

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

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## **1. Background**

- 1.1. Ending Pandemics (a project of Tides Center) entered into an agreement with Mott MacDonald Limited on August 14, 2019 to improve laboratory capacity for diagnosis and surveillance of anti-microbial resistance (“AMR”) in low-income countries where AMR has a disproportionate impact (the “Agreement”), attached as Appendix A.
- 1.2. Ending Pandemics is responsible for overall programme and financial management, donor reporting, and global strategic partner engagement. It will also be responsible for disbursing and managing sub-grants and sub-contracts in furtherance of the Agreement. As part of the overall programme management under the Agreement, Ending Pandemics facilitates a network called Connective Organizations for Regional Disease Surveillance (CORDS) which strives to detect and control the spread of infectious diseases by catalyzing exchange and collaboration among surveillance systems globally.
- 1.3. A Program Steering Committee (PSC)- comprised of Ending Pandemics, CORDS’s networks experts (or thought leaders) and representatives from all sub-Host institutions, Fleming Fund, and other relevant strategic stakeholders- will be established to provide program oversight and ensure effective program delivery and sustainability. The PSC will meet quarterly via teleconference.
- 1.4. Technical Working Groups (TWG) will also be established, comprised of technical experts and representatives of all consortium partners, sub-grantees, sub-contractors, and other relevant regional stakeholders, as identified in the Agreement, to inform development and implementation of program activities in each region. These will also participate in exchanges in and between different regions, through meetings, conferences, and other opportunities for AMR stakeholders to meet, share knowledge and experiences, and build the networks of trust that will be integral to strengthening AMR capacity at the country and regional levels.
- 1.5. Each Consortium Partner will deliver set outputs and outcomes to agreed budgets, against which they will be required to report activities and expenditure on a quarterly and monthly basis respectively.

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

- 1.6. Contractor is also responsible for ensuring that they perform their services in compliance with Ending Pandemic’s obligations pursuant to the agreement attached as Appendix A and in compliance with applicable law. Contractor acknowledges that Contractor is not an agent of Ending Pandemics, Tides Center. Furthermore, Contractor is not an employee of Ending Pandemics, Tides Center.

## **2. Scope of Work**

### **2.1 Services to be performed October 15, 2019 – October 15, 2020**

As part of grant and program management processes, Ending Pandemics will organize regular contract monitoring meetings via teleconference with all sub-grantees to identify and address potential issues, barriers, or challenges as these arise. Ending Pandemics will organize the project inception and global meetings. As part of the grants management process, Ending Pandemics will coordinate the efforts of all networks, (the PSC, TWG and all AMR stakeholders involved) as the networks perform the on the ground analysis work, and be the single entity responsible for reporting all activities to the Fleming Fund. Ending Pandemics will be responsible for reporting separately to the Fleming Fund on a quarterly basis, drawing from the materials each network submits to Ending Pandemics.

Additionally, SACIDS will support Ending Pandemics with the responsibilities listed below by collaborating with MECIDS, EAIDSNET, and a West Africa Consultant throughout the course of this project in an effort to maximize the assessment of the fuller Region, gaining knowledge from each other, developing sustainable products, and implementing joint pilot studies. SACIDS is responsible for the activities that are assigned to Drs. Stephen Mshana, MeckyMatee, Erick Komba, MtebeMajigo, and Nyambura Moremi.

## **Activities**

### **Activity 2.1.1**

December 2019

Prepare and participate in a 3-day Inception Meeting (International) people December 2019 Bangkok

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
<b>Meeting participation</b>	<b>Attend and participate via presentation on your region and participate in discussion and preparation of meeting recommendations</b>	<b>Stephen Mshana, MeckyMatee, Erick Komba, MtebeMajigo</b>	<b>16-20 Dec 2019</b>	654.55 GBP  SUA OH: 65.45

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

				<b>Total: 720 GBP</b>
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### Activity 2.1.2

October 2019 – February 2020

TWG members conduct mapping and gap analysis of needs, current practices, and opportunities for common surveillance protocols across the 4 FF sub-regions to inform the global meeting and mapping of Tricycle Program (2.2.1).

### ***East and South Africa –Tanzania, Malawi, Zambia, Uganda***

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
1. AMR Surveillance Literature review	(see distributed proposal) CORDS has a One Health Focus (humans, livestock, agriculture, crops, food, and environment)	Stephen Mshana, Mecky Matee, Erick Komba, Mtebe Majigo, Nyambura Moremi	13 March 2019	40,909.09 GBP
2. Review extant International, Regional and National guidelines	Keep this in mind as you conduct a mapping and gap analysis of needs and current AMR surveillance practices in <i>Tanzania, Malawi, Zambia, Uganda</i> .	TBD (1 person each for Malawi, Zambia and Uganda)		SUA OH: 4090.91 GBP
3. Report on Map and Gap Analysis	Identify opportunities to create and use common surveillance protocols in in your region.			<b>Total: 45000 GBP</b>
4. Report on Uptake of Tricycle Programme	Work with your regional (and CORDS) partners to understand the approaches to mapping they are suggesting in countries they have selected.  Identify approaches for monitoring and evaluation, to include baseline data; models and mechanisms for surveillance, capacity			

