

SPECIFIC AND TECHNICAL CONDITIONS FOR
Contratación servicios externos CRO (monitoring)

(File 38/2020)

I. OBJECT

The present document (the "Pliego") to contract a Contract Research Organisation (CRO) company to provide appropriate monitoring services on the ANTICOV (An open-label, multicentre, randomised, adaptive platform trial of the safety and efficacy of several therapies, including antiviral therapies, versus control in mild / moderate cases of COVID-19) project in Mozambique.

All the technical specifications contained in this document are considered to be part of the minimum requirements and do not exclude any other needs for compliance with the purpose of the service contracted.

II. CONTENT OF THE WORK

In December 2019, a new human coronavirus with respiratory tropism, SARS-CoV-2, emerged in China and rapidly spread to other parts of the world. Coronavirus disease 2019 (COVID-19), the disease caused by the virus, has a highly polymorphic clinical presentation, ranging from isolated upper airway involvement to acute respiratory distress syndrome. The clinical picture may be initially severe, or progress in two stages, with worsening 7 to 10 days after the first clinical signs, possibly linked to a cytokine storm as part of the immune response and accompanied by a high risk of thrombosis. In high or upper-middle income countries, the overall case-fatality rate of COVID-19 has been between 3 and 4%, with more severe forms correlated to increasing age, male sex, hypertension, diabetes and obesity. Currently, management of COVID-19 is essentially symptomatic, as no antiviral treatment has, to date, demonstrated a clinical benefit in this setting.

At present, it seems that approximately 80% of patients infected with SARS-CoV-2 remain asymptomatic while 20% develop mild to severe symptoms. Once patients progress towards severe pneumonia, i.e. in approximately 10% of cases, sophisticated supportive treatment is required including oxygen, ventilation, vasopressors and antibacterial treatment. Significant healthcare resources are therefore needed to manage and care for these patients. To date, no treatment has shown confirmed efficacy in treating severe cases. It is therefore crucial to avoid, as far as possible, progression to severe disease.

From a public health perspective, the primary objective of disease management is therefore to limit the number of COVID-19-related hospitalisations for oxygen therapy and/or intensive care to a number that is practicable, i.e. to treat patients before they become critically ill and require intensive care especially in low and middle income

countries. It is also likely that early treatment in the most at-risk ones will also be the best way to reduce mortality.

Another issue to consider is the duration of shedding of the virus as this has been found to occur in stools and via respiratory aspirates and droplets. It is likely that the potential treatment will reduce the duration of virus shedding, which could have additional benefits in preventing transmission.

Scope of work

ISGlobal – Barcelona Institute for Global Health is a research centre in international health whose ultimate goal is to help close the gaps in health disparities between and within different regions of the world. For this, we leverage on knowledge generation (research), transmission (training), and application (policy and global development).

In this context a multicentre, randomised, open-label, adaptive clinical study on the safety and efficacy of treatments for COVID-19 in patients treated on an out-patient basis will be conducted in more than 15 African countries, including two sites in Mozambique. The primary endpoint of the trial is to measure decreases in the $SpO_2 \leq 93\%$ within 21 days after randomisation to treatment, including death for any reason.

ISGlobal is looking for a contract research organization (CRO) with clinical research associates who are experienced in conducting clinical monitoring activities to ensure the quality of the research activities at study sites in Mozambique. Three types of trial monitoring visits at the sites will be performed before and during the conduction of the trial: 1) Initiation visits, ii) Interim visits and iii) Close-out visits.

The key deliverables are:

1. Management of the Trial Master File

Monitoring:

2. To prepare a monitoring plan and monitoring report forms;
3. To prepare Monitoring Guidelines and review CRF Completion Guidelines in the form of SOP for all sites;
4. To ensure that site visits are conducted in accordance with the timelines agreed with the sponsor (Barcelona Institute for Global Health, ISGlobal);
5. To ensure that monitoring activities are conducted in accordance with the study protocol, ICH-GCP (International Conference on Harmonization/ Good Clinical Practice) and SOPs;
6. To verify that the investigator has adequate qualifications and resources throughout the trial period, and that the facilities, including laboratories, equipment, and staff, are adequate to safely and properly conduct the trial throughout the trial period;
7. To verify that the study drug storage time and conditions are sufficient and that drug supplies are sufficient throughout the trial;
8. To arrange and confirm appointments of the visits with all relevant staff at the sites prior to the visits;

9. To conduct monitoring visit (on-site and remote depending on the pandemic situation) and provide written site monitoring report at the agreed time after the visit.

Pharmacovigilance (not required, but valuable)

10. To prepare a Safety Plan (including the Medical Monitoring Plan)
11. To set-up and manage the Safety Database
12. To conduct the medical monitoring of SAEs, including the safety reporting circuit to sponsors, study coordinator, pharmaceutical companies (is applicable) and competent authorities as per regulatory timelines
13. To prepare reports as per regulatory requirements

III. PERSON RESPONSIBLE FOR THE CONTRACT (If Applicable)

ISGlobal will appoint a person responsible for relations with the CRO (the "Contract Responsible"), who will coordinate with the staff of the entity and who will channel communications between the two parties.

