



Empowered lives.  
Resilient nations.

## Annual Work Plan 2014

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

Country: MALAWI

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

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

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

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 2014 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

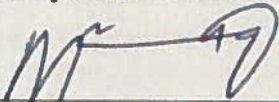
AWP Period:	01 January 2014 31 December 2014
Programme Component:	Poverty Reduction and MDGs
Intervention Title:	SQAM Infrastructure Project
Project ID:	00069207
Output ID:	00083913
Duration:	1 year

Estimated annualized budget:	\$3,213,999
Allocated resources:	
Government	\$1,136,363
UNDP Regular	\$ 152,000
EU	\$ 1,925,636
Unfunded budget:	\$ 0

**Note:**

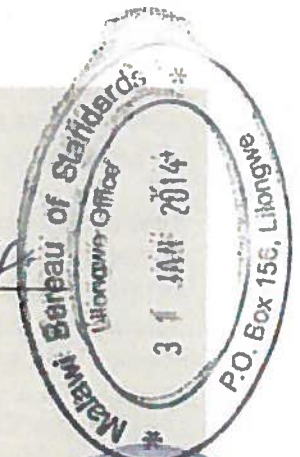
The conversion rate EUR/USD applied for the AWP 2014 is the official UN exchange rate of 0.736 as of December 2013.

**Agreed by Malawi Bureau of Standards (MBS):**



Davlin Chokazinga, Director General

31/01/14  
Date



**Agreed by UNDP:**

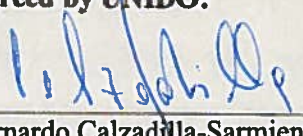


Mia Seppo, Resident Representative

29/1/14  
Date



**Agreed by UNIDO:**



Bernardo Calzadilla-Sarmiento, Director, TCB Branch

03/02/14  
Date



Annual Work Plan

02 January – 31 December 2014

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					MolT MBS UNDP UNIDO	UNDP	71300 - Local Consultant 75700- Training, Workshops and Confer 71600 - Travel	15,000 5,000 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.	- The finalisation of the activity is being concluded as part of the NORAD project - Dissemination of the NQP was provided for under Output 8 but will roll over from 2013								
1.3 Percentage increment of business services per year provided to	- Development of a National Quality Strategy (NQS)								

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\$
Malawian organisations, both public and private,  Baseline: 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits - Metrology Services)	1.1 Project Visibility event  <i>As from AWP2014, all visibility events are provided for under Output 8 as part of the Communications and Visibility activity</i>								0
Target: 30 % increase in services/per year  1.4 Percentage increase in revenue growth per year  Baseline: 20%/year  Target: 30%/year	1.2 Review and set-up of organisational structures, service delivery procedures and knowledge management within MBS <i>- Functional review of the MBS  - Improved organisational business management systems -Enterprise Resource Planning (ERP)</i>					MBS MoIT UNDP	74100 - Professional Services		51,602
	1.3 Market survey on the demand for testing and calibration in Malawi  <i>- Continuation of activity from 2013</i>					MBS UNDP		EU	0
	1.4 Preparation of a business plan and monitoring system for MBS.					MBS UNIDO		EU	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\$
	- Collaboration between MBS Management and CTA								
	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 developing of a marketing strategy					MBS UNIDO	71200 - International Consultants	21,223	
	1.6 Enhancement and updating of MBS website  - Continuation from 2013					MBS UNDP		0	
	1.7 Preparation and implementation of a "training plan" for MBS.  - International training in testing/calibration and key MBS functions. This primarily through study tours, attendance of conferences, workshops.					MBS UNIDO	75700 - Training, Workshops and Confer	81,522	
<b>Sub-Total</b>								<b>180,347</b>	
<b>OUTPUT 2:</b> Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM legislation and regulations									

