

RESPONSIBLE PARTY AGREEMENT
Between the United Nations Development Programme
and
a Civil Society Organization

HOW TO USE THIS AGREEMENT

- This template agreement can only be used when UNDP acts as an implementing partner under a project and selects a civil society organization (“ST.LUKE’S INTERNATIONAL UNIVERSITY”) as a responsible party to carry out *substantive* development activities under that project. The term “ST.LUKE’S INTERNATIONAL UNIVERSITY” applies to non-for-profit entities such as a non-governmental organization, a community based organization, an indigenous peoples organization, an academic institution (except public entities which may be engaged by UNDP through a Letter of Agreement), or a journalist association. When a ST.LUKE’S INTERNATIONAL UNIVERSITY is engaged by UNDP to provide *commercial services or deliver goods*, a different template must be used to formalize that engagement. All questions and requests for templates should be addressed to the Procurement Support Office, Bureau of Management, UNDP.
- Pursuant to Financial Rule 117.03, UNDP must ensure that in directly implementing the project it applies the policies and procedures governing the use of resources by UNDP under Chapter F of its Financial Regulations and Rules.
- Please review this template agreement and make sure to complete the face sheet with correct information.
- This instruction page, as well as all footnotes, headers and footers, and any other instructions in this template, are only for the Business Unit’s guidance and should be deleted before the agreement is sent to the ST.LUKE’S INTERNATIONAL UNIVERSITY for review and signature.
- Any substantive changes to the provisions in this template agreement must be cleared with the Legal Support Office, Bureau of Management, UNDP.
- Please have two originals of this agreement signed. After signature, UNDP keeps one original and provides the ST.LUKE’S INTERNATIONAL UNIVERSITY with the other original.

RESPONSIBLE PARTY AGREEMENT

Between the United Nations Development Programme (“UNDP”)

and

St. Luke’s International University, Tokyo, Japan

1. Country Where Activities Will Be Carried Out: Guinea	
2. UNDP Project Name: Operational Support to the National Sanitary Security	3. UNDP Project Number:
4. Description of Activities: This project aims to contribute to the reinforcement of institutional and operational capacities for the ANSS through the creation and implementation of a reliable management system with robust, accountable and transparent management tools needed to make it a trustworthy, efficient and effective entity. St. Luke’s Int. University will be in charge to: <ol style="list-style-type: none">1. Collect, analyze and evaluate critical information needs of the ANSS for strengthening the administrative, financial, logistical and epidemiological management tools required to make infectious disease prevention and epidemic response more effective.2. Based on the analysis previously done will be in charge to restore critical information through the elaboration of technical specifications aiming to develop a common software interface to support strategic decision making process at the ANSS. Interface designed will consider key elements of the multi-epidemiological risk reduction policy in Guinea. Technical specifications developed will inform the launch of an international tender to provide technical services for the development and set up of the interface/platform for the ANSS. A call for a tender will be launched by the UNDP.3. To advise the UNDP project team on capacity building strategies and enabling environment measures to be adopted to ensure sustainability and success of the project. At the end of the implementing period, an assessment report including recommendations to better identified key information required to respond efficiently to future outbreaks shall be available. In addition, technical specifications for the setting up of an interactive communication platform (work station/dashboard) shall be developed allowing analytical data processing of critical information for the ANSS. Detailed technical specifications of the interface/platform allowing to launch a tender must be delivered to UNDP.	
5. Activities Starting Date: 1 st July 2017	6. Activities Ending Date: 15 November 2017
7. Total Amount of Funds: 100 000 USD 7a. First Installment: 70 000 USD (1 st installment will be done at the starting of the mission for the deployment of the St. Luke’s International University staff.) 7b. Second Installment: 30 000 USD (2 nd installment will be done after submission and approval by UNDP of the “Collection Analysis Report” and the “Tender Technical Specifications” by the St Luke University. Both deliverables should be validated by the ANSS and UNDP.)	

30 Mai 2017

8. ST. LUKE'S INTERNATIONAL UNIVERSITY:
Address: 10-1 Akashi-cho, Chuo-ku, Tokyo 104-0044, Japan
9. ST. LUKE'S INTERNATIONAL UNIVERSITY Contact Person's Name: Yuki Maehira, Ms., DPH Title: Special Consultant for Research and Development Coordination Project for R&D of Therapeutics, Diagnostics and Preventive Medical Countermeasures for Containment of VHF's (led by Prof. Tsutomu TAKEUCHI, M.D., Ph.D., Graduate School of Public Health) Address: 10-1 Akashi-cho, Chuo-ku, Tokyo 104-0044, Japan Telephone number: +81(0)3 6226 6375 Fax: +81(0)3 6226 6397 Email: maehiray@snow.ocn.ne.jp (copy to Prof. Takeuchi : ttakeuchi@z6.keio.jp)
10. UNDP Contact Person's Name: Lionel Laurens Title: Country Director, PNUD Guinea Address: Maison Commune du Système des Nations Unies BP : 222 Conakry, Guinée Telephone number: + 224 624980007 & +224 660000077 Fax: Email: lionel.laurens@undp.org
11. ST.LUKE'S INTERNATIONAL UNIVERSITY Bank Account to which Funds will be transferred: Beneficiary: St. Luke's International University Account name: St. Luke's International University Account number: 0000083 Bank name: The Bank of Tokyo-Mitsubishi UFJ, Ltd. Bank address: 1-10-6, Tsukiji, Chuo-ku, Tokyo, 104-0045, Japan Bank SWIFT Code: BOTKJPJT Bank Code: 9005762 Routing instructions for disbursements: N/A

This agreement includes this face sheet and the following documents, which shall take precedence over one another in case of conflict in the following order:

1. UNDP Standard Terms and Conditions, attached hereto;
2. The Work Plan, incorporating the description of activities, deliverables and performance targets, time frames and budget, attached hereto;
3. The ST.LUKE'S INTERNATIONAL UNIVERSITY's Technical Proposal and Financial Proposal, dated 1st July, as clarified by the agreed minutes of the negotiations meeting, dated 1st July; these documents not attached hereto but known to and in the possession of the Parties, and forming an integral part of this Agreement; and
4. The Project Document, not attached hereto but known to and in the possession of the Parties.


02 


PRIVILEGED & CONFIDENTIAL

30 Mai 2017

All the above shall form the entire agreement (“Agreement”) between the Parties, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have on behalf of the Parties hereto signed this Agreement at the place and on the day set forth below.

