



**World Health
Organization**

**COVERING LETTER
LETTRE
D'ACCOMPAGNEMENT**

WHO/GSC/GPL
BLOCK 3510
JALAN TEKNOKRAT 6
CYBERJAYA 63000
Malaysia

WHO Reference/ Référence OMS

WHO Reference 2015/492399-0
Purchase Order 201154513
Reg. File SPHQ15-DFC-001
Unit Reference CSF-2015/492399

Return Address/Adresse de retour:

20 Avenue Appia
LocalProcurementGVA@who.int
Geneva
Switzerland
CH-1211

HU_PROF Amiran Gamkrelidze
L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE
CONTROL AND PUBLIC HEALTH
TBILISI
9 M. Asatiani Street
Tbilisi
0177
Georgia

Telephone/Téléphone:

Email / Courriel: LocalProcurementGVA@who.int

Re: FINANCIAL SUPPORT TO POST NEEDS ASSESSMENT MISSION ASSISTANCE GEORGIA

We are enclosing the Agreement For Direct Financial Cooperation (DFC) between the World Health Organization and L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE CONTROL AND PUBLIC HEALTH, TBILISI, in the amount of USD 6,300.00 (Six Thousand Three Hundred), for conducting above-mentioned work. We also attach one attachment(s) referenced in the Agreement.

We kindly request that you return, duly signed, one copy of the Agreement, keeping one for your files.

Upon completion of the activity, a technical report and financial statement must be sent to the WHO Representative within 90 days. Please be aware that future DFC funding will be withheld to partners with overdue DFC reports.

For any technical or programmatic questions relating to this agreement, please contact Vera Luiza DA COSTA E SILVA, dacostaesilvave@who.int.

On behalf of the World Health Organization, we thank you for your collaboration.

WHO Global Service Centre

Cc: WHO Representative, Georgia

Concerne: FINANCIAL SUPPORT TO POST NEEDS ASSESSMENT MISSION ASSISTANCE GEORGIA

Veillez trouver ci-joint l'Accord pour Coopération Financière Directe (CFD) entre l'Organisation Mondiale de la Santé et L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE CONTROL AND PUBLIC HEALTH, TBILISI, pour un montant de USD 6,300.00, vous permettant de mener à bien le travail susmentionné. Veillez également trouver 1 pièce(s) jointe(s) dont il est fait référence dans l'Accord.

Veillez nous retourner, dûment signée, une copie de l'Accord et en conserver une pour vos dossiers.

A l'accomplissement du travail, un rapport technique et un relevé financier doivent être envoyés au représentant de l'OMS dans les 90 jours. Veillez noter que de futures coopérations financières seront retenues pour cause de rapports en retard.

Pour toutes questions techniques ou sur les programmes ayant trait à cet Accord, veuillez contacter Vera Luiza DA COSTA E SILVA, dacostaesilvave@who.int.

Au nom de l'Organisation Mondiale de la Santé, nous vous remercions de votre collaboration.

Centre de Soutien Administratif Mondial de l'OMS

Cc: Représentant de l'OMS, Georgia



**World Health
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**DIRECT FINANCIAL
COOPERATION AGREEMENT
ACCORD POUR COOPÉRATION
FINANCIÈRE DIRECTE**

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The WORLD HEALTH ORGANIZATION hereby agrees to provide to
L'ORGANISATION MONDIALE DE LA SANTÉ s'engage par la présente à fournir à

L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE
CONTROL AND PUBLIC HEALTH
TBILISI
Director General
Tbilisi
Georgia

Contact/ Contact: HU PROF Amiran Gamkrelidze
Telephone/Téléphone:
Fax:
Email/Courriel: ncdc@ncdc.ge

The Amount of/Un Montant de: USD 6,300.00 (Six Thousand Three Hundred)
For/en vue de: FINANCIAL SUPPORT TO POST NEEDS ASSESSMENT MISSION ASSISTANCE GEORGIA

