

*Strengthening local capacity to provide sustainable HIV-related care and treatment services in South Africa under the US President's Emergency Plan for AIDS Relief (PEPFAR):  
CDC-RFA-GH11-1109*



**HEALTH  
SYSTEMS  
TRUST**

**Programmatic support for accelerated planning and operational readiness for COVID-19 preparedness and response**

**Border Health Preparedness Assessment and Country Readiness Plans**

**SCOPE OF AGREEMENT WITH IN-COUNTRY INDEPENDENT CONTRACTORS**

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## 1. IN-COUNTRY INDEPENDENT CONTRACTORS

Health Systems Trust (HST) will appoint **Independent Contractors** to render services in the following participant countries to support implementation of the Border Health Project:

Botswana  
Lesotho  
Mozambique  
Namibia  
Swaziland  
Zimbabwe

This project is aimed at developing capacity to strengthen emergency response plans, points-of-entry contingency plans, and other border health and population movement analysis in South Africa and the six neighbouring countries. The project will provide regional support for responses to population movement impacts on public health in the region through a participatory training and development programme.

The Independent Contractor will be expected to provide logistical, reporting and monitoring support to the training and capacity development programme in their country of origin. The Independent Contractor will work with the Centers for Disease Control and Prevention (CDC), the Country Project Officers from the CDC in their home countries, the South African CDC Office, the HST Project Team, and the Ministry of Health (MoH) in their home country.

These appointees are required to be familiar with the CDC Country Operating Plan (COP) and the Ministry of Health structures, stakeholders and objectives. The Independent Contractor will report to the Health Systems Trust Project Manager for the Border Health Project in South Africa through remote meetings, and during on-site visits in their home countries when necessary and possible.

### 1. APPOINTMENT

The Independent Contractor will be appointed through a competitive bid process whereby advertisements will be distributed in the respective country of operation. The bidders will be required to prove their knowledge of the CDC objectives and the Ministry of Health goals and objectives in that country, and have proof of prior co-ordination and support of training and capacity-building programmes.

The advertisements will be released via online platforms and through CDC networks in the country of operation. A CDC representative will be invited to participate in the selection panel.

## 2. DURATION AND TERMINATION

Contractors will be appointed for a period **commencing from the date of signature of the agreement to 30 September 2021**. This contract will be extended based on available funding and performance to 30 September 2022 and will be valid for at least nine months in total. The successful appointee would be expected to assign a person to the project for 100% LOE for 190 days during the course of this period.

HST may terminate the Agreement at any time, for any given reason whatsoever, by notice to the **Independent Contractor**.

The Parties may elect to renew the Agreement for such period of time and on such additional terms and conditions as may be negotiated between them.

The provisions of the Agreement relating to confidentiality and intellectual property will be stipulated in the Agreement.

## 3. SCOPE OF WORK

- 3.1 Provide support for training and capacity-building as scheduled by the Project Manager and the CDC project teams.
- 3.2 Support the HST project team and CDC to manage planning processes, including scheduling of meetings, training workshops, and site visits.

### **Types of meetings:**

- 3.2.1 **Project team** meetings – held quarterly
  - 3.2.2 **Country project representative’s meetings** will take place or reports on implementation progress will be submitted on a monthly basis.
  - 3.2.3 **Training workshops**
  - 3.2.4 **Site visits**
  - 3.2.5 **Regional meetings**
- 3.3 Provide support for field activities – co-ordination of logistics; invitations to relevant parties; collation and submission of required documentation to the Project Manager.
  - 3.4 Collate documentation for and share:
    - Border Health Questionnaires
    - Minutes of Regional meetings
    - Minutes of Cross-border meetings
    - Site visit notes

- 3.5 Collate and share the database of country-specific MoH points of contact with project team members as approved by the MoH in the country.
- 3.6 Collate all relevant documents and data from various programmes, and the internal and external review process.  
Co-ordinate with the Monitoring and Evaluation (M&E) team for collection and analysis of available data with MoH approval.  
Co-ordinate roles and responsibilities and synthesis of inputs from various commissions.  
Following MoH approval, distribute publicly available documents and/or share these internally with MoH-approved project team members.
- 3.7 Support the HST Project Team in identifying content and assembling material for quarterly and annual progress reports.
- 3.8 Co-ordinate production of all reports, including editing, layout, proofing and packaging in electronic format.
- 3.9 Maintain professional work standards befitting the role and responsibility of reporting to the major stakeholder.
- 3.10 Support HST and the CDC to ensure participation of relevant stakeholders.
- 3.11 Facilitate planning meetings and training workshops.

#### 4 RENDERING OF SERVICES

All deliverables submitted must fulfil the required standards to the satisfaction of **HST**. In the event of HST being dissatisfied with any deliverable submitted by the **Independent Contractor**, HST will be entitled to require that the deliverable be amended to the satisfaction of HST. The **Independent Contractor** hereby agrees to comply with any directions given by HST in this regard.

#### 5 CONFIDENTIALITY

- 5.1 The **Independent Contractor** will treat as confidential all information pertaining to the services that he or she receives or gathers, and will not disclose or publish in any way any such information except with the express written consent of HST, and in accordance with any conditions that may be stipulated by HST.

**5.2** All information supplied by HST to the **Independent Contractor** will remain the sole and absolute property of HST, and all information generated by the **Independent Contractor** as a result of fulfilling the required services will also become the sole and absolute property of HST, CDC and the relevant country's Ministry of Health.

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