

## **ATTACHMENT 1**

### **Program Description for UNICEF/USAID Malaria Control Partnership**

As part of an integrated approach to child survival and development, this Program Description outlines the nature of the partnership entered into by USAID and UNICEF for the implementation of malaria prevention and control programs, with particular focus on provision of commodities. This program description will serve as the framework for specific country proposals (see **Annex 1** for the country templates) that will detail activities, responsibilities, timeframe, and budget on a country basis.

#### **1. Background:**

On June 30, 2005, U.S. President Bush challenged the world to reduce the burden of malaria dramatically as a major killer of children in sub-Saharan Africa, and pledged to increase funding of malaria prevention and treatment by more than \$1.2 billion over five years. The goal of this effort is reduce malaria deaths by 50 percent in each of the target countries after three years of full implementation.

To launch this initiative, the United States will significantly expand resources for malaria. This effort will eventually cover more than 175 million people in 15 or more of the most affected African countries.

United States Agency for International Development (USAID) will work closely with a wide array of international and country partners to support interventions aimed at the prevention and treatment of malaria including the purchase and distribution of commodities. Key commodities may include long lasting insecticidal nets (LLINs); mosquito net re-treatment kits; indoor residual spraying (IRS); antimalarials including artemisinin-based combination therapies (ACTs) and other combination drugs as appropriate; sulfadoxine pyrimethamine (SP), for use in intermittent preventive treatment (IPT); artemether; quinine; rapid diagnostic tests (RDTs) and laboratory supplies.

The Goals and Targets of the President's Malaria Initiative are:

- 85% of children under 5 will have slept under insecticide treated nets (ITN) the previous night
- 85% of pregnant women will have slept under and ITN the previous night
- 85% of pregnant women will have received two or more doses of intermittent preventive treatment (IPT) during their pregnancy
- 85% of houses targeted for insecticide residual spraying (IRS) will have been sprayed
- 85% of children under five with suspected malaria have received treatment with an anti malarial drug in accordance with national malaria treatment policies within 24 hours of the onset of their symptoms.

The President's Malaria Initiative will complement UNICEF ongoing efforts and activities in the fight against malaria. As an active partner in the Roll Back Malaria (RBM) initiative with the goal of halving the world's malaria burden by 2010, UNICEF has been supporting the efforts of countries to take effective, sustainable action against malaria by focusing on proven tools and strategies.

UNICEF support to malaria programming is through integrated programming for child survival and development. UNICEF Country Offices make strategic use of their relatively limited funds to test strategies and document best practice for national scale-up. UNICEF also focuses on leveraging additional resources to ensure child survival and development (and the realization of rights). UNICEF also supports national strategic plan and policy development, monitoring and evaluation and supply, procurement and distribution of essential malaria commodities. Insecticide Treated Nets make up a significant part of UNICEF's support to malaria programming, with ITNs integrated through Expanded Program on Immunization (EPI), Antenatal Care (ANC), and maternal and child health programmes.

In fact, one of the most effective strategies in malaria prevention as well as one of UNICEF priorities particularly in sub-Saharan African countries has been the provision of insecticide treated nets (ITNs) to all pregnant women, and children under the age of five. As the largest institutional buyer of ITNs in the world, UNICEF procured a total of 19 million mosquito nets in 2005. At the same time, UNICEF Supply Division emerged as a leader in coordinating the transition to the use of artemisinin-based combination therapies (ACTs) for malaria, and in procuring millions ACT treatments.

Malaria funding available to UNICEF country programmes has increased steadily over the years. Estimates indicate that approximately USD \$115 million were programmed through UNICEF in 2005 from various sources such as GFATM, DFID, USAID, JICA and CIDA.

## **2. General Program Description**

USAID and UNICEF agree to enter into this partnership to support malaria programming including commodity procurement, supply and distribution for the President's Malaria Initiative (PMI) and other USAID malaria programs. The agreement will primarily focus on malaria commodities that will support prevention and treatment programs in both PMI focus countries and other USAID-assisted countries. USAID will support UNICEF's procurement, supply and distribution of malaria commodities intended for Ministry of Health counterparts, NGOs, social marketing programs, and UN organizations in accordance with the terms set forth below. The partnership may also become more programmatic and include other types of activities such as monitoring and evaluation, training, capacity building, logistics, behavior change, and information/education/communication activities. Therefore, other types of malaria interventions may be supported by USAID under this agreement.

