



**AGREEMENT DOCUMENT FOR FUNDS
DIRECTED TO UNITED NATION DEVELOPMENT PROPOGRAMME (UNDP)**

A. PROJECT SUMMARY

Project Title: Limit the risk of blood transmitted diseases in Syria

Project Number: ERF-DDA-3477-210

Time frame: Agreement shall commence upon signature by both parties, the date of the last signature thereof taking precedence, and expire on **08 January 2015**

Location: Syria

Grant amount: 731,238.00 US\$

Donor: United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

Agency: UNDP

Nature of activities:

1. Background

The blood bank authority in Syria has 25 centers in 13 Syrian Governorates. These centers are the sole source for donation and distribution of blood units to all Syrian citizens. The average number of donated blood is around **500.000** Units per year. All the mentioned centers are functioning and distributed in all the Syrian governorates. The crisis and the international sanctions have greatly affected the health sector, physically, financially but also through the availability of most needed medical products and equipment. The availability of clean blood is one of the top priorities in the current situation. There are four types of transferable products that can be derived from blood: red cells, platelets, plasma and cryoprecipitate. Typically, two or three of these are produced from a pint of donated whole blood – hence each donation can help save up to three lives. WHO recommends that "all activities related to blood collection, testing, processing, storage and distribution be coordinated at the national level through effective organization and integrated blood supply networks" (WHO,2014). On the other hand the national blood system should be governed by national blood policy and legislative framework to promote uniform implementation of standards and consistency in the quality and safety of blood and blood products. WHO also recommends that "all blood donations should be screened for infections prior to use. Screening should be mandatory for HIV, hepatitis B, hepatitis C and syphilis. Blood screening should be performed according to the quality system requirements" (WHO, 2014). The majority of the Blood donation

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units were affected after one year of the crisis and the stock of reagents and buffers in the Blood Bank will be used by the end of June 2014 which means reduction in blood safety and rapid increase in the prevalence of some diseases (e.g.: HIV/AIDS) and endemics for other diseases such as Hepatitis B&C.

2. Objectives

This project aims to reduce the spread of the blood borne diseases to protect the general public from this infectious diseases, by enhancing the function of the blood centers in 13 governorates. Through this project, the centers will be provided with the reagents for blood screening in a quality-assured manner (the supplies will be covered by the ERF fund for 4 months), and 200 of health worker will be trained to enhance their competencies to proceed the screening and the test of the blood before the transaction of the blood to other people in need. So the main objectives of the proposed activities are: to insure safe blood transfusion to all Syrian Citizens; and to minimise the spread of blood born infectious diseases including HIV, HBV, HCV, Syphilis and other STI. This project will focus on blood safety to reduce spreading of blood borne diseases in the general population in Syria.

3. Implementation strategy

UNDP will implement the proposed activities in collaboration with the ministry of health and blood bank units and will monitor the work process according to UNDP rules of regulations.

Table (1): Blood bank units' distribution in the Syrian governorates:

Governorate	Number of Blood Bank units	Status
• Damascus		
1. Mazzeh	1	Functioning
2. Damascus University	1	Functioning
3. Tishreen Hospital	1	Functioning
4. Al Basil Open Heart Dummar	1	Functioning
• Rural Damascus		
1. Nabek	1	Functioning
2. Dumma	1	Not Functioning
• Aleppo	1	Functioning
1. Mounbij	1	Not Functioning
• Dier Elzzor	1	Functioning
1. Bukamal	1	Not Functioning
2. Myadeen	1	Not Functioning
• Hassakeh	1	Functioning
1. Kamshli	1	Functioning
• Raqqa	1	Not Functioning
• Idleb	1	Functioning
• Hama	1	Functioning
1. Salamia	1	Functioning
• Homs	1	Functioning
1. Tadmur	1	Functioning
• Lattakia	1	Functioning

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1. Jableh	1	Functioning
2. Kurdaha	1	Functioning
• Tartous	1	Functioning
• Daraa	1	Functioning
• Sweidaa	1	Functioning
Total	25	Functioning

