
2 - ACTIVITIES TO BE CARRIED OUT

The general objective of the project is to assess the CDA's development activities in oncology sector in Georgia and to propose further planning of development projects, either in the oncology or in other non-communicable disease sector. In line with the general objective of the study the project will be carried out in four phases: 1) Inception phase, 2) Fact finding phase, 3) Synthesis phase and 4) Formulation phase.

Inception phase

During the Inception phase the team will participate at the kick-off meeting with Georgian counterpart (MoH) and CDA. The objective of the kick-off meeting will be to set out a detailed work plan of the project and to clearly identify the expected outputs of the assignment, including any milestones.

The total number of working days for the Inception phase is 8.

Fact finding phase

During the second phase of the project the team of expert will gather as many information as possible about the ongoing activities in oncology supported by CDA, (i.e Lashvili hospital in Tbilisi, Semegrelo Region, CPC (Cancer Prevention Centre) and others as agreed during the kick-off meeting). In order to collect all the necessary documentation, the consultation with partners involved in CDA supported projects such as CCR, IASCL and maybe others will be held. Additionally, the team will organise consultation with other relevant parties, such as the Georgia Cancer Coalition.

The team will review supporting documentation such as: (1) MOLHSA policy in NCDs, (2) Priorities for treatment and social rehabilitation in oncology and NCD's, (3) Georgian Cancer Priority Plan 2014-2019 and (4) Planned and ongoing projects in NCD's in general and cancer in particular. The team will collect all relevant data on the oncology sector in Georgia. It is expected that the CDA will make available to the team all relevant information, data, reports and studies. The collection of data is expected to be flawless.

The interviews and field visits with key stakeholders from the (1) MOLHSA, (2) CDA project recipients and associated partners, (3) Nation-wide initiatives supporting cancer priority treatment and research in Georgia, (4) international agencies active in the field - WHO, UNICEF etc will be held. The team will ensure that all persons to be met will be fully informed about the objectives and substance of the meetings in order to enable them to provide relevant information in a timely manner.

The main tasks and activities during this phase will be concerned with the analysis of all the data collected on activities in oncology supported by the CDA. The amount of information, which will be available for analysis will be very substantial for the formulation of the future recommendation. All collected data will be presented in a short introduction of the final assignment.

In addition to having the necessary technical skills as well as familiarity with a local environment, the team has appropriate language skills both in local language as well as in English. This will facilitate easy uptake and translation of any documentation provided and collected in one of the EU languages and presented in English.

The outputs of the fact-finding phase will be:

- Report describing (1) Georgian Government Policy in NCDs in general and oncology in particular, (2) Needs assessment for inputs in NCD's in general and oncology in particular
- Assessment of CDA supported activities in oncology in Georgia

- Strategic recommendations how to continue the work supported by CDA in oncology and/or broaden this to NCD's

The report will describe the overall status of the project, including a critical study of any major problems which may have arisen during the performance of the Assignment. It will also describe the status and results for the assistance given and present any recommendations the contractor will make in view of improving the design and implementation of any future similar activities, on the basis of the lessons learnt during the Assignment. The annexes of the report will include, among others, data collection tools, work plan and other relevant information (such as list of contacted people).

The total number of working days for the Fact-finding phase is 40.

Synthesis phase

During the synthesis phase the team will arrange the skype meeting with Georgian counterpart (MOLHSA), CDA, international and local consultant team in order to present the findings, the report and a proposal about strategic direction of future project in oncology and/or NCDs. The team will recommend to the CDA and Georgian counterpart if and how to continue activities in oncology and/or broaden this to NCD's. The recommendation and priorities the team will be formulated based on the current priorities of the MOLHSA in the sector of non-communicable diseases.

The total number of the working days allocated for the Synthesis phase is 4.

Formulation phase

Based on the outcome of the synthesis phase the consultants will formulate and present a strategic advice and recommendations for the beneficiary of the project outlining priorities of new project inputs to be funded by the CDA. The proposal will include scope, objectives, inputs, outputs, timeline, budget of the new projects and will be based on the current priorities of the MOLHSA in the sector of non-communicable diseases.

The total number of the working days allocated for the Formulation phase is 8.

The timing of each phase and number of working days per expert is indicated in the table below.

Redistribution of responsibilities among the experts

Frans van Andel as the team leader will be responsible for the coordination of all the activities and delivering the outputs. He will prepare the work plan according to the agreement on the kick-off meeting and the reports. He has profound experience as team leader on many projects related to assessment, development and implementation of disease intervention concepts in oncology, and other entities related to health. Based on the research and interviews that the KE2 and KE3 will conduct, Mr. van Andel will prepare the assessment of the CDA supported activities in oncology in Georgia as well as strategic recommendations on the continuation of CDA work in oncology/NCD's in Georgia. He will also formulate new project inputs.

KE2 and KE3 as two national experts will be based in Georgia during the whole project and therefore responsible for collection of the data. They will be able to conduct all the necessary interviews and research in order to provide all the important information for the study. KE2 has many years of experience in providing high level policy decision-making and consultancy in Health and Social policy. KE3 is a leading specialist in oncology and currently advising the Minister of Health on the future direction of oncology care in Georgia. Therefore, he has not only profound knowledge on oncology but health and social policies as well. KE2 will be focused on conducting the interviews, while KE3 will concentrate more on desk research and will prepare the strategic directions.

6 - FINANCIAL OFFER

Financial offer		Costs		Total costs of the project in CZK
Type of costs	Units	Number of units	Unit price in CZK	
1. Personnel costs				362,360.00
Team Leader - International Health Expert – Frans van Anel	day	20	8,468.00	169,360.00
Key National Health and Social Policy Expert – Andrew Urushadze	day	15	5,100.00	76,500.00
Key National Oncology Expert – Alexandre Tavartkiladze	day	15	5,100.00	76,500.00
Project coordinator - Michal Obuch	day	10	4,000.00	40,000.00
2. Travel costs				58,600.00
2.1 International travel (Amsterdam - Tbilisi)	air tickets	1	13,000.00	13,000.00
2.2 Local travel	car rental	3	4,000.00	12,000.00
2.3 Per diem - Team leader	night	6	2,600.00	15,600.00
2.4 Per diem locals	night	9	2,000.00	18,000.00
3. VAT				72,472.00
Direct costs of the project - total (1-3)				493,432.00