

**MEMORANDUM OF UNDERSTANDING**  
**AMONG**  
**MANAGEMENT SCIENCES FOR HEALTH (MSH)**  
**MAKERERE UNIVERSITY, PHARMACY DEPARTMENT,**  
**AND**  
**INTERNATIONAL INSTITUTE OF HEALTH SCIENCES (IIHS)**

**THIS MEMORANDUM** is entered into this day of..... 2014 among Management Sciences for Health (MSH) Plot 15, Princess Anne Drive, Bugolobi, P.O. BOX 71470, Kampala, Uganda, represented by Aziz Maija, as of the first part; and Makerere University–Pharmacy Department, College of Health Sciences, P.O. Box 7072, Kampala, Uganda, represented by the Head of Pharmacy Department, Mr. Oria Hussein, as of the second part; and the International Institute of Health Sciences Jinja (IIHS), represented by the Director, Mr. Kezala Wilton, as of the third part (MSH, Makerere Pharmacy Department, and IIHS are referred to as a “party” and collectively referred to as the “parties”).

**Background**

The Bill & Melinda Gates Foundation provided Management Sciences for Health (MSH) with a three-year grant to continue its efforts in Africa to involve private drug sellers in enhancing access to essential medicines. The Sustainable Drug Seller Initiatives (SDSI) program builds on MSH’s Strategies for Enhancing Access to Medicines (SEAM) and East African Drug Seller Initiatives (EADSI) programs. Those programs focused on creating and implementing public-private partnerships using government accreditation to increase access to quality pharmaceutical products and services in underserved areas of Tanzania and Uganda. The new program’s goal is to ensure the maintenance and sustainability of these public-private drug seller initiatives.

In collaboration with Uganda’s National Drug Authority, EADSI determined what it would take to successfully adapt Tanzania’s accredited drug dispensing outlet (ADDO) model for Uganda and the concept was introduced successfully in Kibaale district. Results from the project

evaluation showed that district health officials, shop owners, and sellers have embraced the Accredited Drug Shop (ADS) initiative.

The objective of SDSI in Uganda is to enhance accredited drug seller initiatives' long-term sustainability, contributions to community-based access to medicines and care, and ability to adapt to changing health needs and the health system context. The sustainability of the successes achieved under the EADSI program depends highly on the availability of well-trained and competent sellers who can provide services in the established outlets. Currently, the demand and attrition of sellers has been met through continuous training and retraining of new and old sellers with donor funds. This situation raises concern for program stakeholders, including regulatory authorities, because a more sustainable way of training sellers is needed so that the program can continue achieving positive results in the short and long term.

During the initial phase of SDSI project collaboration in 2012, the Makerere University (MAK) team carried out assessments to obtain information on the modalities by which the ADS sellers and owners trainings can be institutionalized so as to ensure sustainable availability of ADS sellers. MSH and MAK worked in partnership to update the ADS seller and owners curriculum and identify training institutions that could sustainably offer the ADS training course in a location convenient to the ADS implementing districts. MSH and MAK identified the International Institute of Health Sciences (IIHS) as a suitable training institution and IIHS participated in a training-of-trainers workshop in December 2013. IIHS is now preparing to offer its first ADS training, with support from MSH and MAK.

## **THUS THE AGREEMENT IS WITNESSED AS FOLLOWS:**

### **Article 1: Objective**

To establish formal collaboration among Management Sciences for Health, Makerere University–Pharmacy Department, and the International Institute of Health Sciences to effectively carry out the first Accredited Drug Shop sellers and owners training at IIHS, with the long-term goal of ensuring the sustainability of Accredited Drug Shop sellers and owners

initially in Kamuli and subsequently to any other districts where the National Drug Authority will implement the accreditation program.

## **Article 2: Areas of Cooperation**

These will include:

- Training of participants
- Hospital placements of the trainees
- Monitoring and evaluation of the quality of training
- Regular review and updating of the curriculum
- Learning resources
- Cost sharing

## **Article 3: Scope of Activities (Roles and Responsibilities)**

MSH will:

- Provide technical support as needed
- Print and deliver to IIHS learning materials for the first batch of course participants. For subsequent trainings, all learning materials will be the responsibility of IIHS.
- Subject to a separate procurement agreement, provide limited financial support to partially subsidize the first round of training at IIHS.