4. Work plan

This proposal will provide reagents for blood safety for all the Syrian blood bank centres in the 13 Syrian Governorates to reduce the spread of blood borne diseases by screening all the donated blood units for HIV and other blood borne diseases in a quality-assured manner. UNDP will procure all the reagents and train the targeted staff on blood safety management to reach the goals of the project. In addition UNDP will implement the activities and ensure timely an efficient delivery as per agreed upon workplan. The reagents will be procured through the international market via UNDP long term agreement (LTA) with UNICEF; the training courses will be conducted in the 13 governorates locally to cover 200 participants from the health workers (10 workshops with 20 participants each time) during the project period. The training designed to refresh the knowledge and practical skills of the health workers towards safe blood services; in addition to on job training on monitoring and reporting will be conducted by UNDP to the health workers in the blood bank units for proper analysis of the results.

Expected Results	Planned Activities	Timeframe (Quarter)						Responsible Party
		M1	M2	M3	M4			
100% of donated blood units screened for HIV and other blood borne diseases in a quality-assured manner	1.1 Providing reagents for blood safety	x		x				UNDP Syria
	1.2 Building capacity interventions for blood safety and blood borne diseases among 200 participants from the health workers in MOH & Blood bank	x	x	x	x			UNDP Syria

5. Expected outcomes

6. Project Description
<p>This project will focus on blood safety to reduce spreading of blood borne diseases in the general population in Syria.</p> <p>The Overall Objective will ensure :</p> <ul style="list-style-type: none"> ✓ To Provide a minimum multi-sectoral response to HIV/AIDS and blood borne diseases in emergencies and ✓ To scale up blood borne diseases including HIV/AIDS prevention programmes and services for Most at Risk Populations, MARPS with the aim of reaching universal access.

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Outcome 1. Donated blood units identified and processed for safe blood transfusion.	
Output(s) 1.1.	All the donated blood units screened for HIV and other blood borne diseases in a quality-assured manner in 2015.
Measurable Indicators (Expected results) 1.2.	Percentage of donated blood units screened for HIV and other blood borne diseases in a quality-assured manner (The target is 100%)
Activities 1.3.	Providing reagents for Safe Blood Transfusion to all blood bank units in Syria for 4 working months.
Outcome 2. The availability, sharing and utilization of standards information on blood safety strengthened to guide the enhance required skills for service delivery, advocacy and leadership in the 25th blood bank facilities.	
Output(s) 2.1.	Health workers trained on blood safety and blood borne diseases principles based on the national training needs assessment in all the 25 th blood bank facilities in 2015.
Measurable Indicators (Expected results) 2.2.	Number of targeted audiences capacitated on blood safety and blood borne diseases based on training needs assessment (The target is 200 participants from the health workers in MOH & Blood bank).
Activities 2.3.	Conducting workshop and training for the health workers in the blood centers with appropriate and relevant interventions based on training needs assessment for blood safety and blood borne diseases (10 courses with 20 participants for each training courses per year)

Project Number: ERF-DDA-3477-210

Project Overall Objective:

- ✓ To Provide a minimum multi-sectoral response to HIV/AIDS and blood borne diseases in emergencies and
- ✓ To scale up blood borne diseases including HIV/AIDS prevention programmes and services for Most at Risk Populations, MARPS with the aim of reaching universal access.

		Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Specific objective	Specific	1. To Identify the donated blood units processed for safe blood transfusion. 2. To strengthen the availability, sharing and utilization of standards information on blood safety that will guide the development and implementation of skills building for service delivery, advocacy and leadership in the 25 th blood bank facilities.	1.2 Percentage of donated blood units screened for HIV and other blood borne diseases in a quality-assured manner 2.2 Number of targeted audiences by capacity building interventions who received appropriate and relevant interventions based on training needs assessment for blood safety and blood borne diseases Staff: Blood bank employees, MOH staff and	MOH -Quarterly report Site visit by the team project or by third party in the some provinces	The security situation remains favorable during the implementation of the project

