



**World Health  
Organization**

WHO/GSC/GPL  
Block 3510  
Jalan Teknokrat 6  
Cyberjaya 63000  
Malaysia

**COVERING LETTER  
LETTRE D'ACCOMPAGNEMENT**

Return Address/Adresse de retour:

**World Health Organization**  
UN HOUSE - 9 ERISTAVI ST.  
TBILISI  
Georgia  
0179

**WHO Reference/ Référence OMS**

|                  |                |
|------------------|----------------|
| WHO Registration | 2014/415445-0  |
| Purchase Order   | 200976270      |
| Reg. File        | 2014-415445    |
| Unit Reference   | WHO CO GEO/GKU |

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

Phone / Téléphone: +995 99501879

Email / Courriel: localprocurementGEO@euro.who.int

**Re:** To carry out activities with regard to Surveillance of  
Bacterial Meningitis and Disease Burden Estimation in Georgia

We are enclosing the Agreement for Performance of Work between the World Health Organization and L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE CONTROL AND PUBLIC HEALTH, TBILISI, in the amount of USD 13,140.00 (Thirteen Thousand One Hundred Forty), for conducting the above-mentioned work. We also attach two attachment(s) referenced in the Agreement.

We kindly request that you return, duly signed, one copy and keep one copy for your files.

For any technical or scientific questions, please contact Giorgi KURTSIKASHVILI, gku@euro.who.int.

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

cc: WHO Georgia

WHO Global Service Centre

**Concerne:** To carry out activities with regard to Surveillance of  
Bacterial Meningitis and Disease Burden Estimation in Georgia

Veuillez trouver ci-joint l'Accord pour Exécution de Travaux entre l'Organisation mondiale de la Santé et L. SAKVARELIDZE NATIONAL CENTER FOR DISEASE CONTROL AND PUBLIC HEALTH, TBILISI, pour un montant de USD 13,140.00, vous permettant de mener à bien le travail susmentionné. Veuillez également trouver 2 pièce(s) jointe(s) mentionnée(s) dans l'Accord.

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

Pour toutes questions à caractère scientifique ou technique, veuillez contacter Giorgi KURTSIKASHVILI, gku@euro.who.int.

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

cc: OMS Georgia

Centre mondial de services de l'OMS



**World Health  
Organization**

**AGREEMENT FOR  
PERFORMANCE OF WORK  
ACCORD POUR  
EXECUTION DE TRAVAUX**

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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

**The Maximum amount of/Un montant Maximum de:** USD 13,140.00 (Thirteen Thousand One Hundred Forty) **in respect of/en vue de:** To carry out activities with regard to Surveillance of Bacterial Meningitis and Disease Burden Estimation in Georgia

**For the period** financed by this Agreement **From/De:** 15-APR-2014  
**Période du projet** financée par le présent Accord **To/A:** 31-DEC-2014

**Summary of work/ Description sommaire des travaux:**

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

As discribed in Terms of Reference

**Financial arrangements/ Dispositions financières:**

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

|   | Deliverable/ Résultat  | Due date/<br>Date remise | %     | Currency amount/<br>Montant en devise |
|---|------------------------|--------------------------|-------|---------------------------------------|
| 1 | Countr-signed contract | 15-APR-2014              | 50.00 | 6,570.00                              |
| 2 | Technical Report       | 10-DEC-2014              | 0.00  | 0.00                                  |
| 3 | Financial Statement    | 31-DEC-2014              | 50.00 | 6,570.00                              |

**Annexes**

The following annexes form an integral part of this Agreement/ *Les annexes listées ci-dessous font partie intégrante de l'Accord:*

| Annex/Annexes | File Name/ Nom du fichier |
|---------------|---------------------------|
| 1             | Terms of Reference        |
| 2             | Budget breakdown          |

In the event that 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 dispositions des annexes et celles de l'Accord, les dispositions de l'Accord prévaudront dans tous les cas.*

**WHO financial references/ Références financières de l'OMS**

|   | Project      | Task | Award | Expenditure<br>Type              | Expenditure<br>Organization | %   | USD       |
|---|--------------|------|-------|----------------------------------|-----------------------------|-----|-----------|
| 1 | EUGEO1408062 | 7.1  | 61972 | 513-Contractual<br>Serv, General | EU_GEO<br>WHO               | 100 | 13,140.00 |



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|  |  |  |  |  |                               |  |  |
|--|--|--|--|--|-------------------------------|--|--|
|  |  |  |  |  | Country<br>Office,<br>Georgia |  |  |
|--|--|--|--|--|-------------------------------|--|--|

The undersigned parties, having read the terms and General Conditions, hereby conclude the present Agreement and confirm their agreement and acceptance thereof.

ON BEHALF OF WHO/ POUR L'OMS

**Responsible WHO Technical Officer:**

*Fonctionnaire technique responsable de l'OMS:*

Giorgi Kurtsikashvili  
National Professional Officer  
EU\_GEO WHO Country Office, Georgia

**Approved by:**

*Approuvé par:*

Rusudan KLIMIASHVILI  
Head  
EU\_GEO WHO Country Office, Georgia

**Authorized Signatory:**

*Signataire autorisé:*

Mr Motohiro Ogita  
Coordinator  
Global Procurement and Logistics  
(WHO/GMG/GSC/GPL)

Malarvili Rajamanickam  
Procurement Assistant  
HQ/GSC Global Service Centre  
10-APR-2014

Les parties soussignées, ayant lu les modalités et les Conditions Générales, ratifient l'Accord et confirment leur acceptation.

CONTRACTOR/ CONTRACTANT

Signature :

Date: 11.04.2014

Name & Title/ Nom & Fonction : Amizan Gamkrelidze

General Director

## TERMS OF REFERENCE

The terms of reference would be to carry out activities with regard to Surveillance of Bacterial Meningitis and Disease Burden Estimation in Georgia:

1. Perform continuous monitoring and supervision of staff at sentinel hospital site (clinicians and bacteriologists) involved in the project. Ensure ongoing, consistent and proper enrollment and registration of hospitalized cases of suspected bacterial meningitis for every month according to defined enrollment criteria and protocols. Ensure correct collection, storage, transportation and laboratory testing of CSF specimens from those patients to identify cases caused by the following pathogens: *Streptococcus pneumoniae*, *Haemophilus influenzae type b*, *Neisseria meningitides*.
2. National Laboratory will receive, retest, confirm identification, store, and maintain the national collection of viable isolates from sentinel site.
3. Participate in the WHO External Quality Assurance (EQA) programme that will be coordinated by the National Institute for Communicable Diseases (NICD), Johannesburg. Sentinel hospital laboratory and national reference laboratory will receive proficiency panel (PT) with bacterial strains to conduct testing on the received samples. This will include: microscopy, culture, identification, antigen detection, antimicrobial susceptibility testing and serotyping/serogrouping (when applicable).
4. Ensure participation in another EQA component shipping twice a year an agreed number of clinical samples and any corresponding isolates for duplicate testing and further molecular investigation at the Regional Reference Laboratory in Moscow or another reference lab to be specified.
5. Send remainder clinical samples and any isolates that the national lab is unable to type to the mentioned reference labs (point 3).
6. Provide technical training and assistance for the national bacterial meningitis surveillance network consisting of relevant standardized methodologies.
7. Enter clinical, epidemiological and laboratory data of suspected meningitis cases into database provided by WHO and report results to MoH and WHO/Europe each month. If no cases are identified during a particular month when surveillance is ongoing, a report of 'zero reports' is required.