For the period financed by this Agreement **Start Date/De** : 14-JAN-2015
Période du projet financée par le présent accord **Completion Date/A** : 28-FEB-2015

Due Date of the technical report and financial statement (90 days after completion) : 29-MAY-2015
Echéance du rapport technique et relevé financier (90 jours après la fin de l'activité)

Any overdue technical and financial reports/refunds from the same party?
(In case of Yes, details and reasons to be attached) ☐ Yes/ Oui ☐ No/ Non
Rapports techniques et financiers/remboursements en retard du même
bénéficiaire ? (Si oui, inclure les détails et raisons)

Summary of work/ Description sommaire des travaux:

Description of work under this Agreement/ Description des travaux faisant l'objet du présent accord:

Training of PHC doctors in smoking cessation counseling
throughout of all regions of Georgia and thus contribute to the increase of availability and accessibility of cessation
services.

Objectives:

Is to strengthen primary healthcare (PHC) physicians' capacity in tobacco cessation counseling.

It is thought to train 12 primary health care doctors in smoking cessation counseling technics, which will not only
increase their capacity in terms of providing this service, but will create experts who will participate in peer training
activities which government is intending to conduct in frames of the tobacco control state program once the program is
approved.

Main trainer will be provided by the International Union against Tuberculosis and Lung Diseases (IUTLD). Together with
one national expert who will be a co-trainer, they will provide three day ToT intensive program. There will be 7
participants from Tbilisi and 5 participants from 5 different regions of West and East Georgia.

National Center for Disease Control and Public Health of Georgia will provide venue and necessary technical basis
(laptop, projector, necessary equipment for simultaneous translation etc) for the training.

IUTLD will provide training materials and an expert who will be a main trainer. Travel and accommodation costs of the
IUTLD provided trainer will be covered by IUTLD itself.

Budgeted activities:



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Authorized Signatory:

Signataire autorisé:

Mr. Motohiro Ogita
Coordinator

Global Procurement and Logistics
(WHO/GMG/GSC/GPL)

Kiranjeet Kaur
Shipping Assistant
HQ/GSC Global Service Centre
16-JAN-2015



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Simultaneous translation - USD2,250
Coffee break and lunch - USD900
Translation of training material - USD600
Printing of training materials - USD300
Stationary - USD150
Per diem for participants from the regions - USD1500
Fee for national expert - USD600

Financial Terms/ Dispositions financières:

Payments will be made as follows/Les versements seront effectués comme suit:

	Deliverable/ Résultat	Due Date/ Date Remise	%	Currency Amount/ Montant en Devise
1	Countersigned DFC	14-JAN-2015	100.00	6,300.00
2	DFC Report	28-FEB-2015	0.00	0.00

WHO Workplan References/ Références de l'OMS sur les programmes

	Project	Task	Award	Expenditure Type	Expenditure Organization	%	USD
1	HQCSF1409519	4.2.5.1	59072	511-DFC	HQ/CSF Secretariat, WHO Framework Convention Tobacco Control	100	6,300.00

Additional Conditions, if any, to the General DFC Conditions noted here/ Conditions additionnelles, le cas échéant, aux conditions générales:

Annexes

The following annexes form an integral part of this Agreement/ Les annexes listées ci-dessous font partie intégrante de cet accord:

Annex/Annexes	File Name/ Nom du fichier
1	Approved proposal and detailed budget for the PHC cessation training.

In the event that the terms of the annexes contain any provisions which are contrary to the terms of this Agreement, the terms of this Agreement shall take precedence/ En cas de contradiction entre les termes apparaissant sur les annexes et ceux de l'Accord, les dispositions de l'Accord prévaudront dans tous les cas.

