification services to ISO/IEC 17021 was prepared and internally approved by the MBS. The initial focus of this process is on ISO 9001 management systems. This roadmap in response to recommendations by the Internal Expert that was fielded by UNIDO to provide technical assistance in the development and implementation of this system during 12-31 May.</li> <li>The international expert presented 1 day awareness training to MBS officers on this management system during his mission.</li> <li>MBS Department for Quality Assurance Services confirmed that significant progress had been made in the development of the documentation for the ISO/IEC 17021 management system and further technical assistance in</li> </ul>

	<p>support of evaluation of these documents shall commence during 2015 when all documentation has been prepared by MBS.</p> <ul style="list-style-type: none"> <li>• Initial plans were for such evaluation to be done home based but request from MBS was that this be done in-country to ensure involvement of MBS officers and combined with same process for 3.2.</li> <li>• MBS was also consulted to ensure there is fast-tracking of technical assistance to the cohort-1 companies to be supported under result area 6 to ensure the readiness of those companies for certification by MBS in view of an application for accreditation.</li> <li>• Discussions took place with MBS regarding the process to ensure the scope for certification services during 2015 be extended to also include ISO/IEC 22000 as required by the project.</li> <li>• The AWP2015 was formulated with activities to allow for eventual accreditation of MBS of management system certification to ISO/IEC 9001, but possibly also to ISO/IEC 22000 if the extension of the system can be achieved timely, by end 2015.</li> </ul>
<p>3.3 Upgraded and accredited testing laboratories in MBS [MBS (UNIDO)]</p>	<ul style="list-style-type: none"> <li>• A roadmap for accreditation of a pilot phase for testing services in microbiology, pesticides, elements analysis, and food contaminants (e.g. aflatoxins) was prepared and approved with some delays. This pilot phase will be undertaken at existing MBS laboratories.</li> <li>• UNIDO clarified at the annual work planning work session that the procurement of equipment outlined in this roadmap could commence in 2015. Such equipment is primarily related to aflatoxins testing.</li> <li>• UNIDO advised MBS to consider a value chain approach for accreditation of other testing services. This in recognition that project resources and project timeframes would not allow for all testing services to be accredited and that the market survey report (output 1) provided limited recommendations to provide for prioritization of services..</li> <li>• A risk to this continued implementation beyond the pilot phase lies in the availability of the new laboratory infrastructure.</li> </ul>
<p>3.4 Upgraded and accredited calibration laboratories in MBS</p>	<ul style="list-style-type: none"> <li>• The installation and commissioning of the proving tank system [a 2 500 L proving tank mounted on a trailer with various hoses and couplings] was concluded during Q4 2014.</li> <li>• Other equipment received during 2014 included the master flow meter system, the working and reference standards (weights) for new weighbridge verification capabilities, high accuracy laboratory floor scale for annual calibration of working standards and laboratory workshop crane for transfer/movement of weights.</li> <li>• Consensus was reached that the forklift required for the weighbridge verification system be procured under the SQAM project and this was provided for in the AWP2015.</li> <li>• MBS contributed own resources towards the construction of appropriate security fencing at MSD to ensure for the safe keeping of equipment. However, provisional storage was</li> </ul>

provided for six months by an external supplier in absence of MBS infrastructure.

- Matters related to the procurement of the truck for the weighbridge verification system and improvement of infrastructure at MSD is being undertaken under the MATCB project.
- The implementation of the ISO/IEC 17025 management system for the pilot phase which focused on a scope of calibration services limited to mass, volume and dimension (length) will primarily be done during 2015 as provided for under the MATCB project and that future work in support of mainly industrial metrology services be done under SQAM project. This was however critically dependent on the MBS new infrastructure plans.
- A value chain approach was recommended for prioritization of industrial metrology services for accreditation. This in recognition of limited project resources and that the market survey report (output 1) provided limited recommendations to provide for prioritization of services.
- A risk to this implementation of industrial metrology calibration services beyond the pilot phase lies in the availability of the new laboratory infrastructure.



**Picture 1;** *Commissioning of prover tank system*



3.5 Develop a training business unit.  
[MBS (UNIDO)]

3.6 Establish a pool of Malawian auditors  
[MBS (UNIDO)]

3.7 Collaboration with the Malawi Laboratory Association to strengthen the association as an integral part of the national quality infrastructure, notably in view of testing and calibration services  
[MBS (UNDP)]

- UNIDO highlighted the importance for MBS to undertake an internal review of the requirement for ISO 29990 and undertake a survey of training needs in the market. This was provided for in the AWP2015.
- This would inform the scope of work for the eventual fielding by UNIDO of an international expert to provide technical assistance to MBS in the implementation of this standard.
- It is anticipated that the functional review will make recommendations in support of the establishment of a training unit at MBS.
- The MBS formalized the process of the MBS pool of Auditors but this for now was only focused on internal officers. It will also be extended to include external auditors.
- This activity is a national implementation activity under MBS.
- The LAM Annual Conference was organized in December 2014 and provided for an opportunity for visibility of the project and developmental partners with the laboratory community of Malawi
- 1st Annual LAM General meeting and consultative workshop took place on 9-10 December, 2014 at Hotel Victoria in Blantyre. It was inaugurated by Guest of Honor, Deputy Minister, Ministry of Education, Science and Technology, Mr. Vincent Ghambi.
- UNIDO supported the LAM Annual Conference by providing materials and technical brochures.



