

Statement of Work

Scope

(Short summary of the required service)

To provide logistic arrangements for training on IHR-GHSA implementation in KZ in Almaty on 19-23 December 2016.

Background

(Summary of what has lead up to this requirement; why the contract is needed)

CDC/CAR office working with Kazak Government on implementing IHR and GHSA programs including developing 5 years strategic Plan or Road map and to achieve this task CDC/CAR is planning to organize intersectorial trainings. There is need for logistical support to accomplish this task.

Objectives

(Results to be achieved)

Organize losgistic support for intersectorialtraining for participants from 8 different ministries will be able to develop 5 years strategic IHR-GHSA plan.

Contractor's tasks

The Contractor shall:

Arrange meeting on 20-23 December in Almaty. Travel dates 19-23 December 2016

Total number of participants - 30 including:

1 CDC Central Asia Trainer;

24 participants from Astana;

5 participants from Almaty;

The List of participants would provided by CDC prior to the beginning of the meeting.

Invite all participants by phone.

1. Book and pay for a meeting room a suitable for 30 participants of the training at a hotel like Voyazh in Almaty for all 4 days of the meeting. The conference package should include the folloinwg: LCD projector + laptop; flip charts; markers; extension cords; screen; 2 microphones.

2. Purchase 29 flash discs (o/a 32GB) and arrange duplication of training materials on 29 flash discs. Training materials would be provided by the CDC Specialist;

3. Duplication of training materials 100 pages for 29 participants;

4. Arrange and pay for 29 certificates. The Template of the Certificate would be provided by the CDC Specialist ;

5. Purchase 29 Participant's kits: folders, notebooks, pencils and pens .

6. Rent 20 laptops for 4 days of the meeting;

7. Internet connection during the 4 training days in case it is not the part of the conference package of the hotel.

9. Arrange the travel of 24 Astana participants to Almaty by plane. Air Astana flights are preferable. The travel dates are 19 Dec (any flight) to Almaty 23 Dec 2016 from Almaty to Astana (evening flight);

10. Airport transportation of 24 Astana participants in Almaty on 19 Dec and 23 Dec 2016;

11. Lodging on 24 Astana participants at a hotel in Almaty like Voyazh on 19-23 Dec 2016;

12. M&IE for 24 Astana participants in Almaty 5 days \$60 per person per day

The U.S. Government shall provide

(U.S. Government furnished office space, computers, equipment, materials, admin support, etc.)

N/A

Contract end items

Satisfactory completion of the Contractor's tasks.

Period of performance

(Period of the required service)

19 Dec 2016 - 19 March 2017: the dates TBD

Estimated Contractor's Fees & Expenses

(Contractor's rate, fee, and misc. expenses, if known)

Contractor's fee will be paid after completion of the required event.