WHO Official Responsible for the project:
Représentant de l'OMS responsable du projet:

Signature: _____
Date: _____

Vera Luiza DA COSTA E SILVA
Head of Convention Secretariat
HQ/CSF Secretariat, WHO Framework Convention Tobacco
Control

ON BEHALF OF THE INSTITUTION/ POUR
L'INSTITUTION

Responsible Administrative Authority
Autorité administrative responsable

Signature : _____
Name/nom : Amiran Gamkrelidze
Division : National Center for Disease Control
Date : Director General



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GENERAL CONDITIONS (revised July 2009)

The following are the general conditions which should be strictly adhered to while implementing the programme under this agreement for Direct Financial Cooperation to governments for health programs:

1. The activity described in the agreement must commence within three months from the date of the agreement and must be completed within a maximum of one year from commencement.
2. Expenditure should be incurred according to the approved budget for the activity(ies) under this agreement.
3. Initial payment (full or part as the case may be) will be made only upon signature of both the government and WHO to the agreement, and upon recording receipt of the signed agreement in the Global Management System (GSM).
4. Full payments are allowed only for one time activities of a short duration (up to 3 months only) or USD 50 000 whichever is less; otherwise payments are to be made in installments as specified in the agreement.
5. Payment will be made in local currency.
6. Cheques and bank transfers will be made to institutions, not to individuals. Bank particulars must be recorded in the supplier record in GSM.
7. A technical report of outcomes and expenditure certification must be prepared on the Funding Authorization and Certification of Expenditure (FACE) form and is due within three months of completion of the activity.
8. The report must relate the activity and its outcome to the relevant activities, products and expected results in the approved Work Plan, and be signed by the appropriate government official, and verified by the responsible officer of WHO.
9. The report must include certification of expenditures and unspent balances in relation to the approved budget. Any un-utilized funds must be returned to WHO within three months of completion of the activity.
10. Receipt of the signed certification must be recorded in GSM against the final deliverable for the agreement, and filed electronically in the Records Management System (RMS) with the agreement and any supporting documents by the responsible office.
11. Further payments will be withheld from contractual partners (e.g. agencies or departments) with overdue technical reports and financial statements.
12. Supporting financial documents must be retained by the concerned government authority for three years after the end of the activity and be available for inspection by WHO upon request.
13. The relevant portion of government's audited financial statements must also be made available to WHO upon request.

CONDITIONS GENERALES (révision en préparation)

Les conditions générales énoncées ci-après doivent être rigoureusement respectées lors de l'application du programme dans le cadre de cet accord de coopération financière directe avec les gouvernements pour des programmes de santé :

1. L'activité décrite dans l'accord doit débuter dans les trois mois suivant la date de l'accord et doit être accomplie dans un maximum d'un an après le commencement.
2. Les dépenses devraient être engagées selon le budget approuvé pour l'activité ou les activités prévues au titre de cet accord.
3. Le paiement initial (complet ou partiel selon le cas) ne sera effectué qu'après signature de l'accord par le gouvernement et par l'OMS et après enregistrement de la réception de l'accord signé dans le système mondial de gestion (GSM).
4. Des paiements complets ne sont autorisés que pour des activités ponctuelles et de courte durée (jusqu'à 3 mois) ou d'un montant de USD 50 000 (le plus petit montant l'emportant) ; autrement, les paiements doivent être faits par acomptes comme spécifié dans l'accord.
5. Les paiements seront effectués dans la devise locale.
6. Les chèques et les virements bancaires seront faits à des institutions et non à des particuliers. Les informations bancaires doivent être enregistrées dans le registre des fournisseurs du GSM.
7. Un rapport technique présentant les résultats et une certification des dépenses doit être établi à l'aide du formulaire d'autorisation de financement et de certification des dépenses (FACE). Ce rapport est dû dans les trois mois suivant la fin de l'activité.
8. Le rapport doit établir une correspondance entre l'activité et ses résultats et les activités, produits et résultats escomptés prévus dans le plan de travail approuvé et il doit être signé par le représentant du gouvernement compétent et vérifié par le responsable de l'OMS.
9. Le rapport doit inclure la certification des dépenses et des montants non dépensés par rapport au budget approuvé. Les fonds non utilisés doivent être rendus à l'OMS dans les trois mois suivant la fin de l'activité.
10. La réception de la certification signée doit être enregistrée dans le GSM par rapport au produit final de l'accord et archivée électroniquement par le bureau responsable dans le système de gestion des dossiers (RMS), avec l'accord et les documents justificatifs.
11. En cas de retard dans la présentation des rapports techniques et des états financiers, le versement des sommes dues aux partenaires contractuels (agences ou départements, par exemple) sera suspendu.
12. Les documents financiers justificatifs doivent être conservés par l'autorité gouvernementale concernée pendant trois années après la fin de l'activité et pouvoir être communiqués, sur demande, à l'OMS pour inspection.
13. Les éléments pertinents des états financiers vérifiés du gouvernement doivent aussi pouvoir être communiqués à l'OMS, sur demande.