IV. MANAGEMENT OF WORK AND QUALITY CONTROL

ISGlobal and the CRO project coordinator will establish by common agreement a calendar of communications that will consist of bi-weekly or monthly progress calls. Regardless of these scheduled calls, the Contract Responsible and the project management team may meet at any time if any of the two parties considers it appropriate, depending on the progress of the work hired. At any meeting the responsible person may choose to bring additional participants from ISGlobal if considered convenient. Monthly reports will be provided by the consultant.

V. REQUIRED QUALIFICATIONS

The CRO personnel (or the Clinical Research Associates or consultants) should meet these requirements;

- University degree in Sciences (Biology, Pharmacy, Biomedical science or related field)
- At least 3 years of clinical monitoring experience in clinical trials
- Excellent management, project planning, and organizational skills
- Knowledge of written and spoken English is required; knowledge of Spanish, or Portuguese is a strong plus
- Advanced knowledge of GCP and Legislation about Clinical Trials
- Excellent computer skills: MS Word, Excel, Outlook software or equivalent
- Demonstrated reporting skills
- Ability to effectively work both as a team member and independently
- Experience working in international environments is preferred

- Preferably, having a team leader spirit, team working, good communication skill and project management skills
- Ability to travel following a travel calendar but also at short notice (15 days)
- Availability of staff personnel in Mozambique or South Africa will be a strong plus

Compensation for this position will be based on the applicant's experience and work plan.

VI. PERIOD OF EXECUTION AND DELIVERY OF THE REPORT

The execution of the work will be carried out through the 12 months of the project trial period. The current agreement would cover the 12 months provided ISGlobal is successful in delivering the trial milestones.

VII. ESSENTIAL CONTRACTUAL OBLIGATIONS

The following will be considered as essential obligations of the successful bidder:

1. Trial Coordination
 - Ensure that all trial activities are implemented according to project objectives and timelines.
 - Work with In Country Technical Coordinator and Project Management Team to ensure definition of objectives and the setting of priorities
 - Management of the Trial Master file
2. Trial Clinical Monitoring
 - Locating and assessing the suitability of facilities at the study centers
 - Monitoring the clinical trial throughout its duration
 - Perform initiation visit at the study sites before trial's start if allowed by the COVID-19 situation in-country (could be on site or online)
 - Closing down study centers on completion of the trials
 - Writing the monitoring reports
 - Carrying out the medical product accountability on site
 - Supporting sites in updating the clinical trial file
 - Answering the discrepancy report forms
 - Having an efficient working relationship with the sites' investigator's team
3. Safety Monitoring (if available)
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VIII. CONTRACT PERIOD

The duration of the contract will be of 12 months distributed throughout the trial activities and depending on the recruitment of the trial.

The estimated start date of the contract is October 1st, 2020.

IX. BUDGET, PRICE AND ESTIMATED VALUE OF THE CONTRACT

The contract budget amounts to the maximum amount of

USD 124,000.00 including tax for monitoring and USD 85,000 for pharmacovigilance

The award amount will not exceed this budget in any case. The price of the contract, consequently, will be that to which it rises plus the corresponding Value Added Tax, in the case of non-exempt bidders, which must be included in the separate item.

X. ADVERTISING

The present contract will be published by announcement in the Contracting Profile of the entity on the website: www.isglobal.org

XI. PLACE AND DATE OF SUBMISSION OF PROPOSALS

The economic proposals must be submitted by email to the address licitaciones@isglobal.org

The deadline for submitting proposals will end on 06th October 2020 13:00 hs.

XII. LEGAL SYSTEM OF THE CONTRACT

The contract is considered a private contract and is subject to private law, ruling by this Schedule, by the contract and documentation attached, and in everything not provided by the applicable civil and commercial legislation.

XIII. EXPENDIENT OF RECRUITMENT, AWARD PROCEDURE OF THE CONTRACT AND DOCUMENTATION TO BE PROVIDED TENDERS

The contracting of the reference services will be awarded by the procedure envisaged in Section IX of the Internal Contracting Instructions of the entity. From the day of publication of the tender notice, interested companies can obtain the necessary documentation to prepare their proposals through the contractor's profile on the website www.isglobal.org.

XIV. PAYMENT METHOD

The CRO will be providing periodically reports on travel expenses incurred due to trial monitoring and safety activities alongside with invoices. Payment will always be made under invoice and 30 days invoice date by bank transfer:

As this trial has a competitive recruitment of participants, payments will be performed based on the recruitment milestones:

First payment (during the signature of the contract)

Second payment after completion of the SIV and the first patient recruitment

Final payment at the end of the recruitment

Each site visit will be paid under invoice after finalization

Barcelona, September 23th, 2020