**Picture 2;** Group photo During 1<sup>st</sup> LAM AGM on 9 December 2014



**Picture 3;** From Left, Chairperson of LAM Mr Willy Muyila Guest of Honour, Deputy Minister, Ministry of Education, Science and Technology Vicent Gambhi and Interim Chairperson of SADC Regional Laboratory Association

**R-4: Enhanced Capacity of National Enquiry Points (NEP). Proactive and responsive NEP to info and notification requirements of WTO/TBT/SPS agreements**

ACTIVITY	STATUS
4.1 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi [MBS (UNIDO)]	<ul style="list-style-type: none"> <li>Implementation of this activity was foreseen for 2015 following a review of the outcomes of the USAID project.</li> <li>The USAID project seeks to address similar issues on strengthening the MBS as an enquiry point on WTO/TBT/SPS</li> <li>It was agreed that considering the USAID project that was implemented during 2014 only covered Technical Barriers to Trade (TBT) that the focus of implementation of this activity during 2015 would focus on the strengthening of the Sanitary and Phytosanitary (SPS) National Enquiry Point which falls under the responsibility of the MBS.</li> </ul>

**R-5: Strengthened Sanitary and Phytosanitary infrastructure**

ACTIVITY	STATUS
5.1 Review the national SPS infrastructure [MBS (UNIDO)]	<ul style="list-style-type: none"> <li>It was clarified that the SPS component has as its primary focus the area of food safety as provided for in the project support document where MBS has regulatory responsibilities and also acts as the SPS national enquiry point. The scope of this output does not extend to the areas related to animal and plant health.</li> <li>UNIDO recommended that this work be implemented in close collaboration with the FAO (Food and Agriculture Organization of the United Nations).</li> </ul>
5.2 Develop a road map to improve the Malawian SPS infrastructure. [MBS (UNIDO)]	
5.4 Review and upgrade the legislation for the SPS infrastructure [MBS (UNIDO)]	

	<ul style="list-style-type: none"> <li>This activity will commence as planned in 2015 with the recruitment of an international expert.</li> </ul>
--	---

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

ACTIVITY	STATUS
<p>6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs [MBS (UNDP/MoIT)]</p>	<ul style="list-style-type: none"> <li>Two inception workshops related to quality improvement initiatives for SMEs were concluded in 2014. A technical assistance program, including the selection criteria for SMEs and of the trainers required to implement the technical assistance, was finalized and approved by MBS Senior Management.</li> <li>A newspaper campaign was prepared for MBS to publish notices of the programme and invite applications by interested parties.</li> <li>The support to companies is undertaken through two initiatives, being: <ul style="list-style-type: none"> <li>Cohort 1: companies to be supported in improvements in ISO 9001 and ISO 22000 as a first priority in view of these companies being eventually certified by MBS as required for accreditation of MBS management system certification services in Output 3. A number of 8 companies will be targeted as part of Cohort 1.</li> <li>Cohort 2: companies to be supported and yet to be identified as the efforts for expression of interest as undertaken during 2014 did not yield good results.</li> </ul> </li> <li>The project team also interacted with companies having an interest to receive technical assistance to implement the ISO/IEC 17025 system for accreditation of testing services required within companies, the project indeed provides for such support and the team is considering ways to fast track this implementation in view of the need.</li> <li>During the annual work planning session in November 2014 the proposal for the approach to Cohort 2 was rather to follow a value chain approach to inform the selection of companies to benefit from support in quality improvement activities. Sectors outlined in the National Export Strategy and in the recent research conducted for the MoIT by USAID, following a STDF methodology, were recommended for prioritization purposes. MBS was hence required to finalize the implementation methodology in support of the value chain approach during first quarter of 2015 for UNIDO to then field technical assistance.</li> </ul>
<p>6.2 Technical assistance to 15 SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems [MBS/UNIDO component]</p>	<ul style="list-style-type: none"> <li>These activities are to be implemented in 2015.</li> <li>The 2015AWP session incorporated activities 6.2-6.5 in the 2015 Work Plan.</li> <li>The advert for technical assistance to SMEs was published in the newspaper but there was poor response from SMEs. Only eight (8) applications were received. It was suggested that the mode of communication should be improved such as using also alternative channels e.g. MoIT as a notification authority, One Village One Product (OVOP), radio adverts, SMEDI and other institutions.</li> </ul>
<p>6.3 Technical assistance to 10 SMEs, in particular female and youth headed SMEs, to comply with ISO 9001</p>	<ul style="list-style-type: none"> <li>These activities are to be implemented in 2015.</li> <li>The 2015AWP session incorporated activities 6.2-6.5 in the 2015 Work Plan.</li> <li>The advert for technical assistance to SMEs was published in the newspaper but there was poor response from SMEs. Only eight (8) applications were received. It was suggested that the mode of communication should be improved such as using also alternative channels e.g. MoIT as a notification authority, One Village One Product (OVOP), radio adverts, SMEDI and other institutions.</li> </ul>



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

ACTIVITY	STATUS
Quality management systems. [MBS/UNIDO component]	
6.4 Trainers-cum-counselors and auditors: Training in HACCP / ISO 22000 Food safety management systems. [MBS/UNIDO component]	
6.5 Training in ISO 9001 Quality management systems for trainers-cum-counselors and auditors. [MBS/UNIDO component]	

