

Memorandum of Understanding

2013-2014

Signed by
GlobeMed at the University of Chicago and ASPAT-PERU

October 1, 2013

The goal of this Memorandum of Understanding is to guide GlobeMed at the University of Chicago and its partner organization, ASPAT-Peru, in their efforts to strengthen their relationship and create their project for the 2013-2014 academic year. Although this is not a legally valid contract, this Memorandum of Understanding is a preliminary work plan, and should be relied upon as such to state the expectations of both GlobeMed and ASPAT with clarity and honesty. It should also seek to establish processes that will enable dynamic conversation and cooperation between the two organizations.

This memorandum is a living document. GlobeMed at UChicago and ASPAT should continue to consult and develop it throughout the year to ensure that it remains relevant. The memorandum should be reflected upon and evaluated by both parties at the end of the year, so that the 2014-2015 Memorandum of Understanding can be more precisely developed as a result of this year's learning experiences. If either party feels that their expectations haven't been met, this information will be shared with the GlobeMed National Office. A partnership that fails to meet both sides' expectations for two or more year may be dissolved.

In the development and implementation of this Memorandum of Understanding, members of both GlobeMed at UChicago and ASPAT agree that they can expect to mentor and learn from each other, communicate frequently, and help each other to achieve their ultimate goals. After all, the relationship between GlobeMed at UChicago and ASPAT, like the relationships between all GlobeMed chapters and their partner organizations, is the nucleus that makes GlobeMed's model successful.

Desayunos



"When you wake up in the morning, Pooh," said Piglet at last, "what's the first thing you say to yourself?"

"What's for breakfast?" said Pooh.

"What do you say, Piglet?"

"I say, I wonder what's going to happen exciting today?" said Piglet.

Pooh nodded thoughtfully. "It's the same thing," he said."

— A.A. Milne

GlobeMed University Chapter

GlobeMed at the University of Chicago

Partner Organization

ASPAT-Perú

Country

Peru

Project Description

In this Memorandum of Understanding, signed by GlobeMed at the University of Chicago and ASPAT, we have agreed to sponsor and implement a pilot breakfast program. Our vision for the project is one in which breakfasts are provided six days a week to one carefully selected Lima health center so that patients at that center will have a reliable source of food during treatment. We expect that the provision of a hearty, nutritious breakfast (to be eaten at the same time as tuberculosis meds are administered) will reduce the harshness of the side effects of treatment, thereby encouraging patients to go to treatment centers regularly and improving treatment compliance rates.

Ultimately, the goal of this program is to reduce negative side effects from treatment, to improve the nutrition and immune well-being of the patients, and to provide more opportunities for psycho-social support for patients in order to increase adherence to treatment. We hope that the effectiveness of this intervention can be proven via the pilot program described above. Following proof of concept, we hope that this program can be scaled across health centers in Lima and Callao with support from the appropriate local government sectors.

Is this project a continuation of a project started in years past?

No

What is the anticipated project start date? MM/DD/YYYY 

We hope to begin implementing the project in June of 2014.

What is the anticipated project end date? MM/DD/YYYY 

While the pilot program itself is estimated to last six months, we know we must also include at least two additional months: one month before the start of the pilot program for preparations and coordination, and one month after to analyze the experience from the point of view of the participating patients' and to evaluate the sustainability of the program.

Keeping these considerations in mind, we plan on ending the project in January of 2015.

Project Measurement

We will be measuring whether patient adherence to treatment regimens improves with the incentive of free nutritious breakfasts as a reward for compliance.

Is GlobeMed the only sponsor this project has?

Yes

If you answered no, please indicate the percentage of the project that GlobeMed is responsible for sponsoring with their fundraising efforts.

We will sponsor the project 100 percent, as there are no other supporters.

How many DIRECT beneficiaries do you think will be affected by this project?

30

How many INDIRECT beneficiaries do you think will be affected by this project?

It is difficult to estimate the number of indirect beneficiaries of our project, as it is so heavily patient-focused. However, if we were to include the patients' families as beneficiaries, then indirect beneficiaries could potentially be expected to number between 120 and 150 people.

Was this project designed by ASPAT, GlobeMed at UChicago, or both?

Both.

If you said that the project was designed between ASPAT and GlobeMed at UChicago working together, please select all capacities in which the students aided in the development of the project from the following list:

- (1) Investigation (Yes)
- (2) Evaluation of necessities (No)
- (3) Forming connections with other organizations (Yes)
- (4) Technological support (No)
- (5) Other (No)

How will you get community buy-in to the project?

The community will be very involved in the project, as most of the people responsible for the

preparation and delivery of the breakfasts, for example, will be members of the community.

If the project was carried out last year, how has it changed or evolved since then?

This project was not carried out last year.

