

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: Data Analysis workshop

Dates: December 14-18, 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: 35

Including:

Participants: 30

Trainers/Facilitators: 2

CDC/UZ: 3

Items	Days/unit	Pax/unit	Comments
PAX KIT			
Notepads	1	35	Please purchase 35 A5 notepads.
Pens	1	35	Please purchase 35 pens.
Nametags	1	35	Please arrange 35 nametags. Nametags should be in Russian. Each side should consist of person's name and place of work. The list of participants will be provided.
Badges	1	35	Please arrange 35 badges. CDC representative will provide ready-to-print badges by e-mail.
Certificate	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 December 16.
CD or memory drives	1	30	Please arrange 30 CDs or memory drive with training materials. The ready-to-burn materials will be provided by CDC representative.
EQUIPMENT AND SUPPLIES			
Flipchart stand and paper	5	5	Please arrange 5 flipchart stands and 5 sets of paper for all five days of the training.

Items	Days/unit	Pax/unit	Comments
Markers	5	10	Please arrange 10 markers for all five days of the training.
LCD projector	5	1	Please arrange 1 LCD projector at the conference hall during five training days.
Laptop	5	31	<p>Please arrange 31 laptops at the conference hall during five training days. One laptop will be used to demonstrate presentations for the audience. Another 30 laptops are needed for practical exercises. The laptops should have the following technical characteristics:</p> <ul style="list-style-type: none"> • Computers must have properly licensed Windows 7 or 8 (or 8.1) installed. <ul style="list-style-type: none"> • Installed operational system must be fully updated. • Computers must meet all minimal requirements for its respective operational system. <ul style="list-style-type: none"> • Minimal requirements for respective operational system can be found in Microsoft Website. <ul style="list-style-type: none"> • For Windows 7 http://windows.microsoft.com/en-us/windows7/products/system-requirements • For Windows 8 or 8.1 http://windows.microsoft.com/en-us/windows-8/system-requirements • Every computer must have MS Office 2010 or 2013 suite installed. • Every computer must have Antivirus software installed <ul style="list-style-type: none"> • Antivirus software in each computer must be fully update • Administrator's password of each computer must be provided.
Wall Screen	5	1	Please arrange 1 wall screens at the conference hall during five training days.
Extension cord	5	1	Please arrange appropriate number of extension cords (at least one) to connect all equipment in the conference hall during five training days.
Adaptors	5	2	Please arrange adaptors to be available during five training days to connect US plug into European outlet or vice versa.
Pointers	5	2	Please arrange two pointers with the ability to turn over the slides on the screen during five days of the training.

Items	Days/unit	Pax/unit	Comments
Microphones and acoustic systems	5	1	Microphones on the table for participants – at least one microphone for two participants. Two wireless microphones for trainers. Acoustic system.
CONFERENCE ROOM			
Conference room (room only, no food included)	5	1	Please ensure that the venue has conference room that will spacious enough to fit 35 participants in classroom setting. For the opening part (1 st day of the training from 8.30 through 10.00 a.m.) there should be presidium set up for VIP guests and speakers (5 people in total). The presidium should be equipped with 5 table microphones.
NON-TASHKENT PARTICIPANTS			
Transportation of non-Tashkent participants from city of residence to Tashkent and back	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).
Lodging	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 December 13; check-out is on December 19. The number of non-Tashkent participant can be changed.
M&IE	6.5	26	Please budget \$40.00 per day for 6.5 days ($\$40.00 \times 6.5 = \260.00 in total per person) for 26 non-Tashkent participants in local currency based on Central Bank exchange rate on the day of payment. The participant should provide copy of passport to receive the M&IE. The participant should sign the register document to confirm receipt of M&IE. The number of non-Tashkent participant can be changed.
CO-FACILITATORS			
Facilitator fee	2	1	Please budget facilitator's fee for two co-facilitators in the amount of \$200.00 for each ($\$200 \times 2 = \400.00). The fee should be paid in UZS based on the official currency exchange rate.

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 December 11, be ready to visit conference room with CDC representative for final check.