**R 7: MBS Compliant with International Regulations established**

ACTIVITY	STATUS
7.1 TA for the preparation of the organizational ad operational bylaws and business plan for the Malawian accreditation body. [MBS (UNIDO)]	<ul style="list-style-type: none"> <li>The position paper by the CTA and MBS is still under development. The paper will inform that an accreditation body for Malawi is not at this time required and also not sustainable.</li> </ul>

**Operational Management Team**

ACTIVITY	STATUS
8.1 Operational Management Team [UNDP/MBS/UNIDO component]	<ul style="list-style-type: none"> <li>This result area provides for International Technical Assistance and related costs, including the salary costs of the project CTA, the salary costs of a UNIDO Junior project consultant and UNIDO travel.</li> <li>The contracts of the CTA and junior consultant at UNIDO were extended by UNIDO for 2015. The contract of the CTA is 70% supported by SQAM project and 30% supported by MATCB project.</li> <li>The CTA was on mission to UNIDO the week of 8-15 November 2014 for work sessions related to the analysis of scenarios and budgets of the UNIDO activities of the project. This also provided for preparations by UNIDO in view of AWP2015.</li> <li>UNIDO participated in the Annual Work planning Workshop in November 2014.</li> <li>UNIDO outlined during the annual work planning workshop that project such extension could be at no additional cost to the donor provided that current project operational funds allocated to UNIDO for output 8.1 technical assistance are likely adequate to cover the additional year of project operations and that any shortfall could be supported by the project contingency funds. It was agreed however that detailed analysis of such costs need to be done by both UNDP and UNIDO.</li> </ul>

	<ul style="list-style-type: none"> <li>• UNIDO expressed the requirement during the November AWP2015 work session for additional project travel to allow for continued participation in Steering Committee and annual work planning sessions as the current budget allocation does not allow for continued participation</li> <li>• The service providers for fast internet connection (MTL) commenced the work and the activities are winding up. UNDP will pay the service providers on behalf of MBS since the payment modality is Direct Payment.</li> <li>• Spot checks (audits) were conducted by UNDP and the one to be done in December was postponed to January, 2015.</li> <li>• Communications and visibility actions are being implemented with good effect (banners, logos/stickers, leaflet, media/press releases); the final draft of Communications and visibility actions was prepared. Brochures are to be translated into vernacular languages.</li> <li>• Monthly Project Management Meetings were held and were on track during the year.</li> <li>• Quarterly Steering Committee Meetings were held during the year except for the December meeting that was postponed to January 2015.</li> <li>• 2015 AWP session took place at Club Makokola in Mangochi on 26-28 November, 2014.</li> </ul>
--	---

## **C. Financial Status and Utilization**

A first interim payment was requested by UNDP to the EU on April 22<sup>nd</sup> 2014 amounting to EUR 1,390,295 as stipulated by Article 4(2) of the Special Conditions of the Contribution Agreement. The funds remitted to UNIDO, as per Inter-Agency Agreement, amounted to EUR 1,009,449.

At the end of 2014 financial expenditure was registered at EUR 552,774.05 or USD 671,114.70<sup>3</sup> for the period under review.

---

<sup>3</sup> The UN Official exchange rate of 31 December 2014 was applied for the conversion from EUR to USD. (<http://treasury.un.org/operationalrates/Default.aspx>)

**Expenditure by Result Area - For the period 01 January 2014 - 31 December 2014 -**

Result: Activity	EURO (€)	
	CA TOTAL 4-YRS	TOTAL EXPENDITURE 2014 <sup>4</sup>
R1: Increased efficiency and sustainability of the Malawi Bureau of Standards	278,134.00	36,710.83
R2: Better technical regulations - Support to the reviews and development of technical regulations	85,904.00	10,667.79
R3: Enhancement of the Malawi Bureau of Standards capacity	1,416,144.00	283,707.94
R4: Enhanced Capacity of National Enquiry Points (NEP). Proactive and responsive NEP to info and notification requirements of WTO/TBT/SPS agreements	11,824.00	0.00
R5: Strengthened Sanitary and Phytosanitary infrastructure	32,872.00	0.00
R6: Small and Medium Enterprise (SME) meet quality requirements	612,401.84	6,834.80
R7: Preparation of the organisational and operational internal by-laws and business plan for a national Malawian Accreditation body	0.00	0.00
Operational Management Team (operation costs and visibility)	1,074,072.00	180,912.98
SUB-Total Project Direct Eligible Costs (EXCLUDING CONT)	3,511,351.84	
CONT (2.75%) - has to be ≤ 5%	96,562.18	
SUB-total Project <b>Direct Eligible Costs</b> (INCLUDING contingency)	3,607,914.02	
Indirect Costs (GMS 7%): Administrative Costs has to be ≤ 7% of Direct Eligible Costs	252,553.98	33,939.72
<b>GRAND TOTAL</b> (Including contingency)	<b>3,860,468.00</b>	<b>552,774.05</b>

<sup>4</sup> The UN Official exchange rate of 31 December 2014 was applied for the conversion from USD to EUR. (<http://treasury.un.org/operationalrates/Default.aspx>)

## **D. Lessons Learned**

It has been evident from the statements and presentations made by the National Implementation partner (MBS) during various Steering Committee meetings held in 2014 that the position of MBS is that the infrastructure, is not only for the Metrology Institute as stated in the SQAM project documents, but for the entire MBS complex. This has somehow jeopardized the implementation of the project as the construction of the building was put forth as a pre-requisite for project continued implementation.

