



Save the Children

Date: 05 May 2015

To International Centre for Diarrhoeal Disease Research, Bangladesh (icddr,b),
68 Shahid Tajuddin Ahmed Sarani,
Mohakhali, Dhaka-1212

Subject: Amendment of Work Order for "Principal Investigator of MAMI Research Project"
PO Ref: SC/PO/BD/CO/FY-14/1110; Work order for deployment of "Principal Investigator of MAMI Research Project"

With above reference Save the Children, Bangladesh country office is pleased to amend the Work Order for deployment of "Principal Investigator". Please see below the requirements and conditions:

Line no.	Major Tasks	Scope of Work	Unit	Quantity	Previous Unit price (In USD)	Amended Unit price (In USD)	Line Total (In USD)
1	Principal Investigator of Management of Acute Malnutrition among Infant (MAMI) Research Projects. Key areas of Responsibility: Planning, Coordination, Technical Support and research implementation as per Terms of Reference	Please see the attached TOR (Annexure - I) for deliverables & other necessary information	Days	42	661.00	601.00	25,242.00
Total:							25,242.00
Grand Total: In word (USD Twenty-five Thousand two Hundred forty-Two Only)							

Conditions:

- Clause number 5 (VII. Remuneration) of TOR (Annexure-I) will not be applicable.
- All other terms and conditions will remain unchanged.

Prepared by: Zillur Rahman, Deputy Manager, P & SC

Checked by: Dr. Manager, P & SC

Approved by: Shoukat Siddiqui, Director, Finance & Support Services

Supplier acceptance sign & stamp:
[Name and Signature]

Prof. John D. Clemens
Executive Director

We are agreed with the above conditions on behalf of vendor

Date:



Save the Children

Date: 10 September 2014

Purchase Order No: SC/PO/BDCO/FY-14/1110
PR #BGD-DHK-HNN-SCUSV-1145

To: International Centre for Diarrhoeal Disease Research, Bangladesh (icddr),
68 Shahid Tajuddin Ahmed Sarni,
Mohakhali, Dhaka-1212

Subject: Work Order for deployment of "Principal Investigator of MAMI Research Project"

With above reference to your proposal, Save the Children, Bangladesh country office is pleased to award the work Order to conduct the following customized Course. The work Order is subject to acceptance of SC's Child Safeguarding policy (Annexure # 2). Please see below the requirements and conditions:

Line no.	Major Tasks	Scope of Work	Unit	Quantity	Unit price (In USD)	Line Total (In USD)
1	Deployment of Dr. Md. Munirul Islam as Principal Investigator of Management of Acute Malnutrition among Infant (MAMI) Research Projects, Key areas of Responsibility: Planning, Coordination, Technical Support and research implementation as per Terms of Reference	Please see the attached TOR (Annexure - I) for deliverables & other necessary information	Days	42	661.00	27,762.00
Total:						27,762.00

Grand Total: In word (USD Twenty-Seven Thousand Seven Hundred Sixty-Two Thousand Only)

Conditions:

- Service Duration: From September 2014 to August 2015.
- Quality and Inspection: a) The service provider must maintain the quality of service as per TOR (Annexure - 01).
b) The service shall be as per specifications and terms of reference and shall certify in the workdone certificate by the concern program.
- Deliverables: As per attached TOR.
- Payments: Payment will be made at actual basis (Number of days could be less than 42 days but not exceeding the days mentioned) in USD or equivalent BDT amount through Bank transfer upon recommendation from senior Advisor - Health & Nutrition and submission of bill.
- Completion Time: All deliverables must be ensured within 31 August 2015 or as per instruction of senior Advisor - Health & Nutrition.
- Contact Person: All communication concerning the training shall be directed to:
Dr. Golam Mohtabbir, Senior Advisor, Health & Nutrition, Save the Children in Bangladesh, e-mail: golam.mohtabbir@savethechildren.org;
Dr. Md. Munirul Islam, Scientist, ICDDR, e-mail: mislam@icddr.org
- Save the Children may terminate this purchase order without assigning any reason what so ever.

Prepared by: Zillur Rahman, Deputy Manager, P & SC

Checked by:

Kamruzzaman, Sr. Manager, P & SC

Approved by: Nayyar Iqbal, DCD Program Operation (OIC)

Supplier acceptance sign & stamp:
[Name and Signature]

We are agreed with the above conditions on behalf of vendor

Date: 25/9/2014

Prof. John D. Clemens
EXECUTIVE DIRECTOR
ICDDR

Save the Children
House -CWN (A) 35, Road -43
Gulshan -2, Dhaka -1212, Bangladesh
Tel : +88-02-9861690-1, 9859847-50, Fax: +88-02-9886372, 8812523.
<http://bangladesh.savethechildren.net>

Save the Children International
St Vincent House
30 Orange Street
London WC2H 7HH
United Kingdom

