



Department  
for International  
Development

Options Consultancy Services Ltd  
Devon House  
58 St Katherine's Way  
London  
E1W 1LB



Department for International Development  
Abercrombie House  
Eaglesham Road  
EAST KILBRIDE  
Glasgow  
G75 8EA

Telephone: East Kilbride 01355 84 4000  
Directline: 01355 84 3877

File Ref: PO 40088810

Your Ref:

Date: 17 July 2015

Contract Amendment No: 2

CONTRACT FOR: Data Management and Coordination Support to National Laboratories  
Coordination Centre (NLCC) and District Response Centres

CONTRACT NUMBER: PO 40088810

With reference to the contractual letter dated 5 December 2014 whereby your firm was engaged to undertake the Terms of Reference described at Section 3 of the Contract and with reference to the subsequent amendment letter of 14 January 2015, I confirm that the UK Government wishes to make the following amendment to the letter of 5 December 2014:

Section 1 – Form of Contract

DELETE: "5 June 2015"

INSERT: "5 October 2015"

DELETE "financial limit £402,815"

INSERT "financial limit £837,847"

Section 3 – Terms of Reference

Insert the attached papers dated 13.07.15 to the current papers

Section 5 – Schedule of Prices

Insert the attached budget dated 13.07.15 to the current papers

2. These amendments relate to an extension of the current contract to 5 October 2015 with additional cost.

3. Please confirm in writing by signing and returning one copy of this letter, within 15 working days of the date of signature on behalf of DFID that you accept the amendment set out herein.

4. Please note the provision in the contractual letter that the financial limit of the UK Government's liability to the Supplier under this engagement shall not exceed the sum specified unless the amount of any such excess has been agreed by the Department for International Development in writing before the Supplier takes any action



Department  
for International  
Development

which might result in the financial limit being exceeded.

For and on behalf of the  
Secretary of State  
for International Development

Name:

Position:

Signature:

Date:

[Redacted]  
Procurement Specialist  
[Redacted]  
17/7/15

For and on behalf of

Options Consultancy Services Ltd

Name:

Signature:

Date:

[Redacted]  
[Redacted]  
31/7/15

Enc

CB11 (March 2014)



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 (CCCs), 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.

4/1/15  
17/1

## ***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.

Exact deliverables will be agreed in collaboration with DFID, the NLCC, and will support effective decision-making at both the national level and in the DERs. The partner will need to be flexible to respond to emerging challenges and the rapidly evolving situation.

The aim of the support will be to improve turnaround times, from lab specimen collection, to when facility receives the result, to less than 24 hours. To achieve this, the partner will work to support NLCC operational decision-making by:

1. Making sure that necessary data on the sampling and specimen collection process is gathered, packaged, presented and used for problem solving;
2. Ensuring optimal use of available resources for specimen transport through effective use of information and coordination;
3. Working with NLCC and other partners to track laboratory performance and facilitate effective coordination across the laboratory system;
4. Assisting the NLCC and other partners to track data, improve communication, and ensure accurate diagnostic results are disseminated to facilities and other stakeholders as fast as possible.

A more detailed Action Plan for this work is attached at Annex B.

### ***Budget***

The budget is based on indicative maximum resources needed for the 4 month 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 issue monthly progress reports showing how resources and tools produced by Options (e.g. dashboards) have aided decision-making and delivered improved diagnostic services for EVD testing.

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



### ***Proposed Dates and Duration***

This third phase of the work should begin on 10<sup>th</sup> June 2015 and end on 5<sup>th</sup> October 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.



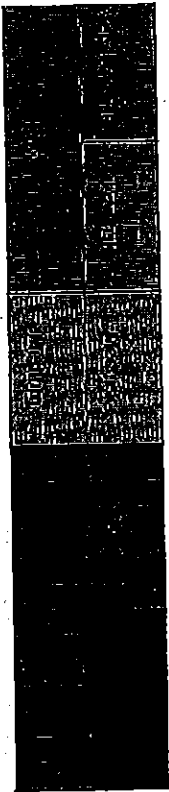
Annex A

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 RATING	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 The Overall Risk rating is calculated using the MOBE function which determines the most frequently occurring value.