For the ST.LUKE’S INTERNATIONAL UNIVERSITY		For UNDP	
Signature:		Signature:	
Name:	Jun Itoigawa	Name:	Lionel Laurens
Title:	Chair, the Board of Trustees	Title:	Country Director, PNUD Guinea
Date:		Date:	6/07/2017



02 

STANDARD TERMS AND CONDITIONS

WHEREAS the Government of Japan indicated in Section 1 of the face sheet to this Agreement and the United Nations Development Programme, a subsidiary organ of the United Nations established by the General Assembly of the United Nations (hereinafter "UNDP") concluded a project document for a project indicated in Sections 2 and 3 of the face sheet to this Agreement (hereinafter the "Project Document" or the "Project"),

WHEREAS, pursuant to the Project Document, UNDP serves as an implementing partner under the Project,

WHEREAS in its capacity as an implementing partner, UNDP has selected a civil society organization indicated in Section 8 of the face sheet to this Agreement, a non-for-profit academic entity (hereinafter the "ST.LUKE'S INTERNATIONAL UNIVERSITY"), as a responsible party to implement activities (hereinafter the "Activities") and achieve deliverables (hereinafter the "Deliverables") within the time frames and pursuant to the budget set forth in the Work Plan, attached hereto;

WHEREAS UNDP and the ST.LUKE'S INTERNATIONAL UNIVERSITY (together referred to as the "Parties" or, individually, a "Party"), pursuant to their respective mandates and policies, share a common aim in the furtherance of sustainable development;

WHEREAS the ST.LUKE'S INTERNATIONAL UNIVERSITY understands and agrees that the overall goal of this Agreement is to contribute to producing the outputs and achieving the outcomes set forth in the Project Document;

NOW, THEREFORE, on the basis of mutual trust and in the spirit of cooperation, the Parties have entered into this Agreement.

Article 1. Objectives and General Responsibilities of the Parties

1. The Parties agree that the main objective of this Agreement is to further the goals of the Project through the successful implementation of the Activities and achievement of the Deliverables.
2. Consistent with this objective, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall commence and implement the Activities and achieve the Deliverables with due diligence and efficiency, pursuant to the schedule set forth in the Work Plan, and in accordance with the terms and conditions of this Agreement. The Activities must be consistent with the regulations, rules, policies and procedures of UNDP.
3. UNDP shall cooperate with the ST.LUKE'S INTERNATIONAL UNIVERSITY in achieving the main objective of this Agreement in accordance with the terms and conditions thereof.
4. All deadlines and time limits contained in this Agreement shall be deemed to be of the essence in respect of the implementation of the Activities and achievement of the Deliverables under this Agreement.
5. Any information or data provided by the ST.LUKE'S INTERNATIONAL UNIVERSITY to UNDP for the purpose of entering into this Agreement, as well as the quality of the Activities, Deliverables and reports foreseen under this Agreement, will conform to the highest professional standards.
6. The Parties shall on a regular basis keep each other informed of, and consult on matters pertaining to the implementation of the Activities and achievement of the Deliverables under this Agreement.



Article 2. Financial Arrangements

1. Pursuant to the budget contained in the Work Plan, UNDP shall make available to the ST.LUKE'S INTERNATIONAL UNIVERSITY funds up to the maximum amount indicated in Section 7 of the face sheet to this Agreement upon timely achievement of the Deliverables and in accordance with the schedule set forth in the Work Plan.
2. The amounts stated above shall not be subject to any adjustment or revision because of price or currency fluctuations, or the actual costs incurred by the ST.LUKE'S INTERNATIONAL UNIVERSITY in the implementation of the Activities.
3. All payments shall be made by UNDP to the ST.LUKE'S INTERNATIONAL UNIVERSITY bank account indicated in Section 11 of the face sheet to this Agreement.
4. Payments effected by UNDP to the ST. LUKE'S INTERNATIONAL UNIVERSITY shall be deemed neither to relieve the ST. LUKE'S INTERNATIONAL UNIVERSITY of its obligations under this Agreement nor as acceptance by UNDP of the ST. LUKE'S INTERNATIONAL UNIVERSITY's performance of the Activities.
5. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall notify UNDP about any expected budget variations. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall be authorized to make variations not exceeding twenty (20) per cent on any one budget line item in the Work Plan, provided that the maximum amount allocated by UNDP pursuant to paragraph 1, above, is not exceeded. Any variations exceeding twenty (20) per cent on any one budget line item that may be necessary for the proper and successful implementation of the Activities under this Agreement shall be subject to prior consultations with, and written approval by UNDP.
6. UNDP shall not be liable for the payment of any expenses, fees, tolls, or any other costs not expressly provided for in the Work Plan, not authorized by UNDP pursuant to the preceding paragraph, or exceeding the maximum amount stated in paragraph 1, above.
7. Unless otherwise agreed in writing by UNDP, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall return all unspent funds and income (including interest) to UNDP within one (1) month of completion of the Activities or termination of this Agreement, whichever is earlier.

Article 3. Refund

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall disburse the funds made available to it by UNDP and incur expenditures in connection with the Activities on the terms and conditions set forth in this Agreement and the Work Plan. In the event that the ST.LUKE'S INTERNATIONAL UNIVERSITY disburses the funds or incurs expenditures in violation of this Agreement and/or the Work Plan, notwithstanding the availability or exercise of any other remedies under this Agreement, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall refund the amounts to UNDP not later than thirty (30) days after the ST.LUKE'S INTERNATIONAL UNIVERSITY receives a written request for such refund from UNDP. Failing that, UNDP may deduct the amount of the requested refund from any payments due to the ST.LUKE'S INTERNATIONAL UNIVERSITY under this Agreement.

Article 4. The ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel



1. The ST. LUKE'S INTERNATIONAL UNIVERSITY shall be fully responsible and liable for all persons engaged by it in connection with the Activities, including employees, consultants, agents, accountants, advisers, and contractors (hereinafter the "ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel"). The ST. LUKE'S INTERNATIONAL UNIVERSITY shall ensure that the ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel meet the highest standards of professional qualifications and competence necessary for the implementation of the Activities and achievement of the Deliverables under this Agreement, are free from any conflicts of interest related to the Activities, respect the local laws and customs, and conform to the highest standards of moral and ethical conduct.
2. The ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel shall not be considered in any respect as being the officials, personnel or agents of UNDP or the United Nations.
3. The ST. LUKE'S INTERNATIONAL UNIVERSITY agrees and shall ensure that the ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel performing the Activities under this Agreement:
 - a) Shall not seek nor accept instructions regarding the Activities or the Deliverables from any Government or other authority external to the ST. LUKE'S INTERNATIONAL UNIVERSITY or UNDP;
 - b) Shall refrain from any conduct that would adversely reflect on UNDP or the United Nations, and shall not engage in any activity that is incompatible with the aims, objectives or mandate of UNDP or the United Nations; and
 - c) Shall not use information that is considered confidential without the prior written authorization of UNDP, as required by Article 12, below.
4. The ST. LUKE'S INTERNATIONAL UNIVERSITY's decisions related to the ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel, including employment or dismissal, shall be free of discrimination on the basis of race, religion or creed, ethnicity or national origin, gender, handicapped status, or other similar factors.

Article 5. Assignment

The ST. LUKE'S INTERNATIONAL UNIVERSITY shall not assign, transfer, pledge or make other disposition of this Agreement or any part thereof, or any of the ST. LUKE'S INTERNATIONAL UNIVERSITY's rights, claims or obligations under this Agreement except with the prior written consent of UNDP.

Article 6. Contracting

In the event the ST. LUKE'S INTERNATIONAL UNIVERSITY requires the services of contractors, the ST. LUKE'S INTERNATIONAL UNIVERSITY shall remain responsible for their acts and omissions in relation to the Activities as if they were the acts and omissions of the ST. LUKE'S INTERNATIONAL UNIVERSITY. The terms of any contract with any such contractor shall be subject to and conform to the provisions of this Agreement.

Article 7. Procurement

Procurement of goods, services and technical assistance required under the Work Plan will be conducted by the ST.LUKE'S INTERNATIONAL UNIVERSITY in accordance with the principles of highest quality, transparency, economy and efficiency. Such procurement will be based on the assessment of competitive quotations, bids, or other proposals, unless otherwise agreed in writing by UNDP.