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**Funding Authorization and Certification of Expenditure (FACE)
and Technical Report of Outcomes**

Date: 13-JAN-15
Country: Georgia
WHO Ref. 2015/492399-0
Purchase Order : 201154513
Responsible Officer: HU_PROF Amiran Gamkrelidze
Implementing Partner: L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE
CONTROL AND PUBLIC HEALTH

Type of Request:

- ☐ Reimbursement
- ☐ Direct Payment

	PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXP. ORGANIZATION	%	USD
1	HQCSF1409519	4.2.5.1	59072	511-DFC	HQ/CSF Secretariat, WHO Framework Convention Tobacco Control	100	6,300.00

Currency: USD

FINANCIAL REPORTING

Purchase Order No (Start Date-End Date) 201154513 (14-JAN-2015- 28-FEB-2015)	Authorized Amount A	Actual Project Expenditure B	Expenditures Accepted by Agency C	Balance D = A-C
6,300.00				
Total	0	0	0	0

TECHNICAL REPORTING

Description, Duration and Outcomes (i.e. Results) from the DFC Activities - From Date - To Date

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- ☐ The funding request shown above represents estimated expenditures as per DFC and itemized cost estimates attached.
- ☐ The actual expenditures for the period stated herein has been disbursed in accordance with the DFC and previously approved itemized cost estimates. The supporting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds. Any balance remaining from an activity must be refunded to WHO within three months of completion of the activity.

Date Submitted: 16/01/2015
Name: Amiran Gamkrelidze

Signature: [Signature]
Title: Director General

Notes: *Shaded areas to be completed by the WHO and non-shaded areas to be completed by the counterpart.

FOR WHO USE ONLY:

Approved by:
Name:
Title:

**AGREEMENT FOR DIRECT FINANCIAL COOPERATION
ACCORD POUR COOPÉRATION FINANCIÈRE DIRECTE**



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Date:



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Unit Reference CSF-2015/492399

**Autorisation de financement et certification des dépenses (FACE)
et Rapport technique sur les résultats**

Date: 13-JAN-15
Pays: Georgia
Réf. OMS 2015/492399-0
Bon de commande : 201154513
Administrateur responsable : HU_PROF Amiran Gamkrelidze
Partenaire d'exécution : L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE
CONTROL AND PUBLIC HEALTH

Type de demande:

- ☐ Remboursement
☐ Paiement direct

	PROJET	TACHE	CONTRIB	TYPE de DEPENSE	ORGANISATION pour les DEPENSES	%	USD
1	HQCSF1409519	4.2.5.1	59072	511-DFC	HQ/CSF Secretariat, WHO Framework Convention Tobacco Control	100	6,300.00

Devise: USD

RAPPORT FINANCIER

N° du bon de commande (date de début – date de fin) 201154513 (14-JAN-2015- 28-FEB-2015)	Montant autorisé A	Dépenses afférentes au projet réellement engagées B	Dépenses acceptées par l' organisme C	Solde D = A-C
6,300.00				
Total	0	0	0	0

RAPPORT TECHNIQUE

Description, durée et objectifs atteints (résultats) correspondant aux activités DFC - Date de début / date de fin

CERTIFICATION

Le responsable habilité soussigné de l'établissement susmentionné chargé de l'exécution certifie par la présente que:

o La demande de financement ci-dessus représente une estimation des dépenses au titre de l'accord DFC et des coûts prévisionnels détaillés joints.

o Les dépenses engagées pour la période indiquée l'ont été au titre de l'accord DFC et des coûts prévisionnels détaillés précédemment approuvés. Les justificatifs de ces dépenses peuvent être fournis pour examen, au besoin, pendant une période de cinq ans à compter de la date de versement des fonds. Tout solde correspondant à une activité doit être reversé à l'OMS dans les trois mois qui suivent l'achèvement de l'activité pertinente.