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

	<p><b>strengthening and training.</b></p> <p><b>Describe how country is enrolled in or has adopted the Tricycle Program and work with your regional partners to understand regional adoption of the Tricycle program</b></p>			
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**West Africa– Ghana, Nigeria**

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
1. AMR Surveillance Literature review	(see distributed proposal) Map current practices and characterise requirements to achieve capacity at national and regional level.	Stephen Mshana, Mecky Matee, Erick Komba, Mtebe	13 March 2019	40,909.09 GBP
2. Report on Map and Gap Analysis	Identify approaches for monitoring, to include baseline data; models and mechanisms for	Majigo, Nyambura		SUA OH: 4090.91 GBP
3. Report on Uptake of Tricycle Programme	surveillance, capacity strengthening and training. West Africa countries include Ghana, Nigeria.	Moremi, TBD (1 person each for Ghana and Nigeria)		<b>Total: 45000 GBP</b>

**Activity 2.1.3**

February 2020

Ending Pandemics to convene 1 x 2-day global meeting to discuss findings and share best practices in AMR surveillance identified by mapping (all CORDS networks plus partners).

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
1. Meeting participation	Attend and participate via presentations on your region and participate in discussion and summary of best practices	Stephen Mshana, Mecky Matee	30 March 2020	436.36 GBP
2. Summary of best practices in AMR surveillance				SUA OH: 43.64
				<b>Total: 480 GBP</b>

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

<b>from regional perspective</b>				
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**Activity 2.1.4**

March 2020 – May 2020

TWG members to develop common protocols and SOPs for piloting in 8 FF Priority Countries (1 per region) to inform and plan regional meetings.

*East and South Africa- Tanzania, Malawi, Zambia, Uganda*

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
<p><b>1. Set of common protocols and SOPs for Human Animal and Environmental</b></p> <p><b>2. Identify Pilot countries</b></p> <p><b>3. Create a set of recommendations on developing harmonized AMR data collection sites, tools and evaluation.</b></p>	<p><b>Based upon mapping and gap analysis, work with the TWG to develop in parallel a set of common protocols and SOPs (Human, Animal, Environmental) for piloting in 8 countries, one from each sub region.</b></p> <p><b>Formulate recommendations for harmonized AMR data collection tools sites. techniques and tools, methods for analysis and interpretation and propose minimum data sets. Existing tools such as <i>Afyadata</i> can be adapted to collect AMR data. Standardized protocols will allow for integration of data and comparative analysis among countries.</b></p>	<p><b>Stephen Mshana, Mecky Matee, Erick Komba, Mtebe Majigo, Nyambura Moremi, Calvin Sindato TBD (1 person each for Malawi, Zambia and Uganda)</b></p>	<p><b>30 June 2020</b></p>	<p>27,272.73 GBP</p> <p>SUA OH: 2727.27 GBP</p> <p><b>Total: 30,000 GBP</b></p>

*West Africa-Ghana, Nigeria*

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
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*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

<p><b>1. Set of common protocols and SOPs for Human Animal and Environmental</b></p> <p><b>2. Identify Pilot countries</b></p> <p><b>3. Create a set of recommendations on developing harmonized AMR data collection sites, tools and evaluation.</b></p>	<p><b>Based upon mapping and gap analysis, work with the TWG to develop in parallel a set of common protocols and SOPs (Human, Animal, Environmental) for piloting in 8 countries, one from each sub region.</b></p> <p><b>Formulate recommendations for harmonized AMR data collection tools sites. techniques and tools, methods for analysis and interpretation and propose minimum data sets. Existing tools such as <i>Afyadata</i> can be adapted to collect AMR data. Standardized protocols will allow for integration of data and comparative analysis among countries.</b></p>	<p><b>Stephen Mshana, Mecky Matee, Erick Komba, Mtebe Majigo, Nyambura Moremi, Zablon Bugwesa</b></p>	<p><b>30 June 2020</b></p>	<p><b>27,272.73 GBP</b></p> <p>SUA OH: 2727.27 GBP</p> <p><b>Total: 30,000 GBP</b></p>
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**Activity 2.1.5**

May 2020

Ending Pandemics to convene 4 x 1-day regional meetings with 40 regional stakeholders on draft common protocols and SOPs developed and plans for piloting

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
<p><b>Preparation, attendance and participation in Regional Stakeholder Meeting</b></p>	<p><b>Brief up to 40 participants on protocols and SOPs developed and piloting methodology, and prioritization based upon international and national standards/guidelines</b></p>	<p><b>Stephen Mshana, Mecky Matee</b></p>	<p><b>31 July 2020</b></p>	<p><b>436.36 GBP</b></p> <p>SUA OH: 283.64 GBP</p> <p><b>Total: 720 GBP</b></p>