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			GF team Trainees: MOH & Blood bank targeted staff.		
Activities	Activities	1.3. Providing reagents for Safe Blood Transfusion to all blood bank units in Syria for 4 working months. 2.3. Conducting workshop and training for the health workers in the blood centres with appropriate and relevant interventions based on training needs assessment for blood safety and blood borne diseases	1.2. 100% of donated blood units screened for HIV and other blood borne diseases in a quality-assured manner Staff: Blood bank staff Partner : MOH Warehouse: Blood bank warehouses in the central and peripheral level 2.2. 200 participants from the health workers in MOH & Blood bank received appropriate and relevant interventions based on training needs assessment for blood safety and blood borne diseases Staff: Blood bank employees, MOH staff and GF team Trainees: MOH & Blood bank targeted staff.	MOH -Quarterly report Site visit by the team project or by third party in the some provinces	No significant inflation that would hamper the purchase of materials
				MOH -Quarterly report Site visit by the team project or by third party in the some provinces Costs Reagents Costs = 659000\$ Training cost: 24400 \$	
Expected results	Expected	1. Blood units screened in a quality assured manner 2. Health worker trained on the blood safety management.	Number of the donated blood units processed for safe blood transfusion. Number of trainees	MOH -Quarterly report	The deliverable will confirm on time

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6. Anticipated Expenditures

The following expenditures are anticipated.

BUDGET ITEM	USD
Staff and other personnel costs	
Travel on official business	
Contractual services	
Operating expenses	
Acquisitions	659,000.00
Training	24,400.00
Sub-total	683,400.00
Programme Support Costs <i>(not to exceed 7% of the actual project expenditure)</i>	47,838.00
TOTAL	731,238.00

Project Budget Tool

This EXCEL Template must be used when preparing proposal budgets to ensure correct calculations of various budget items.

Budget Lines						
	Unit quantity	Unit Cost	Duration	Time unit (Months, Days or Lump sum)	% Charged to ERF / CHF	Total (US\$)
A. Staff and Other Personnel Costs <i>(please itemize costs of staff, consultants and other personnel to be recruited directly by the implementing partner for project implementation)</i>						
						\$
Sub-Total A:						\$
B. Supplies, Commodities, Materials <i>(please itemize direct and indirect costs of consumables to be purchased under the project, including associated transportation, freight, storage and distribution costs)</i>						
HIV1/2 ELISA	41667	\$0.75	4	Months	100%	\$125,000.00
HBsAg ELISA	41667	\$1.00	4	Months	100%	\$166,666.67
HCV Ab ELISA	41667	\$1.30	4	Months	100%	\$216,666.67
Syphilis ELISA	41667	\$0.50	4	Months	100%	\$83,333.33
HIV1/2 Rapid Test	500	\$1.00	4	Months	100%	\$2,000.00
HBsAg Rapid Test	500	\$0.75	4	Months	100%	\$1,500.00
HCV Ab Rapid Test	500	\$1.30	4	Months	100%	\$2,600.00
Blood Grouping Anti A Monoclonal	333	\$6.60	4	Months	100%	\$8,800.00
Blood Grouping Anti B Monoclonal	333	\$6.60	4	Months	100%	\$8,800.00
Blood Grouping Anti AB Monoclonal	333	\$6.60	4	Months	100%	\$8,800.00
Blood Grouping Anti D Monoclonal	333	\$13.00	4	Months	100%	\$17,333.33
Blood Grouping Anti CDE Monoclonal	292	\$15.00	4	Months	100%	\$17,500.00
						\$0.00
Sub-Total B:						\$659,000.00