Under the Malaria Control Partnership, USAID and UNICEF will have distinct responsibilities:

### 2.1 USAID will have the following responsibilities

- Provide a detailed scope of need, including estimated budget, quantities, and delivery timeline for specific commodities based on the specific USAID country programs;
- Ensure a consultative process at the country level between USAID missions, UNICEF Country Offices and other stakeholders;
- Designate consignees,
- Approve final country budgets, quantities, and delivery schedules;
- Provide camera ready, soft files and written specifications of corresponding USAID branding requirements in a timely manner;
- Confirm host government acceptability of commodities in the event that UNICEF is not the consignee,
- Ensure timely and sufficient obligation of funds,
- Support funding of dedicated UNICEF staff to manage specific USAID related activities (see Section 6)

### 2.2 UNICEF will have the following responsibilities:

- Provide detailed country budgets based on commodity requirements and scope of work within budget parameters provided by USAID,
- Advise USAID on issues such as availability of commodities, timing of deliveries, in-country logistics (e.g. storage, inventory, and stock management) and transportation capacity as specified and budgeted in the country proposal;
- Confirm host government acceptability of commodities in the event UNICEF is the consignee,
- Upon availability of funds, process and manage USAID commodity requirements according to UNICEF Supply Division's procedures, including selecting sources of supply, placing timely and firm orders with suppliers, transferring USAID funds to supplier, provide USAID required markings, arranging shipments, freight transport, insurance; quality assurance and quality control support; supporting documentation on shipment, delivery, and confirmation of receipt; and consignment.
- In the event UNICEF is consignee and as specified and budgeted on a case by case basis in the country proposal, arrange for such services as customs clearance, temporary storage, pre-acceptance quality testing, consignment, in-country logistics, and payment of fees related to any such activities. When UNICEF is not the consignee, specific roles and responsibilities will be reviewed and specified in the country proposal.
- In the event UNICEF is not the consignee, assume responsibility and title for commodities until final consignment in country and ownership is transferred to consignee;
- Liaise with UNICEF country offices, USAID country missions, and other partners, as needed, to facilitate consignments, customs, in-country technical assistance, etc.;

- Ensure adequate reporting as specified in Section 9,.
- Provide documentation certifying delivery of commodities to designated consignee as and when requested,
- Liaise with designated USAID contractor to facilitate commodity procurement, information, and reporting;
- Ensure that quality assurance/quality control is in place as per UNICEF procedures and provide documentation on malaria commodity manufacturers as and when needed,
- Ensure that USAID funds are used for the designated country as specified in the country proposal, unless otherwise agreed between UNICEF and USAID.

### 3. Description of Commodities

The following commodities may be considered under this program and are shown in **Table 1** below:

<b>Table 1 -</b>	
<b>Commodity</b>	<b>Comments</b>
1. Long lasting insecticidal nets	WHOPES-recommended or UNICEF selected long lasting insecticidal nets
2. Untreated nets to be bundled with approved insecticide	To be used in the event LLINS are not available; social marketing programs and other circumstances;
3. Insecticide Kits / Single dose	To be used to treat untreated nets; retreatment campaigns; social marketing
4. Rapid Diagnostic Tests	Brands with proven quality and conforming to country specifications.
5. Sulfadoxine-Pyrimethamine	Used in IPT treatment. Number of suppliers have been pre-approved by UNICEF.
6. Artesunate-amodiaquine	First line and interim therapy in a number of countries. Number of suppliers have been pre-approved by UNICEF. Co-blistered.
7. Sulfadoxine-pyrimethamine + amodiaquine	Interim therapy in a number of countries. Number of suppliers have been pre-approved by WHO/UNICEF. (Note: separate product formulations are readily available; if blister-packaging is required there may be minimum quantity requirement from the supplier.) This co-blistered is not officially recommended by WHO in cases of uncomplicated malaria. In the new WHO updated treatment guidelines dated January 2006, it can be considered as an interim option where ACTs cannot be made available, provided that efficacy of both is high.
8. Artemether-lumefantrine	First line treatment therapy in many PMI countries.
9. Artesunate+sulfadoxine pyrimethamine	First line and interim therapy in a number of countries. Co-blistered.
10. Artesunate+mefloquine	Recommended in uncomplicated P. falciparum for Asian countries mainly and not for Africa. Co-blistered.
11. Quinine	Second line treatment therapy in many PMI countries. Treatment for malaria in pregnancy.
12. Injectable artemether	For treatment of severe/complicated malaria
13. Artesunate suppositories	For initial treatment of severe malaria awaiting transport/referral to higher level facility
14. Artemotil	For treatment of severe/complicated malaria
15. Laboratory supplies	Equipment such as microscopes, slides, reagents