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
2.1 Number of Technical Regulations reviewed and aligned to International regulations and legislation  <u>Baseline:</u> 8; <u>Target:</u> 12	2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.  <i>NOTE: Delay implementation till USAID project concludes, Evaluate manner in which outputs will be achieved during mid-term review.</i>					MBS UNDP UNIDO		0	
2.2 Number of organizations promoting clear technical regulations  <u>Baseline:</u> 8; <u>Target:</u> 12	<i>USAID project is fielding a consultant in Q1 to do situational analysis. Enforcement is however not necessarily included in scope of that work.</i>								
	2.2 Awareness campaigns and training on "Better regulation".  <i>NOTE: Delay implementation till USAID project concludes, Evaluate manner in which outputs will be achieved during mid-term review.</i>					MBS UNDP UNIDO		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\$
	2.3 Data gathering on TR, analysis and consolidation. Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi.  <i>NOTE: Delay implementation till USAID project concludes. Evaluate manner in which outputs will be achieved during mid-term review.</i>					MBS UNDP UNIDO			0
	2.4 Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi  <i>NOTE: Delay implementation till USAID project concludes. Evaluate manner in which outputs will be achieved during mid-term review.</i>					MBS UNDP UNIDO			0
<b>Sub-Total</b>									<b>0</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\$
<p>3.1 Number of Metrology Institutes constructed</p> <p>Baseline: 0;</p> <p>Target: 1</p> <p>3.2 Percentage increase in demand and supply of MBS business services (standards, training services, testing and calibration.</p> <p>Baseline: 21%/year;</p> <p>Target: 30% /year</p> <p>3.3 Number of accreditations granted by an accreditation body full member of IAF.</p> <p>Baseline: 0;</p> <p>Target: 1</p> <p>3.4 Number of MBS management systems certification body accreditations granted by</p>	<p>3.1a Construction of the Metrology building (incl main Chichiri and satellite Maone site).</p> <p>- Award of the contract to the Architect (design, oversight) [215m MKW]</p> <p>- Design and Approval of plans,</p> <p>- Securing financing for actual construction. [1.4bn MKW (indicative)]</p> <p>- Tender processes for building contractor and contract award</p> <p>- Construction commences</p> <p>3.1b Develop within MBS an accredited product certification body</p>					MBS MoIT	GoM		1,136,363
						MBS UNIDO UNDP	EU	71200 - International Consultants 72100 - Contractual Services Companies	25,951 27,174



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>an accreditation body full member of IAF for the international standards; ISO 9001 ISO 22000 and HACCP.</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.</p> <p><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.</p> <p><u>Baseline:</u> 0; <u>Target:</u> 2</p>	<p>- Management system for the application the ISO/IEC 17065; Definition of objectives and requirements; initial evaluation (gap analysis); planning</p> <p>- Training on the application of ISO/IEC 17065 for all personnel working for the certification body for product certification. (approx. 20 participants).</p> <p>- Management system for the application the ISO/IEC 17065. Design and development; implementation; evaluation.</p> <p>- Internal independent auditing for accreditation of a certified auditor.</p>						75700 - Training, Workshops and Confer	9,000	



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\$
3.7 Number of MBS training units established  Baseline: 0 ; Target: 1	<ul style="list-style-type: none"> <li>- Accreditation services provided by an accreditation body full member of IAF. (secure the service provider in Q4 in view of accreditation during Q1, 2015).</li> </ul>								
	3.2 Develop within MBS a management systems certification body for: <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>					MBS UNDP	EU	71200 - International Consultants 72100 - Contractual Services Companies 75700 - Training, Workshops and Confer	25,951 27,174 9,000
	<ul style="list-style-type: none"> <li>- In recognition of MBS having an ISO/IEC 17021 system in place, gap analysis by MBS to inform training;</li> <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).</li> </ul>								

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>- Review of the MBS Management system for the application the ISO/IEC 17021, expand to include ISO14001 and ISO22000</p> <p>Internal independent auditing for accreditation under the supervision of a certified auditor; initial focus on ISO9001</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>								
	3.3 Upgraded and accredited testing laboratories in MBS.					MBS UNIDO	EU	72200 - Equipment	271,739
								71200 - International Consultants	34,375
								72100 - Contractual Services Companies	27,174



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>- Procurement of selected equipment (ICT and Scientific)</li> <li>- UNIDO to provide copies of guidelines for implementation of ISO/IEC 17025</li> <li>- Training on the application of ISO/IEC 17025 for calibration and testing.</li> <li>- Management system for the application the ISO/IEC 17025; Definition of objectives and initial requirements; initial evaluation; planning (gap analysis). Specific output is the recommended scope for testing services to be accredited. (microbiology/ pesticides/ food chemistry/ engineering).</li> </ul>						75700 - Training, Workshops and Confer	13,109	