Terms of Reference

Principal Investigator of Management of Acute Malnutrition among Infant (MAMI) Research Project

I. Project Background

Management of Acute Malnutrition among Infant (MAMI) is a 22 month (August 2014 to May 2016) research project supported by Margaret A. Cargill Foundation. This project is exclusively a community based research project for children below six months of age with acute malnutrition. The project design includes a part-time Principal Investigator (PI) position for the whole project period to provide technical leadership and oversight of the study and to lead an advisory committee at national level. The key qualification and experiences of PI include PhD in nutrition, and demonstrated experience designing and implementation child nutrition research activities, particularly addressing malnutrition among infants under six months of age. There are very few experts, meeting these qualifications, available in Bangladesh.

Dr. Munirul Islam, Scientist, ICDDRDB has been selected as the Principal Investigator, on a part time basis. Dr. Munir is already conducting facility-based research in this area and will bring significant credibility to the research effort and subsequent publications. Though part time, Dr. Munir will be supported by full time Save the Children team who will ensure operational effectiveness of the study on a day to day basis.

II. Purpose of Principal Investigator

The Principal Investigator provides leadership and is accountable for operation research funded by the Margaret A. Cargill Foundation on management of acute malnutrition among infants (MAMI). S/he will also work with the Senior Advisor Health & Nutrition and Research Project Manager, under the guidance of Save the Children (SC) US Nutrition Advisor - Emergency Health and Nutrition Team to design the research methodology, data collection tools and implementation plan. S/he also supports Research Project Manager to train data collectors and ensure data quality as well as recommend future research needs in this field. Specific tasks of the Principal Investigator include:

- a) To complete planning of methodology and preparation in advance of the implementation phase start date in September 2014;
- b) To support the Research Project Manager with recruitment, training, finalisation and piloting of data collection tools, all data collection and generally ensure high quality data is collected to ensure the research objectives are achieved;
- c) To lead data analysis, report writing and research paper writing;
- d) To disseminate results and make recommendations on any relevant activities or further research required in the same area of research/intervention (MAMI), which could be undertaken by Save the Children in the future.

III. Key areas of Responsibility:

1. Planning:

- Lead finalization of study design based on country context, with guidance from SCUS



- Guide Research Manager in developing joint workplan with MOH&FW local authorities to initiate the research activities
- Jointly with Research Manager develop and implement capacity building plan for data collectors and MOH&FW staff
- **Coordination:**
 - Guide Research Manager to submit application for BMRC ethical clearance approval
 - Jointly with Research Manager, design data collection tools and guidelines
 - Jointly with Research Manager, develop study implementation guidelines
 - Jointly with Research Manager, form national advisory committee and organize regular meetings for input to study design and approach
 - Coordinate with national MOH&FW authorities and relevant stakeholders for smooth implementation of research activities
- **Technical support and research implementation:**
 - Work with the Research Manager and Senior Advisor-H&N on development of technical guidelines and protocols for MAMI research
 - Provide technical guidance to Research Manager to organize training for data collectors and project staff
 - Provide technical support to Research Manager to establish appropriate facility-based treatment of infants with acute malnutrition.

4. Monitoring, reporting and documentation:

- Jointly with Research Manager, establish a system of regular monitoring including a feedback mechanism
- Support Research manager in development of data quality monitoring system and tools in collaboration with SCUS Advisor
- Guide Deputy Manager Monitoring ,Evaluation & Documentation in data primary analysis and interpretation
- Review prepared reports for donor
- Guide Deputy Manager Monitoring ,Evaluation & Documentation for documenting lessons learned and best practices
- Take the lead on drafting a research paper for dissemination through a journal, as agreed with SCUS and the TAG
- Disseminate progress and achievements to concerned stakeholders, with SCUS approval

5. General:

- Participate in meetings, trainings, seminars, workshops as required by the program and organization

IV. Reports to: Senior Advisor- Health & Nutrition

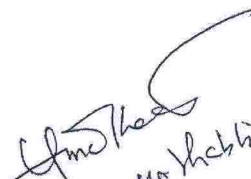
V. Dimensions: Dhaka-based with at least 20% field visit

VI. Duration: Dr. Munir will provide support between 3-5 days per month



VII. Remuneration: Dr. Munir will receive equivalent BDT amount to US\$ 661/day (daily rate 601 plus tax US\$ 60) following ICDDR,B policy. Please see the breakdown of the proposed daily remuneration below -

- US\$ 601; daily consultancy rate for Dr. Munir as per ICDDR,B policy-*please see the attached document for more detail information*
 - US\$ 361; ICDDR,B (Tax exempted income for the Centre), *please see the attached document for detail information*
 - US\$ 240; Person/day as Consultant's portion-Dr. Munir portion
 - US\$ 60; Tax (@ 25%)


Dr. Golam Mostafiz