**The list of commodities is not deemed exhaustive and may be amended as and when needed.**

#### **4. Procurement of commodities and other in-country programmatic support**

The procurement and delivery plans of specific commodities and other in-country programmatic support will be detailed in the country proposals. Annex 1

#### **5. Labeling and Packaging of Commodities**

Labeling and packaging will be done in accordance to UNICEF standard procedures and practices as applicable for each specific commodity. Annex 2 provides a reference list of UNICEF standard policies.

In the event of any specific requirement, USAID will provide camera ready, soft files and written specifications of corresponding USAID branding/labeling requirements in a timely manner to UNICEF/SD. The cost of branding/labeling will be factored into the overall cost of the commodity. The impact of any such labeling/packaging on costs and delivery lead times will be reflected in the country proposal.

#### **6. Shipping of commodities:**

The shipment of commodities will be done in accordance to UNICEF standard procedures as implemented through UNICEF Global Freight Forwarding agreement, reference provided in Annex 2.

Any specific requirement that may be applicable for specific commodities will be reflected in the country proposal.

#### **7. Budget ceiling and term**

The term of this cooperative agreement is five years, beginning August 1, 2007 until August 1, 2011. The overall ceiling for this cooperative agreement is set at \$200 million. Total amount of funding is subject to availability of funds. USAID will provide an annual estimated budget for each fiscal year. Expenditures on this budget will be authorized by the USAID CTO upon receipt of individual country proposals.

#### **8. Staffing Needs**

USAID agrees to provide funding for one FTE in FY2007 to manage activities related to the Partnership. The term of this appointment will be one year, renewable for an additional two years based on the volume of transactions and performance. Additional staff persons may be funded and approved if there is need. USAID and UNICEF will jointly develop the final scope of work for the staff but key areas may include inter alia managing USAID commodity requirements and deliveries, provide programmatic

backstopping to headquarters and country missions, reporting, and serving as point of contact for USAID CTO and missions,.

## **9. Reporting Requirements**

Reports and documentation will be provided to USAID as follows.

1. Certificate of receipt of goods: documentation certifying delivery of commodities to consignee to be submitted to USAID as and when needed ;
2. Financial Activity Report: quarterly report detailing status of obligations, expenditures, and remaining balance of USAID funds; by country;
3. Shipment History Report: quarterly report detailing status of commodity shipments by country. Fields may include inter alia country recipient, procurement status, commodity, quantities, freight mode, shipping date, receipt date.
4. Progress Report: **quarterly** report detailing status of in-country activities when UNICEF country office is the consignee and providing other programmatic or logistics support.

## **10. Process for Addressing Lost, Damaged Commodities; Severe Delays Resulting in Programmatic Consequences**

In the event that commodities are damaged, lost, expired or do not meet in-country pre-acceptance quality standards, UNICEF standard procedures will apply, reference provided in Annex 2.

## **11. Modification of Scope of Work**

The scope of this agreement may be modified through an amendment depending on the needs of the PMI and in the event of changed or unforeseen circumstances that may arise during the implementation of the program.

In such an event, the scope of work will be modified as agreed by USAID and UNICEF and the allocation of funds will be revised accordingly.

## **11. Financial Management for Commodities**

Because of the speed, responsiveness and flexibility required to deliver lifesaving commodities and minimize lead times, USAID may obligate country-specific commodity funds prior to providing exact specifications and development of country proposals. Expenditures on obligated funds will be authorized by the Cognizant Technical Officer as country specific requirements and proposals are finalized. The financial activity report will detail the status of obligations and expenditures on a country specific basis.