The position of the MBS, which remained firm throughout 2014, was committed to one main project scenario which pertained to the buildings to be started and completed, despite uncertainties over the funding. The feasibility of the completion of such infrastructure development within the time scales projected by the architects (7 months design, tendering and resource mobilization) and 24 months construction time, remained however uncertain. MBS during the last Quarter of the year submitted a request for project extension to the European Union Delegation. Nevertheless, extension of the project is not in itself a guarantee that the infrastructure can be completed within the suggested timeframe and the position of the EU, clearly stated at various Steering Committee meetings, was that an extension cannot be taken for granted.

A key lesson learnt from 2014 has hence been the challenge of divergent positions amongst stakeholders involved in the SQAM project notwithstanding clear project documents were available to all at the onset of the project.

Also, another key lesson learnt from 2014 has been the challenge to adhere to deadlines and for deadlines to often not be well defined. It is at this time essential for the project Governance Structures (the Steering Committee and the Monthly Project Management meeting) to engage in more stringent follow up measures to monitor adherence to deadlines.

Also, a more rigorous methodology must be adopted for the selection of SMEs that will benefit from Technical Assistance for the SQAM Project under Result Area 6. There was rather poor response to adverts that were published in the newspapers to select beneficiary SMEs for Technical assistance. A value chain approach is deemed being critical to be applied for the selection of beneficiary SMEs.

## **E. Conclusion**

The key matter that remains to be resolved at this time is the decision to inform whether the Government commitment to new buildings will indeed materialize and what the way forward will be considering that the project implementation was originally foreseen for 44 months, and only less than half of that implementation period remains.

The projected timeframe of two years for building of new infrastructure, as developed by the contractor, coupled with the uncertainties regarding the availability and adequacy of the funding for such construction, calls for significant work to be done by all parties during 2015 to outline the way forward for implementation pending the decision of the EU on project extension.

The year lost, as a result of the challenges for Government of Malawi to honor the financial commitments for the new buildings, and for MBS to devise a new strategy for the financing of this infrastructure, required the request for an extension of at least 15 months for the project to be implemented with a reasonable degree of success.

The January 2015 SC Meeting will remain critical for Members to provide guidance and to make decisions on the way forward.

## **F. Future Work Plan**

The 2015 AWP session took place in late November and a 2015 AWP was approved by the Steering Committee Meeting held on February 5<sup>th</sup> 2015.

### **Annexes:**

1. Annex 1: 2015 AWP



Empowered lives.  
Resilient nations.

## Annual Work Plan 2015

### 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>5</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></ol>

---

<sup>5</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 is different. For reporting and monitoring of project results, the UNDP-Govt. of Malawi document and its related logical framework applies.



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**

## 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 2015 include:

- Development of a National Quality Strategy to follow the National Quality Policy
- 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 units in MBS;
- Review SPS infrastructure status and prepare roadmap for its strengthening;
- 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

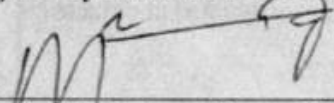
AWP Period:	01 January 2015 31 December 2015	Estimated annualized budget:	<b>\$1,939,308</b>
Programme Component:	Poverty Reduction and MDGs	Allocated resources:	
Intervention Title:	SQAM Infrastructure Project	Government	\$ Amount to be confirmed by Government
Project ID:	00069207	UNDP Regular	\$ 100,000
Output ID:	00083913	EU	\$ 1,839,308
Duration:	1 year	Unfunded budget:	\$ Amount to be confirmed by Government

Notes:

1. The conversion rate EUR/USD applied for the 2015 AWP 2015 is the official UN exchange rate of November 2014.


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):**

  
 \_\_\_\_\_  
 Davlin Chokazinga, Director General


15/02/13  
 \_\_\_\_\_  
 Date

**Agreed by UNDP:**

  
 \_\_\_\_\_  
 Mia Seppo, Resident Representative

12/12/15  
 \_\_\_\_\_  
 Date

**Agreed by UNIDO:**

  
 \_\_\_\_\_  
 Bernardo Calzadilla-Sermiento, Director TCB Branch

30/3/15  
 \_\_\_\_\_  
 Date

## G. Annual Work Plan

01 January – 31 December 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	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>6</sup>  <i>- Development of a National Quality Strategy (NQS)</i> <i>Tasks:</i> <i>1. Contract service provider (national consultant) (UNDP)</i> <i>2. Development of NQS (MoIT)</i> <i>3. Consider additional support from IEs foreseen for Q1 (UNIDO)</i>					<i>MoIT</i> <i>MBS</i> <i>UNDP</i> <i>UNIDO</i>	UNDP	71300 - Local Consultant	15,000
								75700- Training, Workshops and Confer	5,000
								71600 - Travel	6,000
1.2 Level of increased organizational effectiveness of MBS  <u>Baseline:</u> to be determined at project inception  <u>Target:</u> MBS revised structure and procedures created and operationalized.									
1.3 Percentage increment of	1.1 Project Visibility event <sup>7</sup>								
	1.2 Review and set-up of					<u>MBS</u>	UNDP		