Date de soumission: 16/01/2015

Nom: Amiran Gamkrelidze

Signature: [Signature]

Titre: Directeur Général

Notes : Les parties en grisé sont à compléter par l'OMS et celles qui n'y sont pas par l'autre partie.

A L'USAGE DE L'OMS UNIQUEMENT :

Approuvé par:

**AGREEMENT FOR DIRECT FINANCIAL COOPERATION
ACCORD POUR COOPÉRATION FINANCIÈRE DIRECTE**



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WHO Reference/ *Référence OMS*

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Purchase Order	201154513
Reg. File	SPHQ15-DFC-001
Unit Reference	CSF-2015/492399

Nom:
Titre:
Date:



POST NEEDS ASSESSMENT MISSION ASSISTANCE PROPOSAL

Training of PHC doctors in smoking secession counseling

Georgia

2014

1



Training of PHC doctors in smoking cessation counseling

In 2013 government of Georgia raised taxes on tobacco products which had a slight effect on the retail price of cigarettes. Government is committed to raise taxes on tobacco product annually, as well as strengthen other tobacco control measures which include banning smoking in public places, fully banning tobacco advertisement, sponsorship and promotion, changing tobacco packaging and labeling (increasing size of health warnings and introducing pictograms) etc. With these measures it is anticipated first of all to prevent number of new smokers and secondly motivate current smokers to quit. As tobacco is proven to have a highly addictive nature it is a fact that quitting smoking is not easily achievable goal for majority of the smokers. Acknowledging this, government of Georgia is committed to put more emphasis on improving cessation counseling services on the primary health care level. Many countries have a successful experience that integrating adequate counseling services in the primary health care level has a significant effect on motivating and helping smokers to quit. We have identified a strong need to train PHC doctors throughout of all regions of Georgia and thus contribute to the increase of availability and accessibility of cessation services.

Goal of this project is to strengthen primary healthcare (PHC) physicians' capacity in tobacco cessation counseling.

It is thought to train 12 primary health care doctors in smoking cessation counseling technics, which will not only increase their capacity in terms of providing this service, but will create experts who will participate in peer training activities which government is intending to conduct in frames of the tobacco control state program once the program is approved.

Main trainer will be provided by the International Union against Tuberculosis and Lung Diseases (IUTLD). Together with one national expert who will be a co-trainer, they will provide three day ToT intensive program. There will be 7 participants from Tbilisi and 5 participants from 5 different regions of West and East Georgia.

National Center for Disease Control and Public Health of Georgia will provide venue and necessary technical basis (laptop, projector, necessary equipment for simultaneous translation etc) for the training.

IUTLD will provide training materials and an expert who will be a main trainer. Travel and accommodation costs of the IUTLD provided trainer will be covered by IUTLD itself.

Budget for training of trainers for providing smoking cessation counseling on PHC level

Activity	Per unit (USD)	Timeline of activity	Sub total (USD)
simultaneous translation	750	3 days	$(750 \times 3) = 2250$

National Center for Disease Control and Public Health



coffee break and lunch	20	3 days	$(20 \times 15) \times 3 = 900$
translation of training material	12	7 day	$(12 \times 50) = 600$
printing of training materials	0.5	1 day	$(0.5 \times 50) \times 12 = 300$
Stationary	150	3 days	150
per diem for participants from the regions	100	3 days	$(100 \times 5) \times 3 = 1500$
Fee for national expert	200	3 days	$200 \times 3 = 600$
			Total
			6300 USD