Article 8. Equipment

1. Any non-consumable supplies, equipment, vehicles and materials financed by UNDP or furnished by UNDP to the ST.LUKE'S INTERNATIONAL UNIVERSITY under this Agreement (hereinafter the "Equipment") shall remain the property of UNDP.
2. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall be responsible for the proper custody, maintenance and care of the Equipment. It shall also maintain complete and accurate records of the Equipment, and shall regularly verify the inventory thereof. In addition, it shall purchase and maintain appropriate insurance for the Equipment in the amounts agreed upon between the Parties and incorporated in the budget contained in the Work Plan.
3. UNDP shall provide reasonable assistance to the ST.LUKE'S INTERNATIONAL UNIVERSITY in connection with clearing the Equipment through the customs at ports of entry into the country where the Activities are to be implemented.
4. In the event of damage, theft, loss or other forfeiture of the Equipment, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide UNDP with a complete written report supported, where appropriate, by a police report and any other evidence, giving full particulars of the events leading to the loss of, or damage to the Equipment.
5. The ST. LUKE'S INTERNATIONAL UNIVERSITY shall return the Equipment to UNDP within thirty (30) days upon completion of the Activities or termination of this Agreement, whichever is earlier, or when no longer needed by the ST. LUKE'S INTERNATIONAL UNIVERSITY. When returned to UNDP, the Equipment shall be in the same condition as when furnished to the ST. LUKE'S INTERNATIONAL UNIVERSITY, subject to normal wear and tear.
6. UNDP may request compensation for the damaged, stolen, lost or otherwise forfeited Equipment, or the Equipment determined by UNDP to be degraded beyond normal wear and tear. If the ST.LUKE'S INTERNATIONAL UNIVERSITY fails to compensate UNDP within thirty (30) days of UNDP's request, UNDP may deduct the amount thereof from any payments due to the ST.LUKE'S INTERNATIONAL UNIVERSITY under this Agreement.

Article 9. Copyrights, Patents, and Other Proprietary Rights

1. Except as may be otherwise agreed by the Parties in this Agreement, UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the ST.LUKE'S INTERNATIONAL UNIVERSITY has developed for UNDP under this Agreement and which bear a direct relation to, or are produced, prepared or collected in consequence of, or during the course of, the performance of this Agreement. The ST.LUKE'S INTERNATIONAL UNIVERSITY acknowledges and agrees that such products, documents and other materials constitute works made for hire for UNDP.

2. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall be responsible for obtaining any licenses and permits required by national laws in connection with the Activities. UNDP shall cooperate as appropriate and necessary.

Article 10. Reporting

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall report to UNDP on the implementation of the Activities and achievement of the Deliverables under this Agreement.

2. The ST. LUKE'S INTERNATIONAL UNIVERSITY shall provide UNDP with (a) intermediate report after two months of implementation, and (b) a final report (including deliverables), prior termination of this Agreement.

3. Each report must be written in the English language and must, *inter alia*, contain information on:

- a) Activities carried out under the Agreement during the reported period;
- b) Progress towards achieving the Deliverables during the reported period;
- c) Corresponding indicators, baselines, sources of data, and data collection methods;
- d) Any new issues, risks, challenges and opportunities that should be considered in implementing the Activities;
- e) Financial data, including cash receipts and disbursements incurred by the ST. LUKE'S INTERNATIONAL UNIVERSITY, reconciliation of outstanding advances and foreign exchange loss or gain during the reported period, if applicable; and
- f) Cumulative financial data, showing satisfactory management and use of UNDP resources.

4. In addition, the annual report and final reports, referred to in paragraph 2 of this Article 10, must contain audited financial statements and records related to the Activities and the deliverables agreed on.

5. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide such additional reports related to the Activities as may be reasonably required by UNDP under its regulations, rules, policies and procedures.

Article 11. Maintenance of Records

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall keep accurate and up-to-date records and documents, including original invoices, bills, and receipts pertinent to each transaction related to the Activities under this Agreement.

2. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall promptly disclose to UNDP any income, including interest, arising from the Activities. Such income shall be reflected in a revised Work Plan and recorded as accrued income to UNDP, unless otherwise agreed by the Parties.

2. Upon completion of the Activities, or the termination of this Agreement, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall maintain the records for a period of at least five (5) years, unless otherwise agreed by the Parties.

Article 12. Confidentiality

1. Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party to the other Party during the term of this Agreement shall be considered confidential and shall be handled pursuant to the UNDP Information Disclosure Policy, not attached hereto but known to and in the possession of the Parties.
2. The ST.LUKE'S INTERNATIONAL UNIVERSITY may disclose information to the extent required by law, provided that and subject to and without any waiver of the privileges and immunities of the United Nations, the ST.LUKE'S INTERNATIONAL UNIVERSITY will give UNDP sufficient prior notice of a request for the disclosure of information in order to allow UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.
3. UNDP may disclose information to the extent required pursuant to the Charter of the United Nations, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General of the United Nations.
4. These obligations shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

Article 13. Insurance and Liabilities to Third Parties

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used in connection with the Activities under this Agreement.
2. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel to cover claims for personal injury or death in connection with this Agreement.
3. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the Activities, as well as the use of the Equipment owned or leased by the ST.LUKE'S INTERNATIONAL UNIVERSITY or the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel, or furnished or financed by UNDP pursuant to Article 8, above.

Article 14. Responsibility for Claims

The ST. LUKE'S INTERNATIONAL UNIVERSITY shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials and persons performing services for UNDP from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the ST. LUKE'S INTERNATIONAL UNIVERSITY, including the ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel, under this Agreement. This provision shall extend, *inter alia*, to claims and liability in the nature of workmen's compensation, damage to property or other hazards that may be suffered by the ST. LUKE'S INTERNATIONAL UNIVERSITY Personnel as a result of their services pertaining to the Activities, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the ST.LUKE'S INTERNATIONAL

UNIVERSITY or the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel. The obligations under this Article 14 shall not lapse upon completion of the Activities or termination of this Agreement, whichever is earlier.

Article 15. Tax Exemptions

1. Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, *inter alia*, that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations' exemption from such taxes, duties or charges, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall immediately consult with UNDP to determine a mutually acceptable solution.
2. Accordingly, the ST.LUKE'S INTERNATIONAL UNIVERSITY authorizes UNDP to deduct from the ST.LUKE'S INTERNATIONAL UNIVERSITY's invoice any amount representing such taxes, duties or charges, unless the ST.LUKE'S INTERNATIONAL UNIVERSITY has consulted with UNDP before the payment thereof and UNDP has, in each instance, specifically provided written authorization to the ST.LUKE'S INTERNATIONAL UNIVERSITY to pay such taxes, duties or charges under protest. In that event, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

Article 16. Security and Anti-Terrorism

1. The responsibility for the safety and security of the ST.LUKE'S INTERNATIONAL UNIVERSITY and the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel and property, as well as of the Equipment and other UNDP property in the ST.LUKE'S INTERNATIONAL UNIVERSITY's custody, shall rest with the ST.LUKE'S INTERNATIONAL UNIVERSITY.
2. UNDP reserves the right to verify whether the necessary security arrangements are in place, and to suggest modifications thereto when necessary.
3. The ST.LUKE'S INTERNATIONAL UNIVERSITY agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Agreement are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all contracts entered into under this Agreement.

