

## SCOPE OF WORK FOR LOGISTICAL COMPANY

**Purpose: to assist U.S. Centers for Disease Control and Prevention (CDC) in conducting training according to the table below.**

**Title: One Health Quality Assurance/Quality Control (QA/QC) for improvement of the performance of laboratory work**

**Dates: May 11-15, 2015**

Duration: 5 days

Venue: Turkistan hotel (64 Yunus Rajabi str., Tashkent) or other hotel of the same quality and level in the center of the city

Total number of participating people: 45

Including:

*Participants:* 30

*Trainers/Facilitators:* 4

*Interpreters:* 2

*CDC/UZ:* 3

*Other:* 6

Items	Days/unit	Pax/unit	Comments
<b>PAX KIT</b>			
<b>Notepads</b>	1	45	Please purchase 45 A5 notepads.
<b>Pens</b>	1	45	Please purchase 45 pens.
<b>Nametags</b>	1	45	Please arrange 45 nametags. Nametags should be bilingual – one side in English and the other in Russian. Each side should consist of person's name and place of work. The list of participants will be provided.
<b>Badges</b>	1	45	Please arrange 45 badges. CDC representative will provide ready-to-print badges by e-mail.
<b>Certificate</b>	1	30	Please arrange 30 certificates. CDC representative will provide the ready-to-print certificate by e-mail. The printed certificates should be available on May 14.
<b>CD or memory drives</b>	1	30	Please arrange 30 CDs or memory drive with training materials. The ready-to-burn materials will be provided by CDC representative.

Items	Days/unit	Pax/unit	Comments
<b>EQUIPMENT AND SUPPLIES</b>			
<b>Flipchart stand and paper</b>	5	5	Please arrange 5 flipchart stands and 5 sets of paper for all five days of the training.
<b>Markers</b>	5	10	Please arrange 10 markers for all five days of the training.
<b>LCD projector</b>	5	2	Please arrange 2 LCD projectors at the conference hall during five training days. One projector will show presentations in English and other one in Russian.
<b>Laptop</b>	5	2	Please arrange 2 laptops at the conference hall during five training days. One laptop will show presentations in English and other one in Russian.
<b>Wall Screen</b>	5	2	Please arrange 2 wall screens at the conference hall during five training days. One screen will show presentations in English and other one in Russian.
<b>Extension cord</b>	5	2	Please arrange appropriate number of extension cords (at least two) to connect all equipment in the conference hall during five training days.
<b>Adaptors</b>	5	2	Please arrange adaptors to be available during five training days to connect US plug into European outlet or vice versa.
<b>Pointers</b>	5	2	Please arrange two pointers with the ability to turn over the slides on the screen during five days of the training.
<b>Equipment for simultaneous translation</b>	5	1	Please arrange wireless equipment for simultaneous translation for at least 45 participants.
<b>Microphones and acoustic systems</b>	5	2	Microphones on the table for participants – at least one microphone for two participants (can be part of simultaneous translation equipment). Two wireless microphones for trainers. Acoustic system

Items	Days/unit	Pax/unit	Comments
<b>NON-TASHKENT PARTICIPANTS</b>			
<b>Transportation of non-Tashkent participants from city of residence to Tashkent and back</b>	2	26	Please arrange transportation or reimburse for transportation expenses of non-Tashkent participants from city of residence to Tashkent and back using the cheapest and most convenient options. The number of non-Tashkent participants can be changed. For budgeting purposes, please plan 2 participants from each Uzbekistan region (Andijan region, Bukhara region, Ferghana region, Jizzakh region, Kashkadarya region, Khorezm region, Namangan region, Navoi region, Samarqand region, Surkhandarya region, Syrdarya region, Tashkent region and Republic of Karakalpakstan). The number of non-Tashkent participant can be changed.
<b>Lodging</b>	6	26	Please reserve and pay for 13 double rooms or 26 single rooms at the hotel where the training will take place. The cost per person per night should not exceed 150,000 UZS. Check-in is on May 10; check-out is on May 16. The number of non-Tashkent participant can be changed.
<b>M&amp;IE</b>	6.5	26	Please pay \$15.00 per day for 6.5 days ( $\$15.00 \times 6.5 = \$97.5$ in total) to non-Tashkent participants in local currency based on Central Bank exchange rate on the day of payment. If non-Tashkent participant arrive later than May 10 or depart earlier than May 16, the M&IE should be paid in appropriate proportion. The participant should provide copy of passport to receive the M&IE. The participant should sign the register document to confirm receipt of M&IE. The number of non-Tashkent participant can be changed.
<b>CONFERENCE ROOM</b>			
<b>Conference room package</b>	5	1	Please ensure that the venue has conference room that will spacious enough to fit 45 participants in classroom setting. For the opening part (1 <sup>st</sup> day of the training from 8.30 through 10.00 a.m.) there should be presidium set up for VIP guests and speakers (6 people in total). The presidium should be equipped with microphones connected to the simultaneous translation equipment for each presidium participant.

**ADDITIONAL REQUIREMENTS:**

1. Plan to have several meetings with CDC staff to coordinate the training's logistic (including kick-off meeting and any ad-hoc coordination meetings during event planning);
2. Ensure travel and hotel arrangements for non-Tashkent participants go according to plan and manage any unexpected changes or cancellations;
3. Ensure a training assistant is available at the training venue to oversee all training logistics and administration throughout the workshop, manage any unforeseen issues, as well as questions from participants and requests from facilitators;
4. Ensure that the workshop logistics are carried out in a professional manner;
5. Ensure that all necessary bookings, procurement and other logistics, as specified by CDC, are completed on time and to the highest possible standard;
6. Ensure that 90% of participants and facilitators are satisfied with logistics of the training.
7. Ensure that the conference room, equipment, and participant kit, are all set up and ready on the eve of the event. On May 10, be ready to visit conference room with CDC representative for final check.