

Terms of Reference

for

Provision of COVID19 Sanitary Risk Assessment Training for Medical and Laboratory Facilities

The CONTRACTOR shall perform and be responsible for providing Sanitary Risk Assessment training for different facilities and conditions aimed at specialists working either in and/or with medical facilities or laboratories. The to-be-trained specialists are from ISTC member countries: Armenia, Georgia, Kazakhstan, Kyrgyzstan, and Tajikistan, and potential additional countries from the Caucasus (Azerbaijan), Central Asia (Afghanistan, Mongolia, Pakistan, Uzbekistan), Eastern Europe (Moldova or Ukraine), and South-Eastern Europe (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia).

1.0 PARTIES

- 1.1 CONTRACTOR: to be selected by competitive open tender as per standard ISTC terms and conditions.
- 1.2 CONTRACTING AGENCY: The International Science and Technology Center (ISTC); an inter-governmental organisation with status of a diplomatic mission, headquartered in Nur-Sultan, Kazakhstan. Its Member countries include Armenia, Georgia, Kazakhstan, Kyrgyzstan and Tajikistan
- 1.3 OTHER PARTIES:
 - 1.3.1 International Security and Non-proliferation Office of Cooperative Threat Reduction (ISN/CTR), US Department of State (DoS), which is the original funding source for the provision of this training activities;
 - 1.3.2 Governmental officials from various ministries of participating countries.
 - 1.3.3 Relevant organizations in participating countries that deal with infection prevention control issues (including public and private medical clinics and hospitals, or public and private, diagnostics and/or research, medical or veterinary laboratories).

2.0 AIM OF CONTRACT

- 2.1 Under previous funding activities by the US and other international funders (like the European Union, Canada and others) basic biosafety/biosecurity, including some risk-assessment, training was provided to specialists in the ISTC member countries (Armenia, Georgia, Kazakhstan, Kyrgyzstan, and Tajikistan). Hence there is a cadre of experienced professionals in the member countries that are have some experience with infectious control/risk assessment but in general the training was primarily focused on laboratory staff and provided in general terms;

- 2.2 As part of the response by the ISTC Member Countries to ongoing COVID-19 crisis, they identified the need for infectious control/risk assessment training, especially with regards to medical facilities;
- 2.3 In order to assist the ISTC Member Countries to address these needs, the aim of this contract is to train existing local trainers in conducting infectious control/risk assessments of medical facilities or laboratories and provide suitable recommendations, as well as, skills to train staff in these facilities to perform their own risk assessment to assure implementation and continued adherence to the recommended infection control measures.

3.0 SCOPE OF WORK AND DELIVERABLES

Responsibilities and Activities to be covered by the CONTRACTOR:

- 3.1 Training will be conducted to train a 2-3 local experts per ISTC Member Country (to include Armenia, Kazakhstan, Kyrgyzstan and Tajikistan, and potentially Georgia), but may be expanded to include other countries (from the Caucasus: Azerbaijan; Central Asia: Afghanistan, Mongolia, Pakistan, Uzbekistan; Eastern Europe: Moldova or Ukraine; and South-Eastern Europe: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia) on Sanitary Risk Assessment of medical and laboratory facilities, particularly with regards to COVID-19 but also in general.
- 3.2 The CONTRACTOR will conduct a virtual course for local country experts that includes modules focused on:
- description of various biological agents and outbreak history of infectious diseases;
 - information on SARS-CoV-2 and COVID-19 including characteristics of the virus, risks associated with the pathogen, signs and symptoms of disease, and routes of transmission;
 - basic principles of how to assess sanitary risks;
 - application of basic risk assessment principles to medical facilities, including: standard operating procedure evaluation and development focusing on proper patient flow procedures, collection, handling, and storage of clinical samples, use of PPE, and waste management & disinfection protocols;
 - application of basic risk assessment principles to laboratory facilities, including: standard operating procedure evaluation and development focusing on collection, handling, and storage of clinical samples, use of PPE, and waste management & disinfection protocols;
 - review by the CONTRACTOR's experts of a small case study that each trainee is required to conduct of a facility in their country as part of the training activities, to

provide the trainees with the opportunity to apply the learned skills to their environment and receive feedback from the CONTRACTOR's tutors.