<sup>6</sup> Target achieved: National Quality Policy approved

<sup>7</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\$
<p>business services per year provided to Malawian organisations, both public and private,</p> <p><b>Baseline:</b> 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits - Metrology Services)</p> <p><b>Target:</b> 30 % increase in services/per year <i>Note: MBS position is that this is achievable. MBS Strategic Plan provides for similar indicators.</i></p> <p>1.4 Percentage increase in revenue growth per year <b>Baseline:</b> 20%/year <b>Target:</b> 30%/year <i>Note: Current growth is 30% (DFA), MBS position is that this is achievable. MBS</i></p>	<p>organisational structures, service delivery procedures and knowledge management within MBS</p> <p><b>Task:</b> 1. Set the baseline for this indicator (MBS/UNDP)</p>					MoIT UNDP			0
	<p>- Functional review of the MBS</p> <p><b>Tasks:</b> 1. Conclusion(MBS) 2. Workshop/Considerations and implementation of review recommendations (MBS)</p>								
	<p>1.3 Market survey on the demand for testing and calibration in Malawi<sup>8</sup></p> <p><b>Tasks:</b> <i>Mapping of Malawi Laboratory landscape as this was not adequately covered in the ToRs of the initial survey</i></p>					MBS UNDP	EU	71300 - Local Consultant	5,000
	<p>1.4 Preparation of a business plan and monitoring system for MBS.</p>					MBS UNIDO			0

<sup>8</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.

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\$
<i>Strategic Plan provides for similar indicators.</i>	- Collaboration between MBS Management and CTA <u>Tasks:</u> 1. Analysis of current projections and growth in consideration of indicators (MBS/CTA) 2. Regular MBS Business Plan processes								
	1.5 Development of a "marketing unit" within MBS.  - This activity need to follow from the functional review and will consider MBS marketing policy and the development of a marketing strategy <u>Tasks:</u> 1. Next mission of IE (UNIDO) report validation workshop 2. MBS to adopt marketing strategy and policy, by Q2 3. Marketing unit established and marketing materials regularly produced, by Q4 (MBS)					MBS UNIDO UNDP	EU	71200 - International Consultants  75700 - Training, Workshops and Confer	19,848 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\$
	1.7 Preparation and implementation of a "training plan" for MBS.  <i>- International training in testing/calibration and key MBS functions. This primarily through study tours, attendance of conferences, workshops.</i> <i>Notes:</i> <i>1. Including also all in-country management systems training (ref Output 3).</i> <i>2. UNIDO to allocate portion of funds to provide for service provider (BL21) payments as/if needed</i>					MBS UNIDO	EU	75700 - Training, Workshops and Confer	190,000
<b>Sub-Total</b>									<b>243,848</b>
<b>OUTPUT 2:</b> 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;	2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.					MBS UNIDO UNDP	EU	71200 - International Consultants	15,678
								75700 - Training, Workshops and Confer	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\$
<u>Target:</u> 12  2.2 Number of organizations promoting clear technical regulations  <u>Baseline:</u> 8;  <u>Target:</u> 12	<u>Notes:</u> 1. Mission by International Consultant (UNIDO) 2. Provision for local consultant to support (UNDP)								
	2.2 Awareness campaigns and training on "Better regulation".  <u>Notes:</u> 1. Mission by International Consultant (UNIDO) 2. Provision for training venue (UNDP)					MBS UNIDO UNDP	EU	71200 - International Consultants	9,000
								75700 - Training, Workshops and Confer	3,600
	2.3 Data gathering on TR, analysis and consolidation. Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi.					MBS UNIDO UNDP	EU	71200 - International Consultants	15,000
								75700 - Training, Workshops and Confer	36,000
							75700 - Training, Workshops and Confer	2,400	



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\$
	<i>Notes:</i> 1. Mission by International Consultant (UNIDO) 2. Provision for local consultants to support specifically the aspect of the data base development (UNDP) 3. Provision for IT equipment (UNDP)								
	2.4 Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi					MBS UNDP UNIDO	EU	71200 - International Consultants	6,000
	<i>Notes:</i> 1. Mission by International Consultant (UNIDO) 2. Provision for local consultant to support (UNDP)							75700 - Training, Workshops and Confer	1,200
<b>Sub-Total</b>									<b>91,878</b>
<b>OUTPUT 3:</b> Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services									

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\$
3.1 Number of Metrology Institutes constructed  <u>Baseline:</u> 0; <u>Target:</u> 1	3.1a Construction of the Metrology building <u>Notes:</u> 1. <i>Scope of work: new MBS complex at Chichiri</i> 2. <i>Activities will continue at MSD Ginnery Corner, despite of new infrastructure at Chichiri, same also at current MBS HQ (MBS Management to develop a position on this)</i> 2. <i>Maone a secondary focus (resources dependent)</i> - <i>First payment to Contractor</i> - <i>Construction commences</i>					<i>MBS</i> <i>MoIT</i>	GoM		<i>Amount to be confirmed by GoM<sup>9</sup></i>
3.2 Percentage increase in demand and supply of MBS business services (standards, training services, testing and calibration).  <u>Baseline:</u> 21%/year; <u>Target:</u> 30% /year									
3.3 Number of accreditations granted by an accreditation body full member of IAF.  <u>Baseline:</u> 0; <u>Target:</u> 1	3.1b Develop within MBS an accredited product certification body <u>Note:</u> <i>Implemented i.t.o. MBS approved roadmap</i>					<i>MBS</i> <i>UNIDO</i> <i>UNDP</i>	EU	71200 - International Consultants	10,000
								72100 - Contractual Services Companies	27,174
3.4 Number of MBS management systems certification body								75700 - Training, Workshops and Confer	5,000

<sup>9</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 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.

