

PO40088810 Contract Section 3

TERMS OF REFERENCE

Data management support to National Laboratories Coordination Centre (NLCC) and District Ebola Response Centres.

Introduction

Prompt laboratory diagnosis is crucial for the reduction of Ebola transmission. It is needed both for effective case management and for generating data to inform an effective response to the epidemic. It contributes to the goal of reducing Ebola transmission by:

- Reducing the amount of time patients with Ebola wait to be referred for treatment;
- Allowing patients who test negative for Ebola to return to their community as quickly as possible, minimising the amount of time they spend in Community Care Centres (CCC's), and reducing their risk of infection;
- Generating data which can be used for surveillance purposes to monitor trends in the epidemic and guide an effective response.

Ebola diagnostic resources in Sierra Leone are overseen by a National Laboratories Coordinating Centre (NLCC) which is situated within the National Ebola Response Centre (NERC). The NLCC emerged from the Laboratories Technical Working Group (LTWG) which was re-mobilised by the Ministry of Health and Sanitation in October 2014.

The LTWG's have stated that the goal of the laboratory system should be to ensure prompt Ebola testing turnaround (reducing the time from sample being drawn to communication of result to ideally less than 24hours). This requires improvements in two areas:

1. Improving lab capacity by increasing equipment and staffing to deliver an increased number of diagnostic tests per day across the country, with an appropriate geographic distribution of labs.
2. Improving coordination across the full specimen management process: including training of staff, specimen collection, transport, logistics, and dissemination of results.

This Terms of Reference is for a service provider to support the second priority of improving data management and supporting the NLCC on systems coordination.

Purpose and Approach

Improving data management in support of laboratory coordination

The national Laboratories Technical Working Group (LTWG), led by Ministry of Health and Sanitation, was mobilised on 21 October 2014, and has designed the overall system for laboratory coordination in Sierra Leone. DFID seeks an operational partner to work with and support the LTWG / NLCC to provide support on data management and information flows, including data collection, analysis,

training on databases, and results dissemination.

The approach for the proposed extension will build upon the work conducted and lessons learned through this project thus far. The project will continue with its principal role of supporting the use of laboratory data for decision making, with an additional focus on supporting the MOHS in making decisions and planning for effective strengthening of basic medical diagnostic testing services.

The two proposed objectives of the project extension are as follows, and are explained in more detail in the proposal;

1. LTWG supported to fulfil its mandate in the context of Ebola and the transition to zero incidence.
2. Stewardship function of the Directorate of Hospitals and Laboratory Services strengthened.

To achieve these objectives, Options will work together and coordinate with MOHS (in particular the Directorate of Hospitals and Laboratory Services), LTWG and partners such as US Centre for Disease Control (CDC), Public Health England (PHE) and the World Health Organization (WHO)

Budget

The budget is based on indicative maximum resources needed for the 10 week period. Invoices for actual costs and days billed to DFID will be reviewed to ensure they provide good value for money for local and international staff, transport and other costs.

Methodology and Reporting

As this is a rapidly-evolving crisis, the team will have fortnightly meetings with DFID to review priorities and deliverables, and the action plan will be adjusted as necessary.

Options will provide summary narrative reports to DFID on a monthly basis. This monthly report will include the Action tracker (Objective1) as an appendix. A final report of the project will be submitted to DFID at the close of the project, in addition to weekly email summary ('Flash Report') of progress against each objective.

The service provider will report to DFID (DFID Sierra Leone) for monitoring purposes and for agreeing deliverables.

Proposed Dates and Duration

This fourth phase of the work should begin on 5th October 2015 and end on 13th December 2015.

Duty of Care

The Supplier is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be

responsible for the provision of suitable security arrangements for their domestic and business property.

DFID will share available information with the supplier on security status and developments in-country where appropriate. The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.

The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.).

The supplier commits they will be fully responsible for Duty of Care in line with the risk matrix at Annex A below and the Ebola and non-Ebola healthcare and medevac notes for Sierra Leone that will be given to them. They also commit that:

- They fully accept responsibility for Security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

Annex A

DFID Overall Project/Intervention - Summary Risk Assessment Matrix:

Location: Sierra Leone

Date of assessment: 29 August 2014

Theme	DFID Risk score
Country/Region	Sierra Leone
OVERALL RATING¹	3
FCO travel advice	5
Host nation travel advice	N/A
Transportation	4
Security	3
Civil unrest	3
Violence/crime	3
Terrorism	2
War	1
Hurricane	1
Earthquake	1
Flood	2
Medical Services	5
Nature of Project/Intervention	3

1	2	3	4	5
Very Low risk	Low risk	Med risk	High risk	Very High risk
Low		Medium	High Risk	

¹ The Overall Risk rating is calculated using the MODE function which determines the most frequently occurring value|.