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>- Management system for the application the ISO/IEC 17025. Design and development; implementation; evaluation.</li> <li>Initiate quality control/compliance activities to address gaps:</li> <li>- Training in uncertainties</li> <li>- Calibration of equipment</li> <li>- Reference materials</li> <li>- Environmental conditions</li> <li>- Proficiency testing</li> </ul>									
	3.4 Upgraded and accredited calibration laboratories in MBS.					MBS UNIDO	EU	72200 - Equipment	543,478	
								71200 - International Consultants	34,375	
								72100 - Contractual Services Companies	27,174	
								75700 - Training, Workshops and Confer	13,109	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES List all activities including M&E to be undertaken during the year towards stated CP outputs	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	<ul style="list-style-type: none"> <li>- Procurement of selected equipment (IT and Scientific), in consideration also of the NORAD project inception phase. Consumable items such as calibration stickers, printer, seals, etc are also required</li> <li>- UNIDO to provide copies of guidelines for implementation of ISO/IEC 17025.</li> <li>- Training on the application of ISO/IEC 17025 for calibration and testing.</li> <li>- Management system for the application the ISO/IEC 17025; Definition of objectives and initial requirements; evaluation; planning (gap analysis). Specific output is the recommended scope for calibration services to be accredited.</li> </ul>								



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>- Management system for the application the ISO/IEC 17025. Design and development; implementation; evaluation.</li> <li>- Initiate activities to address gaps:</li> <li>- Training of drivers/operators (ref mobile equipment).</li> <li>- Training in of uncertainties measurement of</li> <li>- Calibration equipment</li> <li>- Environmental conditions</li> <li>- Intercomparisons</li> </ul>								
	<p>3.5 Enhance the MBS training business unit mainly for management systems complying with ISO 29990. [This activity to follow the functional review]</p> <ul style="list-style-type: none"> <li>- Survey on Malawian market for training on standards during the realization of the training activities of Output R6.</li> </ul>					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\$
	<ul style="list-style-type: none"> <li>- Contact and registry of available trainers</li> <li>- Establishment of procedures for compliance with ISO 29990, including training</li> </ul>								
	3.6 Establish a pool of Malawian Auditors.					MBS UNIDO	71200 - International Consultants	8,750	
	<ul style="list-style-type: none"> <li>- Establishment of a methodology to select, approve, register and monitor the performance of auditors.</li> <li>- Invitations to Malawi auditors and recent trainees to join the MBS pool of auditors.</li> <li>- 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.</li> </ul>								

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>	TIMERFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
	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.  - <i>Consultative workshop with the MLA</i>					MBS UNDP	UNDP TRAC  75700 - Trainings, Workshops and Confer	2,500	
<b>Sub-Total</b>								<b>2,249,521</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.  <u>Baseline:</u> 0;  <u>Target:</u> 1	4.1 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi  NOTE: 3x SPS enquiry points: -MBS -Dept of Agricultural Research Services -Dept of Animal Health					<u>MBS</u> UNIDO	EU  71200 - International Consultants	16,065	
4.2 Number of TR not notified during the									



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during this year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<p>drafting stage.</p> <p>Baseline: n/a (to be determined during the inception phase of the project).</p> <p>Target: 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>Baseline: 0; Target: 1</p> <p><b>Sub-Total</b></p>	<p>NOTE: Delay implementation till USAID project concludes, Evaluate manner in which outputs will be achieved during mid-term review.</p>								16,065
<b>OUTPUT 5:</b>									
Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National policies									
5.1 Number of SPS infrastructure action plans approved and implemented	5.1 Review the national SPS infrastructure					MBS UNIDO	EU	71200 – International Consultants	27,679
Baseline: 0; Target: 1	5.2 Develop a road map to improve the Malawian SPS infrastructure.					MBS UNIDO	EU	71200 – International Consultants	4,755



EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
5.2 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders.  <u>Baseline: 0; Target: 1</u>	5.3 Review and recommendations for the upgrade of legislation for the SPS infrastructure					MBS UNIDO	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: 0;</u> <u>Target: 15</u>	6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs  - <i>inception workshop Southern (roll over to Q1 2014), and to consider also workshops in Central and Northern</i>  - <i>Produce training and TA programme</i>					MBS UNDP MoIT	75700 - Training, Workshops and Confer	20,109	
6.2 Number of ISO 9001 Quality management systems in place in a selected number of SMEs.  <u>Baseline: 0;</u>									

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: 10</u>  6.3 Number of SME able to comply with specific quality requirements in export markets.  <u>Baseline: 0;</u>  <u>Target: 10</u>	6.2 Technical assistance to 15 SMEs, in particular female and youth headed SMEs, to comply with HACCP / ISO 22000 Food safety management systems  - <i>Selection criteria, process</i>  - <i>Formulation of ToRs for            technical assistance</i>					MBS UNIDO			0
6.4 Number of Trainers-cum- counsellors and auditors: training in HACCP / ISO 22000 Food safety management systems and approved as trainers and auditors.  <u>Baseline: 0;</u>  <u>Target: 18</u>	6.3 Technical assistance to 10 SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.  - <i>Selection criteria, process</i>  - <i>Formulation of ToRs for            technical assistance</i>					MBS UNIDO			
	6.4 Trainers-cum- counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems.  - <i>ID trainers, train the            trainers</i>					MBS UNIDO	EU	71200 - International Consultants	6,793