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>accreditations granted by an accreditation body full member of IAF for the international standards; ISO 9001 ISO 22000 and HACCP. Note: HACCP certification is not a recognized accreditation</p> <p><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>3.6 Number of MBS calibration laboratories accreditation granted by an accreditation body full member of ILAC for the international standards. <u>Baseline:</u> 0;</p>	<p>- Management system for the application the ISO/IEC 17065. Design and development; implementation; evaluation. 1. Mission by IE (UNIDO), mission scope: Document and audit</p> <p>- Training on the application of ISO/IEC 17065 for all personnel working for the certification body for product certification. (approx. 20 participants) (service provider to be contracted i.t.o. 1.7 (UNIDO)</p> <p>- Internal independent auditing for accreditation under the supervision of a certified auditor to be contracted by UNIDO (funding challenge)</p> <p>- Accreditation services provided by an accreditation body full member of IAF. (secure the service provider in Q4 in view of accreditation during Q1, 2015).</p>								
	3.2 Develop within MBS a management systems certification body for:					MBS UNIDO UNDP	EU	71200 - International Consultants	10,000

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\$
<u>Target:</u> 2  3.7 Number of MBS training units established  <u>Baseline:</u> 0 ; <u>Target:</u> 1	<ul style="list-style-type: none"> <li>- ISO 9001 (quality management systems);</li> <li>- ISO14001 (environmental management systems);</li> <li>- ISO 22000 (food safety management systems)</li> </ul> <p><i>Note:</i>            Implemented i.t.o. MBS approved roadmap, initial scope limited to ISO9001</p> <ul style="list-style-type: none"> <li>- Review of the MBS Management system for the application the ISO/IEC 17021, expand to include ISO14001 and ISO22000</li> </ul> <p>1. Mission by IE (UNIDO), mission scope: Document and audit</p> <ul style="list-style-type: none"> <li>- Training on the application of ISO/IEC 17021 for all personnel working for the certification body for the three management systems. (approx. 30 participants). (service provider to be contracted i.t.o. 1.7 (UNIDO))</li> </ul>						72100 - Contractual Services Companies	27,174	
								75700 - Training, Workshops and Confer	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	Amount US\$
	<p>- Certifications in preparation for accreditation application: 2 sets of companies, 1-2 companies certified ; 2-whitness certification activities on 2 new companies</p> <p>Internal independent auditing for accreditation under the supervision of a certified auditor; initial focus on ISO9001 to be contracted by UNIDO (funding challenge)</p> <p>Accreditation services provided by an accreditation body full member of IAF. (secure the service provider in Q4 in view of accreditation during Q1, 2015, initial scope limited to ISO9001)</p> <p>- Extension of the Scope: * challenge is to train auditors/lead auditors * extend documentation</p>								
	<p>3.3 Upgraded and accredited testing laboratories in MBS.</p> <p><u>Note:</u> Implemented i.t.o. MBS approved roadmap for pilot phase with initial scope</p>					MBS UNIDO UNDP	EU	72200 – Equipment (and reference materials)	150,000 20,000
								71200 - International Consultants	20,000

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\$
	<p><i>limited to microbiology, pesticides, food chemistry/elements)</i></p>						72100 - Contractual Services Companies	27,174	
							75700 - Training, Workshops and Confer	5,000	
	<p><i>- Procurement of selected equipment (HPLC and aflatoxin detector)</i></p> <p><i>- Training on the application of ISO/IEC 17025 for calibration and testing. (service provider to be contracted i.t.o. 1.7 (UNIDO))</i></p> <p><i>- Management system for the application the ISO/IEC 17025. UNIDO to field IE to do pre-assessment</i></p> <p><i>Initiate quality control/compliance activities to address gaps:</i></p> <p><i>- Training in uncertainties</i></p> <p><i>- Calibration of equipment</i></p> <p><i>- Reference materials</i></p> <p><i>- Environmental conditions</i></p> <p><i>- Proficiency testing (MBS at this time participating in PT schemes in support of pilot phase scope)</i></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\$
	<p>Accreditation body to be contracted</p> <p>Extension of scope of accreditation – a value chain approach</p>								
	<p>3.4 Upgraded and accredited calibration laboratories in MBS.</p> <p><i>Note:</i></p> <p>1. Implemented i.t.o. MBS approved roadmap for pilot phase with initial scope limited to mass, volume, length.</p> <p>2. Implementation for 2015 primarily i.t.o. MATCB Project</p>					EU	72200 - Equipment	50,000	
							72100 - Contractual Services Companies	27,174	
							75700 - Training, Workshops and Confer	5,000	
	<p>- Mobile Equipment: Conclude procurement of forklift (truck to be procured i.t.o. MATCB project)</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\$
	- Training on the application of ISO/IEC 17025 for calibration and testing. (service provider to be contracted i.t.o. 1.7 (UNIDO))								
	3.5 Enhance the MBS training business unit mainly for management systems standards, complying with ISO 29990. [This activity to follow the functional review] <u>Note:</u> MBS position will inform whether this rather be supported by study tour as opposed to international consultant. UNIDO to re-allocate budget as/if needed - Survey on Malawian market for training on standards during the realization of the training activities of Output R6. - Contact and registry of available trainers					MBS UNIDO	EU	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>- Establishment of procedures for compliance with ISO 29990, including training</p> <p><u>Tasks:</u></p> <p>1. MBS internal review of requirements for ISO29990 (DDG)</p> <p>2. Field international expert (UNIDO)</p>								
	<p>3.6 Establish a pool of Malawian Auditors.</p> <p><u>Note:</u></p> <p>MBS position will inform whether this rather be supported by study tour as opposed to international consultant. UNIDO to re-allocate budget as/if needed</p> <p>- Establishment of a methodology to select, approve, register and monitor the performance of auditors.</p> <p>- Invitations to Malawi auditors and recent trainees to join the MBS pool of auditors.</p> <p>- 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.</p>					MBS UNIDO	EU	71200 - International Consultants	8,750