Pharmacy Department of Makerere University will:

- Conduct regular review and update the curriculum
- Provide supervisory support. Pharmacy Department will send external facilitators to guide the teaching of the first batch of students. At least one of the external facilitators will be someone who has actively been involved in training of ADS in the districts of Kamuli, Mityana, or Kamwenge. The purpose of the supervisory support will be to provide guidance during the training and ensure that instructions are made in line with the training manuals provided, activities in the manual are performed as stated, and trainee assessments are done regularly to ascertain knowledge transfer to the trainees.
- Conduct monitoring and evaluation of the quality of training. The department will come up with innovative approaches to monitor the quality of training. Monitoring of the training will be done periodically to ensure that all sessions and activities are conducted

in the allocated time and that trainees receive all the required materials to facilitate learning as stated in the trainer's guide. Such materials include job aids, stationery, training manuals, etc. During monitoring, corrective feedback will be given to the course coordinators to address the bottlenecks in the training. An evaluation will be done to document experiences from the first training course for ADS in IIHS.

IIHS will:

- Adapt curriculum documents for ADS seller and owner trainings to reflect local needs of target districts
- Attract and mobilize eligible trainees from ADS-implemented districts. Eligible trainees include persons with an O-level certificate who have completed a minimum of a nursing assistant's training course. The nursing assistant course should be of a minimum duration of six months. Priority will be given to those persons who are currently selling in licensed class C drug shops in Kamuli district. IIHS will work with the host district (Kamuli) to identify and reach the eligible trainees for this course.
- Set tuition fees
- Collect tuition fees from each participant
- Conduct an ADS training course for the selected participants. The first course should be commenced in by 6 June 2014 in order to get adequate support from the SDSI project before it closes in August 2014.
- Provide accommodation for participants trained
- Facilitate hospital/health centre placements of trainees in their respective districts for a duration of one week. During these placements, IIHS will identify supervisors and orientate them on the daily expectations to the trainees during the period of placement.
- Distribute learning materials to course participants. Learning materials for the ADS course include a trainee manual, Family Planning flip chart, Integrated Community Case Management (ICCM) job aid, job aids for storage, receiving, and dispensing medicines and cleaning of the ADS shop, and a list of medicines for the ADS. The learning materials for the first training will be prepared by MSH; however, IIHS should develop their own strategy for duplicating them for distribution in subsequent courses. Every participant should be provided with all the learning materials at the beginning of the training.
- Regularly review and make recommendations to Makerere for updating of the curriculum
- Prepare and conduct interim and final trainee assessments and award certificates of attendance to qualifying course participants. The assessments should include topics in medicines management, clinical care, and business management modules. Qualifying

candidates should be those who acquire an average of at least 50% at the final examinations.

➤ **Article 4: Implementation Agreements**

It is hereby agreed that each party in this agreement commits to performing the activities outlined above to the best of their ability.

**Article 5: Financial Aspects**

Each party will budget appropriately and acquire funds to finance the activities agreed upon in line with this agreement except where cost sharing has been specified.

**Article 6: Dispute Settlement**

Any differences arising out of the interpretation or implementation of this MOU shall be settled by consultation among the Parties without reference to any outside party or international tribunal unless otherwise agreed to in writing by the Parties.

**Article 7: Amendment**

This MOU may be amended at any time by exchange of letters of mutual consent among the Parties.

**Article 8: Entry into Force, Duration, and Termination**

1. This MOU shall come into force on the date of its signing and be effective through 30 September 2014, which is the SDSI project end date according to MSH's grant from the Bill & Melinda Gates Foundation.
2. This MOU may be terminated by any of the Parties upon notice in writing 1 (one) month in advance to the other Parties at any time.
3. The termination of this MOU shall not prejudice the completion of any ongoing project made under this MOU.

**Article 10: Coordination and Correspondence**

1. With respect to Management Sciences for Health, coordination and correspondences pertaining to this MOU and its implementation shall be through the SDSI Senior Technical Officer, Aziz Maija.
2. With respect to Makerere University, coordination and correspondences pertaining to this MOU and its implementation shall be through the Office of Principal, College of Health Sciences.

3. With respect to the International Institute of Health Sciences (IIHS), coordination and correspondences pertaining to this MOU and its implementation shall be through the office of the Director.

**Article 11: Law Applicable**

The interpretation and implementation of this MOU shall be governed by the laws of Uganda.

THE COMMON SEAL (STAMP) of **MANAGEMENT SCIENCES FOR HEALTH** was affixed in the presence of:

-----

#	Institution / Organization	Name	Signature
1	Management Sciences for Health	Aziz Maija	
2	Makerere University	Hussein Oria	
3	International Institute of Health Sciences	Kezala Wilton	