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\$
	6.5 Training in ISO 9001 Quality management systems for trainers-cum- counsellors and auditors.  <i>- ID trainers, train the trainers</i>					MBS UNIDO	71200 – International Consultants	6,793	
<b>Sub-Total</b>								<b>33,695</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	7.1 TA for the preparation of the organisational and operational internal bylaws and business plan for the Malawian accreditation body. (MBS/CTA)					MBS UNIDO	EU	0	
7.2 Number of business plans produced  <u>Baseline:</u> 0; <u>Target:</u> 1									
<b>Sub-Total</b>								<b>0</b>	

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&amp;E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Source of Funds	Budget Description	Amount US\$
<b>OUTPUT 8:</b> Programme Management									
Operational Management Team	8.1 Operational Management Team <i>-International Technical Assistance and related costs</i>  <i>- HQ travel</i>  <i>- National Project Assistant</i>  <i>- Fast Internet connection</i>  <i>- Insurance for equipment</i>  <i>- Consumables- Office Supplies</i>  <i>- Vehicle costs (normal use and maintenance)</i>					<u>UNIDO</u>	EU	77300 - Salary and related costs- TA/IP	248,446
						<u>UNIDO</u>	EU	71600 - Travel	14,841
						<u>UNDP</u> <u>MBS</u>	EU	77100 - Salary and related costs- TA/NP	11,500
						<u>MBS</u> <u>UNDP</u>	EU	72800 - Information Technology Equipment	42,500
						<u>MBS</u> <u>UNDP</u>	EU	74500 - Miscellaneous	81,522
						<u>MBS</u> <u>UNDP</u>	EU	72500 - Supplies	10,870
						<u>MBS</u> <u>UNDP</u>	EU	73400 - Rental and Maintenance	6,522



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>Vehicle costs (leasing)</i>  - <i>Audit</i>					MBS UNDP	73400 - Rental and Maintenance	10,870	
						UNDP	74100 - Professional Services	2,500	
Communications and Visibility	8.2 Communications and Visibility - <i>Communication and Visibility (Launch Event) planned to coincide with the announcement about the new building</i>  - <i>Brochures, Press Releases, Media and Communication, Stickers</i>					MBS UNDP	75700 - Training, Workshops and Confer	50,000	
						MBS UNDP	74200 - Communicati ons and Audiovisual	20,000	
Programme Assurance, Coordination and Management	8.3 Programme Assurance, Coordination and Management - <i>Programme Assurance</i>					UNDP	71400 - Contractual Services - Individual	7,770	
							61300 - Salary and related costs-- TA/IP	21,128	

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>Field Visits and Spot Checks</i>					<u>UNDP</u>	72300 - Materials & Goods	3,000	
	- <i>Bank Charges</i>					<u>UNDP</u>	71600 - Travel	10,000	
	- <i>Telephone/Mobiles</i>					<u>UNDP</u>	74500 - Miscellaneous	2,500	
	- <i>Teleconference System for MBS</i>					<u>UNDP</u>	72400 - Communicati on and Audio Visual	6,000	
	- <i>Quarterly Steering Committee Meetings and Monthly Project Management Meetings</i>					<u>UNDP</u>	72400 - Communicati on and Audio Visual	3,000	
	- <i>Mid-Year Review Retreat</i>					<u>UNDP</u>	72300 - Materials & Goods	2,000	
	- <i>AWP 2015 Retreat</i>					<u>UNDP</u>	71600 - Travel	4,000	
						<u>UNDP</u>	75700 - Training, Workshops and Confer	6,250	
						<u>UNDP</u>	75700 - Training, Workshops and Confer	6,250	



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\$
Administrative Cost	UNDP Administrative Cost (GMS 7%)					UNDP	75100 – Facilities and Admin	EU	18,350
	UNIDO Administrative Cost (GMS 7%)					UNDP	75100 – Facilities and Admin	EU	99,890
<b>Sub-Total</b>									<b>689,709</b>
<b>Total TRAC</b>									<b>152,000</b>
<b>Total EUC</b>									<b>1,925,636</b>
<b>Total GoM</b>									<b>1,136,363</b>
<b>GRAND TOTAL</b>									<b>\$3,213,999</b>

