

SCOPE OF WORK FOR LOGISTICAL COMPANY

Purpose: to assist U.S. Centers for Disease Control and Prevention (CDC) in conducting training on Evidence-based approaches and practical recommendations in developing the Clinical Practice Guidelines according to the table below.

Title: Evidence-based approaches and practical recommendations in developing the Clinical Practice Guidelines

Dates: August 19-21

Duration: 3 days

Venue: "Oltin Olma" hotel, Tashkent Oblast, Uzbekistan

Total number of participating specialists: 36

Participants: 25 (from Tashkent)

Trainers/Facilitators: 7 (3 trainers from CDC; 3 invited facilitators from Tashkent; 1 invited trainer from Russia)

Interpreters: 2 (from Tashkent)

CDC/UZ: 2 (from Tashkent)

ITEMS	Days/UNIT	PAX/UNIT	Comments
PARTICIPANTS			
Transportation from Tashkent to "Oltin Olma" and back	1	25	Please arrange and pay for a bus for transportation of 25 participants, 3 local facilitators and 2 interpreters from Tashkent to Oltin Olma hotel on August 18 and from Oltin Olma hotel to Tashkent on August 21. Please inform all participants, local facilitators and interpreters in advance about the bus departure date, time and venue.
Lodging	3	25	Please reserve and pay for 13 double rooms for 25 participants at Oltin Olma hotel (2 persons per room for 24 participants and 1 participant stays alone). Please take into consideration participants' gender. Arrival date: August 18; departure date: August 21.
M&IE travel days	2	25	M&IE per travel day in Tashkent Oblast per one participant is \$46.50. Please pay \$93.00 for two travel days per each participant (August 18 and August 21).
M&IE	2	25	M&IE per full training day in Tashkent Oblast is \$62.00 per participant. Please pay \$124.00 for two full training days per each participant (August 19 and August 20)
LOCAL FACILITATORS			
Trainer fee	3	3	Trainer fee for three local facilitators is \$50.00 per trainer per day. Please pay \$150.00 for three training days per each local facilitator. CDC representative will provide names of local facilitators by e-mail.
Transportation from Tashkent to Oltin Olma and back	1	3	Please arrange and pay for transportation from Tashkent to Oltin Olma on August 18 and back on August 21 for three local facilitators. Please note that facilitators can join participants in the bus. Please inform facilitators about the bus departure date, time and venue in advance.

ITEMS	Days/UNIT	PAX/UNIT	Comments
Lodging	3	3	Please arrange 2 double rooms for 3 invited facilitators (2 facilitators in 1 room and 1 facilitator stays alone).
M&IE travel days	2	3	M&IE per travel day per one facilitator in Tashkent Oblast is \$46.50. Please pay \$93.00 for two travel days per each facilitator (August 18 and August 21).
M&IE	2	3	M&IE per full training day per facilitator in Tashkent Oblast is \$62.00. Please pay \$124.00 for two full training days per each facilitator (August 19 and August 20)
COCHRANE TRAINER			
Trainer fee	10	1	Trainer fee for one invited trainer from Cochrane Collaboration is \$200.00 per day. The trainer will devote up to 10 days for training preparation. Please be prepared to pay \$2,000 for 10 days for invited trainer from Cochrane Collaboration. CDC representative will provide the name of invited trainer by e-mail.
Air ticket Kazan-Moscow-Tashkent-Moscow-Kazan	1	1	Please be prepared to pay for Kazan-Moscow-Tashkent and Tashkent-Moscow-Kazan air ticket for one invited trainer from Cochrane Collaboration. Arrival date: August 18. Departure date: August 22.
Transportation from Tashkent to Oltin Olma and back	1	1	The invited trainer can join participants in the bus or CDC staff in the USG vehicle.
Lodging in Oltin Olma August 18-21	3	1	Please reserve and pay for one single room in Oltin Olma. Arrival date: August 18; departure date: August 21.
Lodging in Radisson, Tashkent August 21-22	1	1	The trainer will stay one night in Tashkent before departure to Kazan. Please reserve and pay for one single room at Radisson Blu hotel for one night. Arrival: August 21; departure: August 22.
M&IE travel day August 18	1	1	M&IE per travel day in Tashkent Oblast is \$46.50. Please pay \$46.50 for August 18.
M&IE travel day August 22	1	1	M&IE per travel day in Tashkent is \$74.25. Please pay \$74.25 for August 22.
M&IE	3	1	M&IE per full training day in Tashkent Oblast is \$62.00. Please pay \$186.00 for three full training days (August 19, August 20 and August 21)
PAX KIT			
Conference bag	1	36	Please arrange 36 conference bags for 25 participants, 3 local facilitators, 3 CDC trainers, 1 Cochrane trainer, 2 interpreters and 2 additional just in case. Please demonstrate the bag to CDC representative before purchase.