Article 17. Audit and Investigations

1. All payments made by UNDP under this Agreement shall be subject to a post-payment audit by auditors, whether internal or external, of UNDP or by other authorized and qualified agents of UNDP at any time during the term of this Agreement and for a period of five (5) years following the completion of the Activities or the termination of this Agreement.
2. The ST.LUKE'S INTERNATIONAL UNIVERSITY acknowledges and agrees that, from time to time, UNDP may conduct investigations relating to any aspect of this Agreement or the selection of the ST.LUKE'S INTERNATIONAL UNIVERSITY as a responsible party, the obligations performed under

30 Mai 2017

this Agreement, and the operations of the ST.LUKE'S INTERNATIONAL UNIVERSITY generally relating to the performance of this Agreement. The right of UNDP to conduct an investigation and the ST.LUKE'S INTERNATIONAL UNIVERSITY's obligation to comply with such an investigation shall not lapse upon completion of the Activities or the termination of this Agreement, whichever is earlier.

3. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall provide its full and timely cooperation with any post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the ST.LUKE'S INTERNATIONAL UNIVERSITY's obligation to make available the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions, and to grant to UNDP access to the ST.LUKE'S INTERNATIONAL UNIVERSITY's premises at reasonable times and on reasonable conditions. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel to reasonably cooperate with any post-payment audits or investigations carried out by UNDP hereunder.

Article 18. Force Majeure

1. In the event of, and as soon as possible after, the occurrence of any cause constituting *force majeure*, the Party affected by it shall give the other Party notice and full particulars in writing of such occurrence. If the affected Party is thereby rendered unable, in whole or in part, to perform its obligations or meet its responsibilities under this Agreement, the Parties shall consult on the appropriate action to be taken, which may include termination of this Agreement by UNDP pursuant to Article 28, or termination of this Agreement by the ST.LUKE'S INTERNATIONAL UNIVERSITY with at least seven (7) days written notice of such termination.

2. In the event that this Agreement is terminated owing to causes constituting *force majeure*, the provisions of Article 28, below, shall apply.

3. *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the ST.LUKE'S INTERNATIONAL UNIVERSITY. The ST.LUKE'S INTERNATIONAL UNIVERSITY acknowledges and agrees that, with respect to any obligations under this Agreement that the ST.LUKE'S INTERNATIONAL UNIVERSITY must perform in areas in which the United Nations is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas, or to any incidents of civil unrest occurring in such areas, shall not, in and of itself, constitute *force majeure* under this Agreement.

Article 19. Use of the Name, Emblem and Official Seal of UNDP

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall only use the name (including abbreviations), emblem or official seal of the United Nations or UNDP in direct connection with the Activities under this Agreement and upon receiving prior written consent of UNDP. Under no circumstances shall such consent be provided in connection with the use of the name (including abbreviations), emblem or official seal of the United Nations or UNDP for commercial purposes or goodwill.



2. The Parties shall cooperate in any public relations or publicity exercises when UNDP deems these appropriate or useful.

Article 20. Privileges and Immunities

Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNDP.

Article 21. Officials not to Benefit

The ST.LUKE'S INTERNATIONAL UNIVERSITY warrants that no official of UNDP has received, or will be offered by the ST.LUKE'S INTERNATIONAL UNIVERSITY, any direct or indirect benefit arising from this Agreement.

Article 22. Observance of the Law

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall comply with all laws, ordinances, rules, and regulations applicable to the performance of its obligations under this Agreement.

Article 23. Child Labor

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY represents and warrants that neither it, nor the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

2. Any breach of this representation and warranty shall entitle UNDP to terminate this Agreement immediately upon notice to the ST.LUKE'S INTERNATIONAL UNIVERSITY, without any liability for termination charges, or any other liability of any kind of UNDP.

Article 24. Mines

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY represents and warrants that neither it nor the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel are actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

2. Any breach of this representation and warranty shall entitle UNDP to terminate this Agreement immediately upon notice to the ST.LUKE'S INTERNATIONAL UNIVERSITY, without any liability for termination charges or any other liability of any kind of UNDP.

Article 25. Sexual Exploitation

1. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the

ST.LUKE'S INTERNATIONAL UNIVERSITY shall refrain from, and shall take all reasonable and appropriate measures to prohibit the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel or any other persons engaged and controlled by it from exchanging any money, goods, services, or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The ST.LUKE'S INTERNATIONAL UNIVERSITY acknowledges and agrees that the provisions herein constitute an essential term of the Agreement and that any breach of these provisions shall entitle UNDP to terminate the Agreement immediately upon notice to the ST.LUKE'S INTERNATIONAL UNIVERSITY, without any liability for termination charges or any other liability of any kind.

2. UNDP shall not apply the foregoing standard relating to age in any case in which the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel.

Article 26. Conflicts of Interest; Anti-Corruption

1. The Parties agree that it is important that all necessary precautions are taken to avoid conflicts of interest and corrupt practices. To this end, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall maintain standards of conflict that govern the performance of the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel, including the prohibition of conflicts of interest and corrupt practices in connection with the award and administration of contracts, grants, or other benefits.

2. The ST.LUKE'S INTERNATIONAL UNIVERSITY and persons affiliated with it, including the ST.LUKE'S INTERNATIONAL UNIVERSITY Personnel, shall not engage in the following practices:

(a) participating in the selection, award, or administration of a contract, grant or other benefit or transaction funded by UNDP, in which the person, members of the person's immediate family or his or her business partners, or organizations controlled by or substantially involving such person, has or have a financial interest;

(b) participating in such transactions involving organizations or entities with which or whom that person is negotiating or has any arrangement concerning prospective employment;

(c) offering, giving, soliciting or receiving gratuities, favors, gifts or anything else of value to influence the action of any person involvement in a procurement process or contract execution;

(d) misrepresenting or omitting facts in order to influence the procurement process or the execution of a contract;

(e) engaging in a scheme or arrangement between two or more bidders, with or without the knowledge of the CSP, designed to establish bid prices at artificial, non-competitive levels; or

(f) participating in any other practice that is or could be construed as an illegal or corrupt practice under domestic law.

3. If the ST.LUKE'S INTERNATIONAL UNIVERSITY has knowledge or becomes aware of any of the practices outlined in paragraph 2 of this Article 26 undertaken by anyone affiliated with the ST.LUKE'S INTERNATIONAL UNIVERSITY, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall immediately disclose the existence of such practices to UNDP.

Article 27. Dispute Settlement

30 Mai 2017

1. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Agreement, or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties in writing.

2. If such dispute, controversy or claim between the Parties is not settled amicably under the preceding paragraph within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, it shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

Article 28. Termination of this Agreement

1. The Parties recognize that successful implementation and completion of the Activities and achievement of the Deliverables are of paramount importance, and that UNDP may find it necessary to terminate or to modify the Activities, should circumstances arise that jeopardize successful completion of the Project. The provisions of the present Article shall apply to any such situation.