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\$
	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. <i>Tasks:</i> <i>Consultative workshop with the LAM (to be accommodated as a visibility event under 8.2)</i>								0
<b>Sub-Total</b>									<b>410,571</b>
<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, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi					MBS UNIDO	EU	71200 - International Consultants	16,065

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><u>Baseline:</u> 0;</p> <p><u>Target:</u> 1</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).</p> <p><u>Target:</u> Zero TR that are not notified</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;</p> <p><u>Target:</u> 1</p>	<p><u>Tasks:</u></p> <p>1. International expert to be fielded (UNIDO)</p>								
<b>Sub-Total</b>								<b>16,065</b>	
<p><b>OUTPUT 5:</b> Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National polices</p>									
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)					MBS UNIDO	EU	71200 – International Consultants	27,679

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\$
<u>Baseline:</u> 0;  <u>Target:</u> 1	<i>Tasks:</i> 1. <i>Fielding of initial mission of the IE (UNIDO)</i>								
5.2 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders.	5.2 Develop a road map to improve the Malawian SPS infrastructure. <i>Tasks:</i> 1. <i>Mission of the IE (UNIDO)</i>					MBS UNIDO	EU	71200 – International Consultants	4,755
<u>Baseline:</u> 0; <u>Target:</u> 1	5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure <i>Tasks:</i> 1. <i>Mission of the IE (UNIDO)</i>					MBS UNIDO	EU	71200 – International Consultants	12,228
<b>Sub-Total</b>									<b>44,662</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.  <u>Baseline:</u> 0;	6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs					MBS UNDP MoIT			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\$
<p><u>Target:</u> 15</p> <p>6.2 Number of ISO 9001 Quality management systems in place in a selected number of SMEs.</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 10</p> <p>6.3 Number of SME able to comply with specific quality requirements in export markets.</p> <p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 10</p>	<p><u>Notes:</u></p> <p>1. 2 groups (cohort 1, cohort 2(SMEs))</p> <p>2. Limited response following consultations and campaigns (3)</p> <p>3. Requirement for fresh approach; recommend value chain approach, link to NES, sound basis as outlined in MCDA report for MoIT (2012)</p> <p><u>Tasks:</u></p> <p>1. Requirement to outline methodology/approach</p> <p>2. Definition of SME (criteria of employment)</p>								
<p><u>Baseline:</u> 0;</p> <p><u>Target:</u> 10</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:</u> 0;</p> <p><u>Target:</u> 18</p>	<p>6.2 Technical assistance to 15 SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems</p> <p><i>Cohort 1 (objective: in support of MBS ISO17021 accreditation) (minimum of 4 companies)</i></p> <p><i>Cohort 2 (objective: Other)</i></p>					MBS UNIDO UNDP	EU	<p>71200 – International Consultants</p> <p>71300 - Local Consultant</p> <p>74500 – Miscellaneous and/or</p> <p>75700 - Training, Workshops and Confer</p>	<p>150,000</p> <p>36,280</p> <p>18,720</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\$
	6.3 Technical assistance to 10 SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.  <i>Cohort 1 (objective: in support of MBS ISO17021 accreditation) (minimum 4 companies) Cohort 2 (objective: Other)</i>					MBS UNIDO UNDP	EU	71200 – International Consultants	65,000
								71300 - Local Consultant	36,280
								74500 – Miscellaneous and/or 75700 - Training, Workshops and Confer	12,480
	6.4 Other type of quality requirements in export markets. Technical assistance to 10 SMEs.					MBS UNIDO	EU	71200 – International Consultants	70,000
								74500 - Miscellaneous	12,800
	6.5 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems.  <i>1. Identification of candidates (to join Malawi Pool of Auditors (3.7)) 2. Fielding of experts to offer the training</i>					MBS UNIDO	EU	71200 – International Consultants	10,000
								75700 - Training, Workshops and Confer	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\$
	6.6 Training in ISO 9001 Quality management systems for trainers-cum- counsellors and auditors.					MBS UNIDO	EU	71200 – International Consultants	10,000
								75700 - Training, Workshops and Confer	3,000
	1. Identification of candidates (to join Malawi Pool of Auditors (3.7))								
	2. Fielding of experts to offer the training								
	6.7 Trainers-cum- counsellors: Training in "Initiating quality improvement in selected sectors"					MBS UNIDO	EU	71200 – International Consultants	20,000
								75700 - Training, Workshops and Confer	3,000
	6.8 Awareness seminars: ISO 14000 Environment management systems; GLOBALG.A.P. (Good Agricultural Practice)					MBS UNIDO	EU	71200 – International Consultants	10,000
								75700 - Training, Workshops and Confer	3,000
	6.9 Trainers-cum- counsellors and auditors: Training in ISO/IEC 17025					MBS UNIDO	EU	71200 – International Consultants	10,000
								75700 - Training, Workshops and Confer	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\$
<b>Sub-Total</b>								<b>476,560</b>	
<b>OUTPUT 7:</b> MBS compliant with International Regulations established									
7.1 Number of internationally recognized certificates issued  <u>Baseline:</u> 0; <u>Target:</u> 5	<i>(Concluded by end 2014)</i>							0	
7.2 Number of business plans produced  <u>Baseline:</u> 0; <u>Target:</u> 1									
<b>Sub-Total</b>								<b>0</b>	
<b>OUTPUT 8:</b> Programme Management									
Operational Management Team	8.1 Operational Management Team <i>-International Technical Assistance and related costs</i>  <i>- Travel / Mission costs</i>  <i>- National Project Assistant</i>					<u>UNIDO</u>  <u>UNIDO</u>  <u>UNDP</u> MBS	EU  EU  EU	77100- Salary and related costs–TA/IP 71600 – Travel  77100 Salary and related costs– TA/NP	<b>160,000</b>  <b>40,000</b>  11,500