# **Annex 1--Country Proposal Template—SAMPLE**

## **1. Background**

USAID and UNICEF agree to enter into this partnership to support malaria programming including commodity procurement, supply and distribution for the President’s Malaria Initiative (PMI) and other USAID malaria programs. The agreement will primarily focus on malaria commodities that will support prevention and treatment programs in both PMI focus countries and other USAID-assisted countries. USAID will support UNICEF’s procurement, supply and distribution of malaria commodities in accordance with the terms set forth below. The partnership may also become more programmatic and include other types of activities such as monitoring and evaluation, training, capacity building, logistics, behavior change, and information/ education/communication activities. Therefore, other types of malaria interventions may be supported by USAID under this agreement .

### **1.1 Responsibilities**

Under the Malaria Control Partnership, USAID and UNICEF will have distinct responsibilities:

1.1.1 USAID will have the following responsibilities:

- Provide a detailed scope of need, including estimated budget, quantities, and delivery timeline for specific commodities based on the specific USAID country programs;
- Ensure a consultative process at the country level between USAID missions, UNICEF Country Offices and other stakeholders;
- Designate consignees;
- Approve final country budgets, quantities, and delivery schedules;
- Provide camera ready, soft files and written specifications of corresponding USAID branding requirements in a timely manner;
- Confirm host government acceptability of commodities in the event that UNICEF is not the consignee;
- Ensure timely and sufficient obligation of funds;
- Support funding of dedicated UNICEF staff to manage specific USAID related activities (see Section 6).

1.1.2 UNICEF will have the following responsibilities:

- Provide detailed country budgets based on commodity requirements and scope of work within budget parameters provided by USAID;

- Advise USAID on issues such as availability of commodities, timing of deliveries, in-country logistics (e.g. storage, inventory, and stock management) and transportation capacity as specified and budgeted in the country proposal;
- Confirm host government acceptability of commodities in the event UNICEF is the consignee;
- Upon availability of funds, process and manage USAID commodity requirements according to UNICEF Supply Division's procedures, including selecting sources of supply, placing timely and firm orders with suppliers, transferring USAID funds to supplier, provide USAID required markings, arranging shipments, freight transport, insurance; quality assurance and quality control support; supporting documentation on shipment, delivery, and confirmation of receipt; and consignment;
- In the event UNICEF is consignee and as specified and budgeted on a case by case basis in the country proposal, arrange for such services as customs clearance, temporary storage, pre-acceptance quality testing, consignment, in-country logistics, and payment of fees related to any such activities. When UNICEF is not the consignee, specific roles and responsibilities will be reviewed and specified in the country proposal;
- In the event UNICEF is not the consignee, assume responsibility and title for commodities until final consignment in country and ownership is transferred to consignee;
- Liaise with UNICEF country offices, USAID country missions, and other partners, as needed, to facilitate consignments, customs, in-country technical assistance, etc.
- Ensure adequate reporting as specified in Section 9;
- Provide documentation certifying delivery of commodities to designated consignee as and when requested;
- Liaise with designated USAID contractor to facilitate commodity procurement, information, and reporting;
- Ensure that quality assurance/quality control is in place as per UNICEF procedures and provide documentation on malaria commodity manufacturers as and when needed;
- Ensure that USAID funds are used for the designated country as specified in the country proposal, unless otherwise agreed between UNICEF and USAID.

## **1.2 Labelling and Packaging of Commodities**

USAID will provide camera ready, soft files and written specifications of corresponding USAID branding/labelling requirements in a timely manner to UNICEF/SD. The cost of branding/labelling will be factored into the overall cost of the commodity. Specifications for primary, secondary and tertiary packaging (as required) will be provided by USAID in consultation with UNICEF/SD and will designate where and how labels, over packaging, inserts/leaflets or other materials will be printed onto, affixed, or inserted. (At a minimum, to the top and/or front surface of the package).

### **Specify labeling details**

## **1.3 Shipping and Arrival procedures of commodities:**

Given the critical importance of smooth arrival of a shipment, its subsequent clearance through customs and transportation to a national storage facility, the shipping and arrival procedures of the commodities are detailed below.

**Specify shipping and arrival procedures**

**2. Program Description (Country)**

**Specify program description, commodities to be purchased, context, etc.**

**Specify role of UNICEF country office, if any—Missions must discuss procurement with UNICEF country office**

**2.1 Commodity Provision**

**Provide short introduction below**

USAID/XXX or UNICEF will provide written evidence that the specific products being requested below are acceptable to the recipient country government and conforms to the host country's requirements. The designated consignee will be contacted per the guidelines above.