The course will conclude with a module focused on how to use the material and knowledge gained to train others and a final testing and evaluation portion to ensure that all local experts are proficient in the material and will be able to train others effectively.

- 3.3 The delivery mode of the virtual training activities is expected to be a mix of downloadable materials for self-study by the recipients, pre-recorded instructional videos, interactive webinars and/or discussion forums using various online conference, training platforms or other capabilities;
- 3.4 The training activities are aimed at two separate target groups, i.e. personnel of medical facilities and laboratories, that work in different environments. Therefore, the CONTRACTOR can elect to develop and conduct two parallel training courses, one for each of the target groups. Or, the CONTRACTOR can decide to develop a common core of training activities (such as on the basic principles of risk assessment) that applies to both target groups, and provide additional, differentiated training that applies to each of the target group's working environments;
- 3.5 The CONTRACTOR will provide necessary materials for the local experts to conduct in-country training in the local language for personnel from medical or laboratory facilities. Materials will include access to virtual course or power point presentations and case studies for practical exercises, and short training videos translated into the local language. Where materials are not available in local languages, they will be made available to the ISTC for translation, see also Article 7.1.
- 3.6 The CONTRACTOR will provide subject matter expert reach-back support for local experts for a duration of 3 months following the train-the-trainer course. This may be in the form of a learning platform access for all trainers and/or direct e-mail communication.
- 3.7 The expected duration of the interactive portions of the trainings will total at least 10 hours, including the reach back support provided to the recipients.
- 3.8 The CONTRACTOR will achieve the following deliverables:
 - A. Develop curriculum and training materials that address subjects listed in 3.2
 - B. Deliver these training online (e.g. web-based platform) that enables participants to communicate effectively and provide feedback to trainer
 - C. Provide monitoring and subject matter expertise support for a period of 3 months following the course and assess the progress of the trainers and trainings they are providing.

4.0 REPORTING REQUIREMENTS

- 4.1 Technical reporting requirements:

- 4.1.1 CONTRACTOR is required to accurately report activities, milestone progress and deliverables (etc) on a monthly basis to the ISTC. Pending acceptance by the ISTC, the CONTRACTOR will receive payments as per the agreed milestone payment schedules prepared by the CONTRACTOR (payment terms to be negotiated during tender process).
- 4.2 Financial accounting and reporting requirements:
- 4.2.1 CONTRACTOR is required to report quarterly to ISTC on financial activities that were performed. Format of report will be agreed upon with ISTC, but objective is to have a report that clearly exhibits financial costs reported linked to activities the deliverables. Pending acceptance by the ISTC, the CONTRACTOR will receive payments as per the agreed milestone payment schedules prepared by the CONTRACTOR (payment terms to be negotiated during tender process).
- 4.2.2 CONTRACTOR shall keep accurate and regular records and complete accounts throughout the implementation of the Contract to internationally-accepted standards. All financial transactions and statements shall be subject to ISTC auditing procedures.
- 4.2.4 CONTRACTOR shall retain and make available all relevant financial information, in original format, for a period of five years from the end date of the contract for the purposes of audit. This shall include all activities involving third parties contracted to the CONTRACT. In exceptional cases, certified copies of original contract, procurement, grant agreement and financial support documents will also be acceptable.

5.0 SCHEDULE

Duration of the contract is to be 6 months, which is roughly broken into three phases, which potentially can have some overlap:

- 5.1 Preparation of training materials, 1 month;
- 5.2 Conduct of training activities to participating countries, 2 months;
- 5.3 Provision of reach-back support to newly trained experts from participating countries, 3 months.