# ANNEX I: The Annual Work Plan (AWP) Monitoring Tool

Year 2014

CP Component: Poverty Reduction

Implementing Partner: Ministry Bureau of Standards

<b>EXPECTED CP OUTPUTS AND INDICATORS INCLUDING ANNUAL TARGETS</b>	<b>PLANNED ACTIVITIES</b> <i>List all the activities including monitoring and evaluation activities to be undertaken during the year towards stated CP outputs</i>	<b>EXPENDITURES</b> <i>List actual expenditures against activities completed</i>	<b>RESULTS OF ACTIVITIES</b> <i>For each activity, state the results of the activity</i>	<b>PROGRESS TOWARDS ACHIEVING CP OUTPUTS</b> Using data on annual indicator targets, state progress towards achieving the CP outputs. Where relevant, comment on factors that facilitated and/or constrained achievement of results including: - Whether risks and assumptions as identified in the CP M&E Framework materialized or whether new risks emerged - Internal factors such as timing of inputs and activities, quality of products and services, coordination and/or other management issues
<b>OUTPUT 1:</b> Strengthened capacity of the Malawi Bureau of Standards to deliver business services and to achieve financial sustainability <b>OUTPUT INDICATORS:</b> 1.5 Number of National Quality Policies (NQP), fast-tracked and approved by Cabinet. Baseline: 1 draft; Target: 1 approved National Quality Policy.	1.0 National Quality Policy - The finalisation of the activity is being concluded as part of the NORAD project - Dissemination of the NQP - Development of a National Quality Strategy (NQS)			
	1.1 Project Visibility event			



<p>1.6 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.</p>	<p>1.2 Review and set-up of organisational structures, service delivery procedures and knowledge management within MBS  - <i>Functional review of the MBS</i>  - <i>Improved organisational business management systems -Enterprise Resource Planning (ERP)</i></p>		
<p>1.7 Percentage increment of business services per year provided to Malawian organisations, both public and private,  <u>Baseline:</u> 100 Standards developed, 142 Certified products and Services, 3046 Samples Tested, 800 Verification Audits - Metrology Services)  <u>Target:</u> 30 % increase in services/per year</p>	<p>1.3. Market survey on the demand for testing and calibration in Malawi</p>		
<p>1.8 Percentage increase in revenue growth per year  <u>Baseline:</u> 20%/year ;</p>	<p>1.4. Preparation of a business plan and monitoring system for MBS.  1.5. Development of a "marketing unit" within MBS.  1.6. Enhancement and updating of MBS website</p>		
	<p>1.7. Preparation and implementation of a "training plan" for MBS.</p>		

<p>Target: 30%/year</p>				
<p><b>OUTPUT 2:</b>          Technical Regulations reviewed to promote efficient, effective and accountable delivery of information in accordance with SQAM and legislation</p>			<p>2.1 Documentary and field survey of the Malawian situation with regards to technical regulations and enforcement.            2.2 Awareness campaigns and training on "Better regulation".</p>	



<p>regulations of OUTPUT INDICATORS</p> <p>2.3 Number of Technical Regulations reviewed and aligned to International regulations and legislation <u>Baseline: 8; Target: 12</u></p> <p>2.4 Number of organizations promoting clear technical regulations <u>Baseline: 8; Target: 12</u></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.</p> <p>2.4 Preparation of a strategy and a plan for the institutionalisation of "Better Regulation" in Malawi</p>		
<p><b>OUTPUT 3:</b></p> <p>Structurally enhanced capacity of the Malawi Bureau of Standards for conformity assessment services</p> <p>OUTPUT INDICATORS:</p> <p>3.8 Number of Metrology Institutes constructed <u>Baseline: 0; Target: 1</u></p> <p>3.2. Percentage increase in demand and supply of MBS business services (standards, training and services, testing and calibration. <u>Baseline: 21%/year; Target: 30%/year</u></p> <p>3.3 Number of</p>	<p>3.1a Construction of the Metrology building (incl main Chichiri and satellite Maone site).</p> <p>3.1b Develop within MBS an accredited product certification body</p> <p>3.3 Develop within MBS a management systems certification body for: - ISO 9001 (quality management systems); - ISO14001 (environmental management systems); - ISO 22000 (food safety management systems)</p> <p>3.3. Upgraded and accredited testing laboratories in MBS.</p>		