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

**Activity 2.2.1**

December 2019, June 2020

TWG to review uptake of Tricycle programme in the 4 FF sub-regions, and across FF priority countries as part of gap analysis and mapping under 2.1.2

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
<b>Summary report on Tricycle update in the 4 FF sub-regions and priority countries.</b>	<b>Understanding the update and adoption of countries enrolled in the Tricycle Programme will serve to assess the progress of countries and identify current needs, advancements and limitations.</b>	<b>Stephen Mshana, MeckyMate e, Erick Komba, MtebeMajigo, Nyambura Moremi</b>	<b>13 March 2020</b>	1,922.73 GBP  SUA OH: 192.27 GBP  <b>Total: 2115 GBP</b>

**Recurrent Costs**

Program Coordinator(s):

October 15, 2019 – October 15, 2020

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
<b>Identify program coordinator</b>	<b>Coordinates planning, organization, and preparation of reports and budgets and collects supporting materials. Interacts with investigators and administrative staff to ensure that contract is in compliance with regulatory, funding agency, and policy requirements. Provides guidance and support to investigators.</b>	<b>MeckyMat ee</b>	<b>Recurrent</b>	9,818.18 GBP (818.18) GBP/month  SUA OH: 981.82 GBP  <b>Total: 10,800 GBP</b>

Milestone	Description	Name(s)	Due Date	Up-to Subtotal
	<b>Sokoine University Overhead charges</b>	<b>SUA</b>	<b>Recurrent</b>	14,963.18 GBP

Subtotal costs are not to exceed the amounts listed unless otherwise authorized by Ending Pandemics.

**Total Contract (not to exceed in year 1): 164,595.00 GBP or \$206,896 USD.**

*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

**3. Programmatic Reporting Requirements:**

- 3.1. Reporting processes will include quantitative and qualitative measures of predefined indicators to gain better insight into project progress and outcomes, and will form an important part of the Monitoring, Evaluation, Learning, and Accountability (MEAL) processes. Proof of completion of activities will be reported in a quarterly reporting template.
- 3.2. Contractor will submit quarterly: milestone documents, program narrative, and budget narrative on the following dates (or next business day):
- December 25, 2019
  - March 25, 2020
  - June 25, 2020
  - September 25, 2020

**4. Financial Reporting Requirements:**

- 4.1. Contractor will send financial reports on the 5<sup>th</sup> of every month except during quarterly invoicing periods (dates listed below) where funds should be reconciled by the listed dates. The financial report will consist of budget versus actual expenditure. Financial reports should match the details provided in the quarterly report and must be accompanied by an invoice itemization sheet and supporting documents in the form of timesheets and scanned copies of receipts for all expenses.
- 4.2. Financial reports must include:
- 4.2.1. Itemization sheet
- Clear linking of each cost to corresponding receipts or timesheet
  - Each cost tagged per Fleming Fund's accounting categories
  - Exchange rate to USD (assessed on a monthly basis)
- 4.2.2. Supporting information:
- Timesheets related to personnel fees claimed
  - Receipts for all expenditures claimed
  - Oanda exchange for demonstrating currency exchange rates

**5. Invoicing Requirements:**

- 5.1. Quarterly payments will be made in advance, upon submission of an invoice by Contractor, to cover activities indicated in the scope of work. The advance will be reconciled in the monthly financial reports before any further funds are advanced. Subsequent invoices will be for costs each quarter in arrears and shall cover actual expenditures, less any advance already made.



*Fleming Fund – Ending Pandemics AMR Project Contract for SACIDS*  
*Edited February 10, 2020*

5.2. Funds may not be used to pay for office equipment materials unless pre-approved by Ending Pandemics.

5.3. Invoices must include:

- Itemization sheet for upcoming quarter expenditures
- Explanation of any unspent funds

5.4. Invoices must be sent by the following dates or they cannot be processed (or next business day):

- December 25, 2019
- March 25, 2020
- June 25, 2020
- September 25, 2020

5.5. Invoices should be sent to:

Ending Pandemics  
870 Market Street  
Suite 528  
San Francisco, CA 94102  
Attn: Lauren Diaz  
[lauren@endingpandemics.org](mailto:lauren@endingpandemics.org)

5.6. Contractor will include bank information in the Tides Center Outgoing Wire Form. Contractor will notify Ending Pandemics of any bank detail changes.

6. Contractor represents and warrants that to Contractor's knowledge, its directors, officers, employees, subsidiaries and sub-consultants, are not engaged in any business transactions or other activities prohibited by any laws, regulations or executive orders relating to terrorism, trade embargoes or money laundering, including the regulations administered by the Office of Foreign Assets Control ("OFAC"), including those parties named on OFAC's Specially Designated Nationals and Blocked Persons List.

**7. Termination:**

7.1. This contract can be terminated with 30 days' notice by either party. In the event that this contract is terminated, upon notice of termination, the Contractor will immediately stop providing services. Contractor will be paid for the completed milestones work conducted prior to notice of termination.