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C. Equipment (please itemize costs of non-consumables to be purchased under the project)						
						\$
Sub-Total C:						\$
D. Contractual Services (please list works and services to be contracted under the project)						
Strengthening of institutional capacity building workshop- 10 courses @ \$61 each for 20 participants for 2 days	1	\$12,200.00	2	Days	100%	24,400.00
						0.00
						0.00
						0.00
Sub-Total D:						24,400.00
E. Travel (please itemize travel costs of staff, consultants and other personnel for project implementation)						
						\$
Sub-Total E:						\$
F. Transfers and Grants to Counterparts (please list transfers and sub-grants to project implementing partners)						
						\$
Sub-Total F:						\$
G. General Operating and Other Direct Costs (please include general operating expenses and other direct costs for project implementation)						
						\$
Sub-Total G:						\$
Subtotal Direct Project Costs						\$683,400.00
Indirect Programme Support Costs (PSC) rate (insert percentage, not to exceed 7 per cent)						7%
PSC Amount						\$47,838.00
Total ERF Project Cost						\$731,238.00

Budget Lines	Cost description
A. Staff and Other Personnel Costs (please list all budget lines)	
0	
B. Supplies, Commodities, Materials (please list all budget lines)	
HIV1/2 ELISA	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
HBsAg ELISA	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
HCV Ab ELISA	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
Syphilis ELISA	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
HIV1/2 Rapid Test	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
HBsAg Rapid Test	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
HCV Ab Rapid Test	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF

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Blood Grouping Anti A Monoclonal	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
Blood Grouping Anti B Monoclonal	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
Blood Grouping Anti AB Monoclonal	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
Blood Grouping Anti D Monoclonal	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
Blood Grouping Anti CDE Monoclonal	The unit cost was based on the UNICEF price list and previous procurement of the same reagents from UNICEF using LTA between UNDP and UNICEF
0	
C. Equipment (please list all budget lines)	
0	
D. Contractual Services (please list all budget lines)	
Strengthening of institutional capacity building workshop- 10 courses @ \$61 each for 20 participants for 2 days	The unit cost was based on the actual cost of similar trainings which were executed by Global Fund team during the last few years during the implementation of the Tuberculosis and HIV/AIDS grants. Training courses for the health workers based on the national guidelines on blood safety management.
0	
E. Travel (please list all budget lines)	
0	
F. Transfers and Grants to Counterparts (please list all budget lines)	
0	
G. General Operating and Other Direct Costs (please list all budget lines)	
0	

7. UNDP will ensure that the Grant shall not be used for purposes other than those described herein.

B. REPORTING

Substantive Reporting

1. Within three (3) months after the Grant has been fully expended or the Project has been completed, whichever is first to occur, UNDP shall provide a final substantive report detailing achievements, constraints, and impact with regard to the utilization of the Grant for the Project. This final substantive report shall be provided by **08 April 2015**. The final substantive report should reflect the utilization of the Grant in the context of the overall contributions to the project.
2. In addition to the formal reporting requirements set out above, UNDP may be requested to provide OCHA with information on an informal basis.

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Financial Reporting

3. UNDP shall provide OCHA with Interim and Final Financial Statements listing amounts received and expended under this agreement utilising the standard form "Financial Statement on Income and Expenditures from Funds Allocated from the Trust Fund for Disaster Relief Assistance (sub-account for Syria- Emergency Response Fund)" (Annex attached). All the Interim and Final Financial Statements shall be certified, on behalf of UNDP, by a duly authorized designated official with delegated authority on financial matters.
4. If the project is six (6) months or longer, UNDP must submit an Interim Financial Statement at mid-term of the implementation of the Project. [Not Applicable]
5. In addition, every calendar year until the expiration of the current agreement and the submission of the final financial report to OCHA, the UNDP shall submit an Interim Financial Statement reflecting expenditures from the inception of the project to end date of the project or **30 November** of each calendar year, whichever is first to occur, which shall be due by **31 December** of each calendar year.
6. Upon completion of the project, UNDP shall provide OCHA with a Final Financial Statement. This final financial report reflecting expenditures between the inception of the project and the completion of the project shall be due no later than six months after the closing date of UNDP's financial period in which the project is completed, or **30 June 2016**.