<p>accreditations granted by an accreditation body full member of IAF.  <b>Baselining: 0; Target: 1</b>  <b>3.4</b> Number of MBS management systems certification body accreditations granted by an accreditation body full member of IAF for the international</p>	<p><b>3.4.</b> Upgraded and accredited calibration laboratories in MBS.  <b>3.5.</b> Enhance the MBS training business unit mainly for management systems standards, complying with ISO 29990.  <b>3.6</b> Establish a pool of Malawian Auditors.</p>			
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<p>standards; ISO 9001 ISO 22000 and HACCP. <u>Baseline: 0; Target: 1</u></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: 0; Target: 2</u></p> <p>3.5 Number of MBS calibration laboratories accreditation granted by an accreditation body full member of ILAC for the international standards. <u>Baseline: 0; Target: 2</u></p> <p>3.6 Number of MBS training units established <u>Baseline: 0; Target: 1</u></p>	<p>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.</p>		
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<p><b>OUTPUT 4:</b> Strengthened, proactive and responsive National Enquiry Points (NEP) to the information and notification requirements of WTO/TBT/SPS agreements</p> <p><b>OUTPUT INDICATORS:</b></p> <p>4.1 Number of databases established and made available to the general public that provide all Malawi technical regulations (TR), drafted and approved national standards.</p> <p><u>Baseline:</u> 0; <u>Target:</u> 1</p> <p>4.4 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; <u>Target:</u> 1</p>	<p>4.2 Identify, store, update, create and use the information on foreign TR, standards and conformity assessment dispositions of countries that import from Malawi</p>		
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<b>OUTPUT 5:</b> Sanitary and Phytosanitary (SPS) infrastructure improved and mainstreamed into National polices <b>OUTPUT INDICATORS:</b> 5.3 Number of SPS infrastructure action plans approved and implemented <u>Baseline: 0; Target: 1</u>  5.4 Number of Reports on the review and upgrade of SPS legislation in Malawi discussed and approved by stakeholders. <u>Baseline: 0; Target: 1</u>	5.4 Review the national SPS infrastructure			
	5.5 Develop a road map to improve the Malawian SPS infrastructure.			
	5.6 Review and recommendations for the upgrade of legislation for the SPS infrastructure			

<b>OUTPUT 6:</b> Capacity of Small and Medium sized Enterprises (SME), and particularly women and youth led enterprises, strengthened to comply with quality requirements <b>OUTPUT INDICATORS:</b> Number of HACCP / ISO 22000 Food safety management systems in	6.1 Preparation of an overall training and technical assistance programme for SMEs, in particular female and youth headed SMEs			
	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>place in a selected number of SMEs. Baseline: 0; Target: 15</p>	<p>6.3 Technical assistance to 10 SMEs, in particular female and youth headed SMEs, to comply with ISO 9001 Quality management systems.</p>			
<p>6.5 Number of ISO 9001 Quality management systems in place in a selected number of SMEs. Baseline: 0; Target: 10</p>	<p>6.4 Trainers-cum-counsellors and auditors: Training in HACCP / ISO 22000 Food safety management systems.</p>			



<p>6.6 Number of SME able to comply with specific quality requirements in export markets. <u>Baseline: 0; Target: 10</u></p> <p>6.7 Number of Trainers-cum-counsellors and auditors: training in HACCP / ISO 22000 Food safety management systems and approved as trainers and auditors. <u>Baseline: 0; Target: 18</u></p>	<p>6.5 Training in ISO 9001 Quality management systems for trainers-cum-counsellors and auditors.</p>			
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<p><b>OUTPUT 7:</b> MBS compliant with International Regulations established</p> <p><b>INDICATORS:</b> 7.3 Number of internationally recognized certificates issued <u>Baseline: 0; Target: 5</u></p> <p>7.4 Number of business plans produced <u>Baseline: 0; Target: 1</u></p>	<p>7.1 TA for the preparation of the organisational and operational internal bylaws and business plan for the Malawian accreditation body. (MBS/CTA)</p>			
<p><b>OUTPUT 8:</b> Programme Management</p>	<p>Programme Assurance and Coordination Management</p> <ul style="list-style-type: none"> <li>- <i>Recruitment of National Project Assistant</i></li> <li>- <i>Fast Internet connection at MBS</i></li> <li>- <i>Field Visits and Spot Checks</i></li> <li>- <i>Communications and Visibility</i></li> <li>- <i>Project Management Meetings and Steering Committee Meetings</i></li> </ul>			