USAID/XXXX will provide information on branding/labelling in Annex X and X, as well as any specific written specifications or special instructions.

**2.1.1. Specification**

**Include exact specification, shelf life, and packaging**

**2.1.2 Quantity**

**Specify quantity**

**2.1.3 Airfreight--**

**Sample instructions below.....**

*Consignee must be informed well in advance of shipment and goods should be dispatched at the beginning of a week (depending on the destination) so the goods do not arrive on Friday afternoon or Saturday where they would be left in the airport.*

*Commodity shall be kept in the temperature range 4° - 30°C (four to thirty degrees Centigrade), **DO NOT FREEZE**, during transport to destination and not be loaded close to airplane walls as the commodity may freeze rendering it inactive. Temperature instructions shall be marked on the outside packaging in bold and distinctive letters at least on top and two sides of the outermost package.*

*Supplier will initiate shipment ONLY when the consignee confirms the shipping notification is received.*

#### **2.1.4 Delivery time**

*Specify annual schedule.....*

#### **2.1.5 Price**

*Specify unit pricing*

#### **2.1.6 Packaging**

*Sample instructions below:*

Temperature requirements for storage: +4 to +30 degrees Celsius. DO NOT FREEZE

#### **2.1.7 Labeling**

*Sample instructions below:*

Primary, secondary and tertiary packaging shall be labeled with the standard USAID logo and the XXXX logo.

Cost of additional labeling is.....

#### **2.1.8 Quality Assurance**

*Specify instructions below for any QA procedures required*

#### **2.1.9 Designated Consignee and Responsibilities**

*Sample instructions below*

The consignee will be responsible for any quality testing, custom clearance, storage, and distribution of the commodity XXXX and related fees.

*Consignee details*

### **3. Other Program Support**

*Describe any other program support that will be provided by the country office. Activities, results, timing, and indicators*

#### 4. Budget

To be filled in by UNICEF based on USAID parameters

Scope of Need and Budget for Malaria Activities in Countries in US\$										
Country Commodities (as applicable to each country)	a. Cost of Goods	b. Freight, Insurance	c. Program Support Costs (PSC) 11% (a+b)	d. Subtotal cost commodities A+b+c	e. Other in-country support (TA, transport)	f. PSC of other in-country support % (d)	g. Subtotal other in-country support d+e	h. Total Costs a+b+e	i. Total PSC c+f	Total Budget* (d+g)
<b>Total</b>										

#### 5. Reporting requirements

- a. Certificate of receipt of goods: documentation certifying delivery of commodities to consignee to be submitted to USAID as and when needed ;
- b. Financial Activity Report: quarterly report detailing status of obligations, expenditures, and remaining balance of USAID funds; by country;
- c. Shipment History Report: quarterly report detailing status of commodity shipments by country. Fields may include inter alia country recipient, procurement status, commodity, quantities, freight mode, shipping date, receipt date;
- d. Progress Report: [quarterly](#) report detailing status of in-country activities when UNICEF country office is the consignee and providing other programmatic or logistics support.

## **Annex 2—Reference list of UNICEF standard policies and procedures**

### **1. UNICEF Standard Procedures for Labeling and Packaging Commodities**

The following UNICEF Procedure shall apply:

DP 107 – Handling supplier non-conformance with packing and labeling requirements

### **2. UNICEF Guidelines for Shipping and Arrival Procedures for Commodities**

The following sections of UNICEF Book G will apply:

Chapter 9: Shipment of Supplies

Section 1: Overview of Shipping and Receiving UNICEF Supplies

Section 2: Shipping, International Procurement

Section 4: Receiving UNICEF Supplies

Section 5: Insurance and Claims

### **3. UNICEF Standard Procedures for Addressing Lost, Damaged, or Rejected Commodities**

The following UNICEF Procedures shall apply:

DP 105 - Handling insurance claims for loss and damage in transit;

DP 031 - Handling complaints about Pharmaceutical Products;

DP 044 - Handling recalls of Pharmaceuticals

DP 047 - Handling complaints in Supply Division