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\$
	<ul style="list-style-type: none"> <li>- Insurance for equipment</li> <li>1. Equipment procured under national implementation to be insured i.t.o. regular MBS policies – supported financially from project</li> <li>2. International assets procured during life cycle remains UNIDO assets until transfer, including insurance. Transferred at end of project.</li> <li>3. Consideration for inclusion of storage fees</li> <li>- Consumables- Office Supplies</li> <li>- Vehicle costs (normal use and maintenance)</li> <li>- Vehicle costs (leasing)</li> <li>- Audit</li> </ul>					<p><u>MBS</u> UNDP</p> <p><u>MBS</u> UNDP</p> <p><u>MBS</u> UNDP</p> <p><u>MBS</u> UNDP</p> <p><u>UNDP</u></p>	<p>EU</p> <p>EU</p> <p>EU</p> <p>EU</p>	<p>74500 - Miscellaneous</p> <p>72500 - Supplies</p> <p>73400 - Rental and Maintenance</p> <p>73400 - Rental and Maintenance</p> <p>74100 Professional Services</p>	<p>81,522</p> <p>10,870</p> <p>6,522</p> <p>10,870</p> <p>2,500</p>
Communications and Visibility	8.2 Communications and Visibility <i>NOTE: Implemented i.t.o. C&amp;V plan</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\$
	- Launch event (linked to the announcement about the new building).					MBS UNDP	EU	75700 - Training, Workshops and Confer	50,000
	- Audiovisual equipment, Brochures, Press Releases, Media and Communication, Stickers (e.g. leaflet on the NQP, also provided into Chichewa) Other events • Industry events (linked to world quality/standards day)					MBS UNDP	EU	74200 - Communications and Audiovisual	30,000
						MBS UNDP	EU	75700 - Training, Workshops and Confer	15,000
Programme Assurance, Coordination and Management	8.3 Programme Assurance, Coordination and Management - Programme Assurance  - Field Visits and Spot Checks - Bank Charges  - Telephone/Mobiles  - Quarterly Steering Committee Meetings and Monthly Project Management Meetings					UNDP	UNDP TRAC	77100- Salary and related costs-TA/IP	37,000
						UNDP	UNDP TRAC	71600 Travel	10,000
						UNDP	UNDP TRAC	74500- Miscellaneous	2,500
						UNDP	UNDP TRAC	72400 – Communication and Audio Visual	6,000
						UNDP	UNDP TRAC	72300 - Materials & Goods	2,000
								71600 – Travel	4,000

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\$
	- Mid-Year Review Retreat?					<u>UNDP</u>	UNDP TRAC	75700 - Training, Workshops and Confer	6,250
	- AWP 2016 Retreat					<u>UNDP</u>	UNDP TRAC	75700 - Training, Workshops and Confer	6,250
Contingency	Clearance of Equipment					<u>UNDP</u>	EU	71600 – Travel	20,000
								71400- Contractual Services	30,000
Administrative Cost	UNDP Administrative Cost (GMS 7%)					<u>UNDP</u>	EU	75100 – Facilities and Admin	31,045
	UNIDO Administrative Cost (GMS 7%)					<u>UNIDO</u>	EU	75100 – Facilities and Admin	81,895
<b>Sub-Total</b>									<b>655,724</b>
<b>GRAND TOTAL</b>									<b>1,939,308<sup>10</sup></b>

<sup>10</sup> The Grand-Total does not include GoM Contribution as the Funding is not confirmed.