ITEMS	Days/UNIT	PAX/UNIT	Comments
Notepads	1	36	Please arrange 36 A5 notepads for 25 participants, 3 local facilitators, 3 CDC trainers, 1 Cochrane trainer, 2 interpreters and 2 additional just in case.
Pens	1	36	Please arrange 36 pens for 25 participants, 3 local facilitators, 3 CDC trainers, 1 Cochrane trainer, 2 interpreters and 2 additional just in case.
Nametags	1	36	Please arrange 36 nametags for 25 participants, 3 local facilitators, 3 CDC trainers, 1 Cochrane trainer, 2 interpreters and 2 additional just in case.
Certificate	1	25	Please arrange 25 certificates for 25 participants. CDC representative will provide the ready-to-print certificate by e-mail. The name of each participant should be printed and NOT written by hand on certificate.
Print materials	1	36	Please arrange 36 copies of handouts for 25 participants, 3 local facilitators, 3 CDC trainers, 1 Cochrane trainer, 2 interpreters and 2 additional just in case. CDC representative will provide the ready-to-print materials by e-mail. Each handout will have 150 pages; style for printing: 3 slides per page, two-side black and white printing, and color cover page. The printing of handouts should be of high quality; all characters, graphs and pictures of the handouts should be seen well. The pilot copy of the handout should get approval from CDC representative before all copies are printed.
Group photo	1	36	Please arrange a photographer for one hour during one day of the training. The photographer will be requested to take several pictures during the training session and a group photo during the break. The quality of the pictures should be professional with nice composition, appropriate focus and resolution. Please arrange 36 hard copies of group photo. Please pass electronic version of the pictures to CDC representative.
EQUIPMENT AND SUPPLIES			
Flipchart stand and paper	3	2	Please arrange 2 flipchart stands and 4 sets of flipchart paper during three training days.
LCD projector	3	2	Please arrange 2 LCD projectors at the conference hall during three training days. One projector will show presentations in English and other one in Russian.
Laptop	3	2	Please arrange 2 laptops at the conference hall during three training days. One laptop will show presentations in English and other one in Russian.
Wall Screen	3	2	Please arrange 2 wall screens at the conference hall during three training days. One screen will show presentations in English and other one in Russian.
Extension cord	3	2	Please arrange appropriate number of extension cords (at least two) to connect all equipment in the conference hall during three training days.
Adaptors	3	2	Please arrange adaptors to connect US plug into European outlet or vice versa.
Pointers	3	2	Please arrange at least two pointers during three days of the training.

ITEMS	Days/UNIT	PAX/UNIT	Comments
Board with event title	3	1	Please arrange a board near conference hall door with event title and CDC logo (size: at least 50*100 sm). The board should stay during three days of the training.
Equipment for simultaneous translation	3	1	Please arrange appropriate equipment for simultaneous translation for at least 36 participants.
Microphones and acoustic systems	3	2	Please arrange two wireless microphones and acoustic system.
Other equipment/supplies	3	1	Please be prepared to provide other equipment which is required to conduct training.
TRAINING VENUE			
Conference room	3	1	Please arrange a conference room in Oltin Olma hotel for three training days (August 19, 20 and 21). The furniture can be set in classroom or round table manner.
INTERPRETERS			
Transportation from Tashkent to Oltin Olma and back	1	2	Interpreters can join participants at the bus or CDC staff in USG vehicle
Lodging	3	2	Please reserve and pay for 2 single rooms for two interpreters in Oltin Olma hotel. Arrival day: August 18; departure day: August 21.
M&IE travel days	2	2	M&IE per travel day per one interpreter in Tashkent Oblast is \$46.50. Please pay \$93.00 for two travel days per each interpreter (August 18 and August 21).
M&IE	2	2	M&IE per full training day per interpreter in Tashkent Oblast is \$62.00. Please pay \$124.00 for two full training days per each interpreter (August 19 and August 20)
OTHER ISSUES			
Badges	36	1	CDC office will print out badges
Translation of materials	150	1	Written translation is not part of this scope of work. CDC representative will coordinate written translation separately.
Interpreters fee	3	2	Interpreters' fee is not part of this scope of work. CDC representative will coordinate the payment to interpreters separately.
Food and beverages	1	1	Food and beverages are not part of this scope of work. Agenda of the training suggests 3 breaks during the training day. All participants, trainers and interpreters will pay for food themselves. However, please make sure that facilities will be able to provide food and beverages for event participants.
Reservation for CDC staff	3	5	Please reserve 5 single rooms at Oltin Olma for CDC staff; CDC reps will pay for lodging themselves.
On-site coordinator	3	1	Please arrange on-site coordinator for event troubleshooting.