2. UNDP shall consult with the ST.LUKE'S INTERNATIONAL UNIVERSITY if any circumstances arise that, in the judgment of UNDP, interfere or threaten to interfere with the successful implementation or completion of the Activities, or achievement of the Deliverables. For its part, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall promptly inform UNDP of any such circumstances that might come to its attention. The Parties shall cooperate towards the rectification or elimination of the circumstances in question and shall exert all reasonable efforts to that end, including prompt corrective steps by the ST.LUKE'S INTERNATIONAL UNIVERSITY, where such circumstances are attributable to it or within its responsibility or control. The Parties shall also cooperate in assessing the consequences of possible termination of this Agreement on the beneficiaries of the Project.

3. UNDP may at any time after occurrence of the circumstances in question, and after appropriate consultations with the ST.LUKE'S INTERNATIONAL UNIVERSITY, suspend or terminate this Agreement by written notice to the ST.LUKE'S INTERNATIONAL UNIVERSITY, without prejudice to the initiation or continuation of any of the measures envisaged in the preceding paragraph.

4. Upon receipt of a notice of termination by UNDP under the present Article, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall take immediate steps to terminate the Activities under this Agreement, in a prompt and orderly manner, so as to minimize losses and further expenditures. The ST.LUKE'S INTERNATIONAL UNIVERSITY shall undertake no forward commitments and shall return to

UNDP, within thirty (30) days, all unspent funds made available to it by UNDP under Article 2, and the Equipment financed by UNDP or furnished to it by UNDP pursuant to Article 8.

5. In the event of termination by UNDP under this Article 28, UNDP shall only reimburse the ST.LUKE'S INTERNATIONAL UNIVERSITY the costs incurred in connection with the Activities carried out in accordance with the terms and conditions of this Agreement. Such reimbursement, when added to the amounts previously made available to the ST.LUKE'S INTERNATIONAL UNIVERSITY by UNDP in accordance with Article 2, above, shall not exceed the maximum amount of funds set forth in paragraph 1 of that Article.

6. Following the termination, in the event UNDP decides to transfer the responsibilities of the ST.LUKE'S INTERNATIONAL UNIVERSITY for the Activities to another entity, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall cooperate with UNDP and the other entity to ensure the orderly transfer of such responsibilities.

Article 29. Entry into Force, Duration, Extension and Modification of this Agreement

1. This Agreement shall enter into force on the date of the last signature of the face sheet to this Agreement by the duly authorized representatives of the Parties, and terminate on the Activities Ending Date indicated in Section 6 of the face sheet to this Agreement.

2. Should it become evident to the ST.LUKE'S INTERNATIONAL UNIVERSITY during the implementation of the Activities that an extension beyond the termination date above will be necessary to achieve the Deliverables, the ST.LUKE'S INTERNATIONAL UNIVERSITY shall, without delay, inform UNDP and give full particulars. UNDP shall take such action as, in its sole discretion, it considers appropriate or necessary under the circumstances, including the granting to the ST.LUKE'S INTERNATIONAL UNIVERSITY of a reasonable extension of time in which to perform its obligations under this Agreement.

3. This Agreement, including its Annexes, may be modified or amended only by written agreement between the Parties.

4. Failure by either Party to exercise any rights available to it, whether under this Agreement or otherwise, shall not be deemed for any purposes to constitute a waiver by the other Party of any such right or any remedy associated therewith, and shall not relieve the Parties of any of their obligations under the Agreement.



Empowered lives.
Resilient nations.

Project Document Title: Operational Support to the National Sanitary Security Agency (*ANSS in French*) in Guinea.

Submitting Agency: St Luke's International University, Tokyo, Japan

Project Contact Persons:

- Yuki Maehira, Special Consultant
Project for Research and Development of the Therapeutics, Diagnostics and Preventive Countermeasures for Containment of Viral Hemorrhagic Fevers
Graduate School of Public Health, St. Luke's International University, Japan

Total budget amount: USD 100 000

Implementation Period: 4.5 months (July 2017 to 15 November 2017)

I. Contextual Background

The Ebola outbreak which hit Guinea between 2014 and 2016 heavily exposed the fragility and vulnerable state of the health system in Guinea. It also revealed the country's limited capacity to prevent and respond to health emergencies.

The resurgence of Ebola in mid-March 2016 in Koropara, N'zerekore Region confirmed the imperfections in the country's epidemiological surveillance and alert system. Despite the quick reaction by the national authorities with the assistance of partners, the intervention itself encountered two major obstacles. The tardiness in the detection and confirmation of the new cases revealed serious gaps in the surveillance system. Also, the community reticence which followed the announcement of the flare up significantly delayed the deployment of response teams to the ground and these two elements hampered the operations while favoring a rapid spread of the virus to four different locations and thus making the epidemiological monitoring very difficult. To address the above, there is a strong need for the country to put in place a robust epidemiological surveillance system which integrates the surveillance data management in its emergency response programming and operational capacities, while also taking all health logistics related aspects mainly a prepositioned stock into account.

Most national entities lack organizational capacities and clear operational procedures needed to fulfill their mission to preserve a safe and healthy society. Guinea is equally exposed to other types of risks such as socio-political and ethnic tensions, natural resources and environmental damages, pollution, and even possible terror threats given the trends in the region. Hence, it is imperative for the country to develop best governance practices within key institutions. This would help in the process of building up a more resilient system capable of reducing any potential risks be it health related or any other natural disaster.

Bearing the above in mind, the Government of Guinea has recently undertaken profound reforms as a part of the national post-Ebola recovery strategy. The recent establishment on the 4th of July 2016 of the National Sanitary Security Agency (ANSS) by Decree D/2016/205/PRG/SGG confirms that commitment by the Government to take the necessary steps towards addressing any health safety related risks in the future through among other aspects, the reinforcement of the integrated diseases surveillance. This comes in alignment with axis 5 of the National Post-Ebola Recovery strategy on health resilience and risk reduction, and resonates with the priorities set out by the Ministry of Health during the United Nations Country Team (UNCT) annual retreat 2015 in Sangaredi meant to improve the health governance at all levels. Coming also in response to the request from the Ministry of Territorial Administration, the UN Resident Coordinator deployed an international mission to evaluate the national capacities to prevent and manage possible risks from natural disasters. The inter-agency mission which was deployed across the country for an in-depth assessment concluded that all existing national structures needed urgent support in capacity-development in order to improve their emergency preparedness and response capabilities. The assessment above inspired the idea to put in place a comprehensive natural disaster risk reduction framework.

It is in that spirit that St Luke's International University in collaboration with UNDP Office in Guinea proposes to provide technical support to strengthen systemic operational capacities to the newly created National Sanitary Security Agency (ANSS). As a new entity, it is understood that it is facing shortage of resources and expertise needed to successfully implement the

strategic orientations from its line Ministry of Health in areas of health safety and epidemiological surveillance. St Luke's Int. University have previously worked in Guinea during the Ebola crisis providing such strategic and operational support by introducing medico-technical resources to Guinean government entities such as the former National Ebola Response Cell during the Ebola crisis.

This project falls under the scope of the St Luke's Int. University technical capacities and it is in alignment with the priorities defined by the United Nations System in Guinea and the Government's top priorities including the reinforcement of capacities for national entities. Main objective consists on addressing the existing operational gaps for a better organizational management and delivery of the assigned objectives for the ANSS in future.