C. PAYMENT INSTRUCTIONS



The Grant will be disbursed by OCHA, within one month after the signature of the Agreement, to the following UNDP account:

Account Details:

Name of Bank:	JPMorgan Chase Bank, N.A
Address of Branch:	277 Park Avenue, 23 rd floor, New York, NY 10172, U.S.A.
Full Account Number:	015002284
Account Title:	UNDP
IBAN:	
SWIFT:	CHASUS33XXX
Currency:	US Dollars

D. CORRESPONDENCE

All correspondence regarding the implementation of this Agreement, other than this signed Basic Agreement Document, shall be addressed to:


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United Nations Office for the Coordination
of Humanitarian Affairs

UNDP

Mr. Yacoub El Hillo
UN Humanitarian Coordinator
OCHA
Damascus-Syria

Janthomas Hiemstra
Country Director
UNDP
Damascus-Syria

E. AMENDMENTS

1. The present Agreement or its Annex(es) may be modified or amended only by written agreement between the Parties.

F. TERMINATION

1. This Agreement, may, at any time, be terminated by either party by written notice to the other, if, in its opinion, an event beyond its reasonable control occurs which makes it impossible to carry out its obligations under this Agreement. Termination shall be effective thirty days after receipt of the above notice.

2. The obligations assumed by the parties under this Agreement shall survive the termination of the Agreement to the extent necessary to permit the orderly conclusion of activities, the withdrawal of personnel, funds and property, the settlement of accounts between the parties hereto and the settlement of contractual liabilities that are required in respect of personnel, contractors, consultants or suppliers.

3. At the termination of the Project, any unexpended or uncommitted part of the Grant will be returned to OCHA, unless otherwise agreed in writing by the parties.

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G. AGREEMENT BY UNDP:

UNDP certifies that the statement herein under the heading "Nature of Activities" is an accurate description of the Project and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Signed:

On behalf of UNDP:

Signature:

Name: **Janthomas Hiemstra**

Title: Country Director UNDP Syria

Place: Damascus - Syria

Date: 13/9/2014

H. CERTIFICATION BY THE UN

It is hereby certified that the activities described in this document are consistent with OCHA Policy and the Objectives of the Trust Fund for Disaster Relief and that agreement and acceptance of this Basic Agreement Document is indicated by the duly authorized signature below.

Cleared by:

Signature:

Name: Barnaby Jones

Title: Executive Officer, Administrative Services Branch

Place: New York

Date: 2nd September 2014.

For UN:

Signature:

Name: Mr. Yacoub El Hillo

Title: UN Humanitarian Coordinator

Place: Damascus, Mezze, east Villa, 8 Al-Ghizzawi Street.

Date: 14/9/2014

Financial Statement on Income and Expenditures
for Funds Allocated from the Trust Fund for Disaster Relief
(sub-account for the Syria Emergency Response Fund)
[ERF-DDA-3477-210]
for the period from 08 September 2014] to 08 January 2015
(United States Dollars)

I. OPERATING FUND

Balance available 1 January 201_	
<u>Add:</u> Remittances from United Nations	_____
Interest income	_____
Miscellaneous income (specify)	_____
Subtotal	_____
<u>Less:</u> Expenditures a/	
Staff and other personnel costs	_____
Travel on official business	_____
Contractual services	_____
Operating expenses	_____
Acquisitions	_____
Fellowships, grants, other	_____
Subtotal	_____
Programme support costs	_____
Total expenditure b/	_____
Balance available 31 December 201_	=====

II. STATEMENT OF UNSPENT ALLOCATIONS a/

Unspent allocations 1 January 201_	
<u>Add:</u> Net allocations 1 January 201_	_____
Subtotal	_____
<u>Less:</u> Expenditure in 201_	_____
Unspent allocations 31 December 201_	=====


a/ See attached supporting schedule giving breakdown of unspent allocations and expenditures by project and object of expenditure.

b/ Includes unliquidated obligations of \$ _____.

This is to certify that the above statement on income and expenditures is correct and that the expenditures were incurred in connection with the approved projects for which funds have been received.

(Signature) (Name and Title)

(Date)


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