6.0 TEAM OF EXPERTS REQUIREMENTS

- 6.1 The CONTRACTOR shall assemble a Team of Experts (ToE) capable of implementing the tasks as described in this Terms of Reference.
- 6.2 The ToE should contain minimally a Coordinator and two Biosafety, Biosecurity, Biorisk Training Expert(s) with experience in infectious control risk assessment in medical and laboratory settings. The ToE should include some redundancy to ensure continuity of implementation if key ToE members are absent. See Annex A for ToE specifications.

- 6.3 The Coordinator is responsible for liaising with ToE, ISTC, ISN/CTR and local implementers. The Coordinator is responsible for coordination of work and reporting responsibilities of the ToE and any sub-contractors hired to implement the Contract.
- 6.4 The Coordinator will work directly for the main CONTRACTING organisation, i.e. is not working for a sub-contracting organisation.
- 6.5 All ToE experts and other team members (if applicable) must be independent and free from conflicts of interest in the responsibilities they undertake as part of the Contract.
- 6.6 All ToE members shall sign a confidentiality and non-disclosure agreement, which will be an integral part of their contract with their contracting organisation.

7.0 ROLE OF THE ISTC

Separately from this contract, but in support of the activities to be performed by the CONTRACTOR, the main responsibilities of the ISTC are to:

- 7.1 Coordinate with representatives of the participating countries in selecting the appropriate candidates for the training;
- 7.2 Contract the necessary interpretation and translation services for implementation of training activities, which are conducted by the CONTRACTOR. Including (but not limited to): synchronous interpretation during live, online training sessions, translation of training and supporting materials/documents, and translated transcripts or dubbing of instructional videos (prepared by the CONTRACTOR);
- 7.3 Provide funding mechanisms and financial support for newly trained local experts (that were trained by the CONTRACTOR) to conduct risk assessments of medical or laboratory facilities in country and training of personnel in such facilities, for which the CONTRACTOR will provide 3 months of reach-back support (see also article 3.3);
- 7.4 Procure and assist with transportation and customs issues of materials and supplies to-be-provided to the newly trained local experts (that were trained by the CONTRACTOR) to support the training activities that they will conduct in their respective countries;
- 7.5 Provide access to training platforms and online meeting capabilities to the newly trained local experts (that were trained by the CONTRACTOR) to support the development of their national, sustainable training activities, based on the training received from the CONTRACTOR.

ANNEX A

SPECIFICATIONS FOR TEAM OF EXPERTS (ToE) MEMBERS

The Team of Experts (ToE) should contain minimally a Coordinator and two biosafety, biosecurity, biorisk training expert(s). The ToE should contain some build-in redundancy, in order to assure continuity of implementation.

The Coordinator is responsible for liaising with ToE, ISTC, ISN/CTR and local implementers. The Coordinator is responsible for coordination of work and reporting responsibilities of the ToE and any sub-contractors hired to implement the contract.

All ToE experts and other team members must be independent and free from conflicts of interest in the responsibilities they undertake.

It is essential that the Team of Experts cover the following skills:

- Experience in working in/with medical and/or laboratory facilities for more than 10 years
- Experience in the area of disease infection prevention and control/public health for more than 10 years
- At least 5 years of experience in biosafety, biosecurity, biorisk management training
- Proven knowledge of International Health requirements (treaties, conventions, regulations, guidelines, etc.) covering the full scope of best practices in the area of biosafety, biosecurity and biorisk management
- Proven team management skills, within international and preferably multi-disciplinary teams
- Track record in providing online training activities
- Fluent in English

It is beneficial if the Team of Experts also has additional skills, such as:

- Previous working experience in ISTC Member Countries (Armenia, Georgia, Kazakhstan, Kyrgyzstan and Tajikistan) is beneficiary
- Experience in the security field, in particular CBRN, will be an asset
- Knowledge of Russian is an asset