ANSS Role and Challenges

The agency was assigned nine main roles namely (i) the creation of an emergency response plan, (ii) capacity-building of staff in the surveillance and case management, (iii) creation of safe isolation (quarantine) spaces, (iv) development of national health risk monitoring strategy, (v) contribution to the creation of a national system for surveillance and response to the epidemics, (vi) emergencies and disasters, (vii) participation to the mapping exercise of all health risks, (viii) operationalization of the early detection and notification (alert) system, (ix) contribution to the efforts to stop any human, animal and environmental security threats.

The overall weakness of the health system in Guinea made it very difficult to timely detect and respond to the Ebola outbreak. This was repeated during the March 2016 resurgence in Koropara. Drawing lessons from this recent experience and in order to avoid the same shortcomings of the past, the Government made one critical step by creating the National Agency expected to have a swift and flexible approach to the surveillance of and response to any health threatening emergency situation. Thus, the next step for the ANSS will be to demonstrate its effectiveness on all technical aspects by demonstrating robust and transparent ways of operating at all levels. The ANSS has four main strategic partners: (1) The World Health Organization intervening in the epidemiological surveillance and case management, (2) The Center of Disease Control in research and case management, (3) UNICEF in community engagement and (4) UNDP that intervenes on all governance related aspects. It is critical that all the partners complete each other in order to ensure a coherent support to the ANSS in their respective areas of interventions. This project will only be implemented by UNDP while the three other partners are seeking funding from other sources.

Therefore, this project is meant to provide the ANSS with a reliable governance system by creating robust, secure and transparent management policies, systems and tools needed to make it an outstanding trustworthy entity. This will not only help the ANSS to successfully carry out its activities, but also in reaching out and gaining trust by other technical and financial partners who were still reluctant to collaborate with the Government in the health sector.

II. The Role and Alignment of St Luke's Int. University with the project activities

In close consultation with the ANSS and in keeping with UNDP's rules and regulations, a collaboration agreement will be signed between UNDP and St. Luke's Int. University (Japan) implementing work plan proposed through this project. St Luke's Int. University will focus its efforts on the development of an interface/platform at the ANSS aiming to improve the

response to future outbreaks in Guinea as well as strengthening operational capacities for that and better informed decision making process at the ANSS.

III. Contribution to SDG Goals

This project contributes to “ensure healthy lives and promote well-being for all at all ages” (Goal 3) which is essential to achieve a sustainable development (SDG). Despite the efforts made by the Government and the UN system to reduce some of the common killers associated with child and maternal mortality, health system is still weak in Guinea and needs to be strengthened to be able to cope with and eradicate a wide range of diseases posing an epidemiological threat such as polio, tuberculosis, or other emerging health issues. In depth, this program contributes first to substantially consolidate the recruitment, development, training and retention of the health workforce through the ANSS. Second, strengthen the national capacity for early warning, risk reduction and management of national and global health risks.

IV. Need Assessment and Justification

In a recent joint assessment activity, St Luke’s Int. University, ANSS and UNDP have identified the following as key priority areas that need to be strengthened in order to equip the newly established entity with required operational resources to carry out its mandate with a particular focus on good governance aspect and by availing appropriate management tools to boost up the administrative, finance, logistics and procurement departments of the agency. Given the significant contribution by the Japanese government during the outbreak (financial aid and medical equipment was distributed to affected countries while medical experts deployed within WHO and UNMEER). Because of their recognized expertise on the subject, St Luke’s Int. University have the technical expertise required to provide support in surveillance data management and information treatment in the implementation of this project. In addition, St Luke’s Int. University has a recognized expertise on infectious diseases surveillance with a potential resource of IT and software development which is a key element for the improvement of organizational management issues. To this end, it is proposed that the St. Luke’s International University, Japan, which is one of the leading research institutions, will collaborate in this project assisting ANSS in the surveillance data management, health logistics programming and software development strategy for delivery. UNDP will ensure that its support is in complementarity with what is provided by St Luke’s Int. University.

As a new entity in a country with limited resources and expertise, the ANSS will need, in the beginning, significant level of support in key areas and sustained accompaniment in order to put in place a very robust governance system capable of ensuring effective and efficient management and smooth health services delivery. It is also expected among others, the production of a five-year business plan with clear orientations and goals to be achieved by the ANSS during the first five years. The ANSS will need about 60 key staff in its five strategic departments: (i) The Emergency Operations with 14 staff needed, (ii) Integrated Surveillance and Response with 35 staff needed, (iii) Communication and Social Mobilization Unit needs 3 staff, (iv) Case Management Unit 3 staff and (v) Logistics Unit 16 staff. To this adds up the directorate personnel (7) and 20 additional maintenance contractors. This brings the total human resources count at 98 people. While it is expected that all essential staff will be paid by

the government, it is also important to mention that additional support is needed in the following areas:

1. **Organizational and institutional evaluation** to assess in depth the organizational structure of the ANSS and which steps need to be taken in order to render it an entity capable of delivering its mandate and achieving its goals. A consultant will be hired to conduct this evaluation which will inform the development of a five-year strategic plan to be followed by the Agency.
2. Operational support to **strengthen the sectorial systemic management and emergency preparedness and responsiveness:**
 - A. Finance & Administration,
 - B. Human Resources (Recruitment process, salary scales for heads of key units and departments for 12 months, induction to the new managerial techniques and related software or tools),
 - C. Procurement system (existence and understanding of a procurement system),
 - D. Logistics (existence of a clear management system with appropriate tools, induction to the new techniques and tools),
 - E. Technical support in epidemiological surveillance management (Software and data tool kits),
 - F. Capacity development in surveillance data management with aim to strengthen interactive risk communication systems and data management capability from the downstream referral level,
 - G. Coordination of health security countermeasures logistics with emphasis on health logistics in the event of a rapid medical countermeasure deployment.
3. **Strategic support** to the Agency top coordination structure (Board) :
 - Board Secretary (organization of high level board meetings)
 - Resource Mobilization (development of tools and formulation of proposals)
 - Donor reporting techniques/Monitoring
 - Institutional Communication (with a clear internal and external communication and advocacy strategy.)
 - Governing operational rules (SOPs)

V. Project Objective, Outcomes and Outputs.

Project Objective

This project aims to contribute to the reinforcement of institutional and operational capacities for the ANSS through the creation and implementation of a reliable governance and management system with robust, accountable and transparent management tools needed to make it a trustworthy, efficient and effective entity.

Expected Outcomes

Outcome 1: Strengthened operational capacities through the setting up of an interface/platform enabling the ANSS to effectively manage early warning, risk reduction and management of critical national and regional health risks in Guinea.

Expected Outputs

Output 1: Collect, analyze and evaluate critical information needs of the ANSS for strengthening the health and epidemiological information management tools required to make infectious disease prevention and epidemic response more effective, extensively looking at the integration of other health administrative domains such as logistics, finance and relevant administration

Output 2: Based on the analysis previously done will be in charge to restore critical information through the elaboration of technical specifications aiming to develop a common software interface to support strategic decision-making process at the ANSS. Interface designed will consider key elements of the infection risk reduction policy in Guinea. Technical specifications developed will inform the launch of an international tender to provide technical services for the development and set up of the interface/platform for the ANSS. A call for a tender will be launched by the UNDP.

Output 3: To advise the UNDP project team on capacity building strategies and enabling environment measures to be adopted to ensure sustainability and success of the project.

VI. Activity Plan and Timeframe

To date ANSS internal analysis continues to be done using rudimentary tools such as simple Excel spreadsheets. In addition, a poor transfer of information between departments do not allow the ANSS to be as reactive as required in case of emergency. Expertise held by technical departments of **St. Luke's Int. University** might be an excellent contribution to help ANSS into the improvement of health data management. Detailed activities will be planned based on the results and recommendations on the pre-capacity analysis.

In summary, the activities proposed under the Outcomes 1, 2 and 3 aim to build operational capacities for the ANSS through a comprehensive assessment that will consider its *strengths, disadvantages, opportunities* and *main challenges* to be faced by the new agency for the setting up of an interface/platform.

More in detail, activities falling under the Outcome 1 are related to better understand internal and external environment and policy framework in which the ANSS evolves and consequently identify and collect critical information required to better informed decision making process at the ANSS. Evaluation will enhance to draw a picture of the current state of information management systems but also identify key performant indicators, communication proceedings and tools required to be more reactive to future outbreaks and better inform decisions taken by ANSS.

The content of the interface platform will be defined in detail once the results and recommendations of the evaluation will be available.



Outcomes 2 and 3 are related to provide a performant data base (Work Station)¹ aiming to manage efficiently EVD and relevant emergency data-archives inside ANSS. This Work Station will be much more than a simple “working place” using Personal Computers and other IT tools, as it will constitute an interactive communication platform to enable analytical data processing for strategic info sharing, outputs and control of the internal health administrative information on its security protocols. There, the designated officials will be able to access to the digital information archives and repositories as well as the analogue data files in the shelves that are to be systemically categorized and processed for various decision-making needs to provide evidence-based outputs.

In addition, operational Departments of the ANSS will participate actively in the interface/platform development works. Managers will have access to the data for epidemiological analysis and deployment in case of epidemiological threat.

To this end, the St. Luke’s Int. University’s team will avail necessary technical support, assisting the discussion platform development. In this regard, installation of IT devices and its maintenance capacity/mechanism may also be critical for ANSS at locally affordable level.

Roles and responsibilities of key partners

Since November 2014; St. Luke’s International University, Japan, has been designated to administer a national project primarily focused on research and development of therapeutics diagnostics and preventive measures to aid in the control of Ebola Virus Disease in Africa. The designated project team coordinates the prioritized collaboration activities of experts at academic and corporate research institutes in Japan as well as those in other nations for contribution in product-development partnership approaches to global health security agenda.

St. Luke’s Int. University is thus well placed to play a key role in strengthening ANSS capacities to deal with future outbreaks by supporting ANSS organizational system in Guinea. Its recognized and consolidated experience in the health security sector is an asset to ensure the achievement of the goals targeted by the project.

Milestones to be achieved by the St. Luke’s Int. University are:

- a) Preliminary needs assessment and status review at ANSS for substantial commitment to enhance organizational health information management capacity. (1 report)
- b) Analysis of similar existing experiences of “health information management system” or “data management tools for integrative health decision-making” in Africa, focusing on the analytical data outputs/sharing for national entities playing the same role as ANSS in the Ministry of Health. (1 report)
- c) Data consolidation and categorization for primary set-up of health data archive/repositories at ANSS for in-depth understanding of current status, in order to identify the important operational issues, prioritize the needs and indicators for conceptualization of an optimal interface/dashboard required. (1 report on operational data consolidation)

¹ See Annexe 1 Health Info System Matrix (Source of information: St. Luke’s Int. University)



- d) Elaboration of an analytical proposal for construction and installation of an optimal interface with the specifications, as a key tool (work station/ dashboard) for set-up of an enhanced health information management mechanism at ANSS. (1 proposal document in collaboration with the subcontracted IT consultancy firm, including the list of primarily required hardware devices, training elements, with the key recommendations identified)

St. Luke's Int. University will deploy 1 epidemiologist - for preparatory situation analysis to develop and propose an optimal health information management systems facilitated in ANSS, with close interactive collaboration with IT specialists.

UNDP Office in Guinea has a long experience working with ANSS, first in time of Ebola crisis through ensuring good governance of the UN system emergency response activities and second, once the end of the EVD outbreak was declared, strengthening health response mechanisms countrywide by supporting the ANSS to implement SA CEINT strategy and case management into the CTPEIs.

UNDP Office in Guinea will be in charge to lead the following activities:

- a) Ensure adequate transfer of budget according to the disbursement schedule and the plan of action.
- b) Facilitate meetings with the ANSS and ensure adequate coordination and follow up of the activities targeted on the Work Plan.

Forecast disbursement

Further details are provided in **Annex 1**.

Timeframe

An estimated timeframe has been elaborated in collaboration with the St. Luke's Int. University. Further details are provided in **Annex 2**.

VII. Beneficiaries

Direct beneficiaries include at least the 42 ANSS staff who will directly benefit from the capacity-development through this project.

Indirect beneficiaries

Ministry of Health key staff, humanitarian partners and first responders to epidemics. Guinea's population (13 478 502 people²) benefiting from an efficient organization to prevent, early detect, respond and mitigate the effects of future outbreaks

² Source of information: <http://www.countrymeters.info/en/Guinea/>. (22/01/2017)

VIII. Project Management

The whole project will be subjected to the same rigorous Result Based Management, Monitoring and Evaluation and Auditing systems and methods already in practice in the UN in particular at UNDP. Baseline data collection will be undertaken as a first exercise of the implementation process, relevant quantitative and qualitative indicators will be formulated and measurable and realistic targets set. Reporting will be regular and the Project will be thoroughly supervised by its Steering Committee in collaboration with the ANSS line Ministry of Health.

Monitoring and Evaluation

St Luke's International University project manager will work closely with the Steering Committee and ANSS management and technical experts on a regular basis to ascertain that all project objectives are attained according to the objectives. Additionally, the Monitoring and Evaluation team will eventually conduct spot checks at the ANSS and other project sites to monitor the progress and will suggest any pertinent recommendation to the project management, Steering Committee and UNDP top management for follow up and action. Recommendations and key findings of the project will be presented to all counterparts for validation.

Communication Plan

A Communication plan will be established by UNDP and St. Luke's Int. University with the collaboration of the Japan's Government to better communicate impacts and key achievements of the project. The plan will target two main objectives.

First, health care organizations, practitioners, development agencies and humanitarian organizations will have a good understanding of the role played by the Japanese Government to strengthen ANSS institutional & operational capacities allowing to tackle adequately epidemics in Guinea and which are the main tools developed for this purpose (e.g. five-year strategic plan).

The second objective consists in disseminating among stakeholders and health practitioner all best practices and lessons learned coming out from the project.

St Luke's Int. University collaborate closely with UNDP to achieve the objectives, the project will adopt the following approach:

- .- Organization of technical workshops to disseminate relevant information related to the implementing project.
- .- Ensure adequate visibility of the Government of Japan, UNDP and St. Luke's Int. University into the equipment supplied to the ANSS during the implementing period.
- .- Elaboration of audio-visual support (documentary) and broadcasting into the mass media in Guinea.
- .- Communication material distributed to key partners and stakeholders.

.- Develop webpage for the ANSS where the support of the UNDP, St. Luke's Int. University and Government of Japan will be included.

Visibility

Project signboards with Government of Guinea, UNDP and Japan logos will be placed at visible locations at project site and any project related information and communication campaigns will systematically bear Government of Guinea, UNDP and Japan Logos. Brochures, reports, presentations, banners will display Government of Guinea, UNDP and Japan logos.

Financial Reporting

Financial reporting will be done in accordance with the contribution agreement signed with the Government of Japan for the amount received and in accordance with UNDP financial rules and regulations. The project will be subject to a final audit as per UNDP's rules, regulations and procedures.

Where applicable, a financial audit will also be undertaken for Implementing Partners such as NGOs after all other activities have been concluded. In such case, the rules, regulations, policies and procedures of the Implementing Partner will be applicable.

An independent external audit is conducted and relevant recommendations formulated on how the performance level can improve.

Final Reporting

Narrative progress and financial reports will be shared with all parties in accordance with the MoU signed with the Government of Japan. Budget expenditures will be justified according the MoU signed.

IX. Budget breakdown

See further details in document **Annex 3**.

Annex 1 Forecast disbursement

BU	Award	Project	Activity	IA	Donor	Fund	Depart.
GIN10	00095630	000104358	1	001981	000141	32045	33803

Operational Support to the National Sanitary Security Agency (ANSS) in Guinea
 PROJECT ID : 000104358 Accréditation de la Croissance

EXPECTED OUTCOMES/OUTPUTS	DESCRIPTION OF THE ACTIVITIES	ACCOUNT	FUND	DONOR	2017					Total Budget in USD
					July	August	September	October	November	
<p>EXPECTED OUTCOME: Outcome 1: Strengthened operational capacities through the setting up of an interface/platform enabling the ANSS to effectively manage early warning, risk reduction and management of national and global health risks in Guinea. (NEX)</p> <p>EXPECTED OUTPUT: Output 1: Collect, analyze and evaluate critical information needs of the ANSS for strengthening the administrative, financial, logistical and epidemiological management tools required to make infectious disease prevention and epidemic response more effective.</p>	<p>Activity 1: Preliminary collection and analysis of key information from the ANSS required to manage health data and facilitate monitoring, reporting and decision making process. Main administrative, logistics, epidemiological data are identified and key information collected through the evaluation to better informed interface development.</p>	72100	32045	000141	25,900.00	-	-	-	11,100.00	37,000.00
<p>Output 2: Based on the analysis previously done will be in charge to restore critical information through the elaboration of technical specifications aiming to develop a common software interface to support strategic decision making process at the ANSS. Interface designed will consider key elements of the multi-epidemiological risk reduction policy in Guinea. Technical specifications developed will inform the launch of an international tender to provide technical services for the development and set up of the interface/platform for the ANSS. A call for a tender will be launched by the UNDP.</p> <p>Output 3: To advise the UNDP project team on capacity building strategies and enabling environment measures to be adopted to ensure sustainability and success of the project.</p>	<p>Activity 2: Development of technical specifications (BID) for the elaboration of the communication/dashboard platform and the interface/system devices required. Technical specifications will include an estimation of the timeframe required for installing the interface/platform as well as a set of preliminary measures enabling the success of the setting up of the interface communication platform.</p>	72100	32045	000141	44,100.00	-	-	-	18,900.00	63,000.00
Total					70,000.00	-	-	-	30,000.00	100,000.00

1st installment will be done at the starting of the mission for the deployment of the St. Luke's International University staff.
 2nd installment will be done after submission and approval by UNDP of the "Collection Analysis Report" and the "Tender Technical Specifications" by the St. Luke University.
 Both deliverables should be validated by the ANSS and UNDP.

Annexe 2 Timeframe and Framework

Contribute to the reinforcement of institutional and operational capacities for the ANSS through the creation and implementation of a reliable governance and management system with robust, accountable and transparent management tools needed to make it a trustworthy, efficient and effective entity													
EXPECTED OUTCOME (prioritized agenda)	PRODUCT					2017				FUNDING			
	OUTPUT	ACTIVITIES	INDICATOR	SOURCE OF VERIFICATION	TOTAL AMOUNT	J	J	A	S	O	N	PROJECT CODE	DONOR
1 Strengthened operational capacities through the setting up of an interface/platform enabling the ANSS to effectively manage early warning, risk reduction and management of national and global health risks in Guinea.	Output 1: Collect, analyze and evaluate critical information needs of the ANSS for strengthening the administrative, financial, logistical and epidemiological management tools required to make infectious disease prevention and epidemic response more effective.	Activity 1: Preliminary collection and analysis of key information from the ANSS required to manage health data and facilitate monitoring, reporting and decision making process. Main administrative, logistics, epidemiological data are identified and key information collected through the evaluation to better informed interface development.	# a "work station" is developed to manage health data and facilitate monitoring, reporting and decision making process.	S.O.V: one report on preliminary needs assessment and current status review	37,000.00				ACTIVITY 1			000104358	000141
	Output 2: Based on the analysis previously done will be in charge to restore critical information through the elaboration of technical specifications aiming to develop a common software interface to support strategic decision making process at the ANSS. Interface designed will consider key elements of the multi-epidemiological risk reduction policy in Guinea. Technical specifications developed will inform the launch of an international tender to provide technical services for the development and set up of the interface/platform for the ANSS. A call for a tender will be launched by the UNDP.	Activity 2: Development of technical specifications (BID) for the elaboration of the communication/dashboard platform and the interface/system devices required. Technical specifications will include an estimation of the timeframe required for installing the interface/platform as well as a set of preliminary measures enabling the success of the setting up of the interface communication platform.			S.O.V: 2.1: one report on development of analytical report for the design of health information management system at ANSS. with the expected specifications for the interface/system devices, and for proposal of the required interface for ETL including enabling measures to be adopted to ensure success of the interface/platform. S.O.V: 2.2: Technical specifications on interface/platform IT requirements are provided to PNUD Office for the launch of an international tender.	63,000.00				ACTIVITY 2			000104358

Annexe 3. Budget proposed

Task No.	Financial item	Work location	Unit cost (USD)
	Manpower-A: 1 epidemiologist for situation analysis		-
1	Preparatory info survey in Japan (including info collection & analysis of the models in other countries as references (communication for data collection, consulting fees with the selective info-resources, office consumables)	Japan	1,000
2	Preparatory situation survey at ANSS for categorization of available data archives, indicators for prioritization (inc. travel cost)	Guinea	18,000
3	Development of analytical report for the design of health info-management system at ANSS with the expected specifications for the interface/system devices, and for proposal of the required interface for ETL	Japan/Guinea	3,000
4	Translation & local appointment coordination support in Guinea (local HR arranged and paid through St Luke's)	Guinea	5,000
5	Overhead/management cost at St Luke's International University (<10% of total contract with the University)	Japan	10,000
Subtotal for analytical situation review and coordination support at St. Luke's International University			37,000
	Manpower-B: 1 lead IT-coordinator (for the product design and coordination of programming)		
	Manpower-C: 2 programmers for tinterface programming		
6	Consulting fee for interface planning/specification including: 1) periorical coordination meetings held in Japan for local situation analysis and interface development 2) IT-specific inputs for ETL of currently archive/databases and for formulation of the development proposal on the analytical report	Japan	43,000
7	Site visit for pragmatic consultation (3 visits for each 1-2 weeks stay: travel cost for 1 lead IT-Coordinator)	Guinea	20,000
Subtotal for analytical, technical situation review support for the report/proposal			63,000