Diagram the schedule of expenditures as follows:

(1) Project Phase / Activity

1.1 Preparations for the implementation of the project

- a. Design a guide aimed at providing TB patients with a framework for nutritious living
- b. Hire a nutritional consultant

Costs: 1,800 USD / 5,000 soles*

*We are hoping that these costs will be covered by donations / workers willing to consult for free. If this is not realized, GlobeMed agrees to cover up to **900 USD / 2,500 soles.**

1.2 Preparations for the breakfasts

- a. Cost of the raw food materials
- b. Costs associated with the food preparation process, including:
 - i. Transportation costs used to pay hired workers to transport the pre-prepared breakfasts from the place of preparation to the health center (if necessary)
 - ii. Gas, light, and water for the kitchen in which the breakfasts are prepared (if necessary)
 - iii. Small hourly wages for the breakfasts servers at the health center
 - iv. A salary for the personnel who prepare the food (if necessary)

Costs: 8,615 USD / 23,970 soles

1.3 The educational program

- a. Monthly educational sessions in which a chef can demonstrate healthy, quick cooking for TB patients (other costs include: gas, light, water, pay for the cook)
- b. Monthly support sessions (*charlas*), including costs of transport of counselors (ASPAT staff) to patient homes and/or health centers, snacks if necessary, etc.

Costs: 435 USD / 1,200 soles

2.1 Other associated materials

- a. Printing of nutritional guides and educational materials describing guidelines for diet and nutrition specifically for TB patients
- b. Branding materials: Mugs with ASPAT-Perú/GlobeMed at UChicago logo that patients can bring in (particularly relevant and arguably, green, if the patients are receiving liquids like the pulverized nutritional drink)

Costs: 525 USD / 1,450 soles

(2) Dates by which the money needs to have been received by ASPAT (or at minimum, deposited into ASPAT's bank account):

April 2014 → 3 months before the start of the program

1.1 GlobeMed will send money to cover the initial costs: the design of the guide or the salary of the nutritional consultant if these costs don't come free. However, GlobeMed will not be held responsible for both costs if neither is free.

Costs: **900 USD / 2,500 soles**

June 2014 → 1 month before the start of the program

1.2 GlobeMed will send money to cover the costs of month # 1.

Costs: **1,900 USD / 5,255 soles**

1.3 GlobeMed will send money to cover the costs of month # 2.

Costs: **1,510 USD / 4,195 soles**

Total Costs: 3410 USD / 9,450 soles

August 2014 → Month # 2 of the program

1.4 GlobeMed will send money to cover the costs of month # 3.

Costs: **1,580 USD / 4,390 soles**

1.5 GlobeMed will send money to cover the costs of month # 4.

Costs: **1,510 USD / 4,195 soles**

Total Costs: 3,090 USD / 8,585 soles

October 2014 → Month # 4 of the program

1.6 GlobeMed will send money to cover the costs of month # 5.

Costs: **1,580 USD / 4,390 soles**

1.7 GlobeMed will send money to cover the costs of month # 6.

Costs: **1,510 USD / 4,195 soles**

Total Costs: 3,090 USD / 8,585 soles

December 2014 → Month # 6 of the program

1.8 GlobeMed will have already sent all the money to ASPAT.

January 2015 → 1 month after the end of the program

1.9 GlobeMed will have already sent all the money to ASPAT.

(3) Time it takes to transfer funds

It usually takes two weeks to complete a transfer.

(4) Tentative dates when the students will wire funds:

1.1 March 15, 2014 - money will be sent to finance the preparations (April)

Costs: 900 USD / 2,500 soles

1.2 May 15, 2014 - money will be sent to finance months # 1 and 2 (July and August)

Costs: 3410 USD / 9,450 soles

1.3 July 15, 2014 - money will be sent to finance months # 3 and 4 (September and October)

Costs: 3,090 USD / 8,585 soles

1.4 September 15, 2014 - money will be sent to finance months # 5 and 6 (November and December)

Costs: 3,090 USD / 8,585 soles

Total: 10,500 USD / 29,120 soles (if neither the design of the guide nor the nutritional consultant come free)

Please attach the proposed budget as an Excel spreadsheet.

Sent in separately.

GlobeMed's Fundraising Goal

9,600 USD or 26,620 soles is the tentative target goal, with flexibility up to 10,500 USD or 29,120 soles.

Expectations for smooth and reliable communication between GlobeMed at UChicago and ASPAT:

- Skype calls between representatives of GlobeMed and ASPAT will occur every two weeks. Every member of GlobeMed will be required to attend at least one.
- GlobeMed will send ASPAT their financial updates at least once a month.
- GlobeMed will send ASPAT detailed evaluations of their campaigns within two weeks of the launch of a campaign.
- GlobeMed will send ASPAT an informative newsletter detailing their activities at least once per quarter.
- ASPAT will send an informative newsletter detailing their activities every three months, to ensure that GlobeMed will be able to write project updates for GlobalGiving.

GlobeMed and ASPAT's Project Expectations

As discussed earlier, the goal of this program is to reduce some of the negative side effects from TB treatment, to improve the nutrition and immune well-being of the patients, and to provide more opportunities for psycho-social support for the patients in order to increase their adherence to treatment. Following proof of concept, we hope that this program will be scaled across health centers in Lima and Callao with support from the appropriate local government sectors.

We anticipate that this project will last six months and affect approximately 30 patients from one health center in Lima Cercado.

GlobeMed and ASPAT's GROW Expectations

GlobeMed will help ASPAT with the collection of data before the beginning of the program in order to establish a baseline adherence rate. During the period of time when the GROW team is on the ground, ASPAT anticipates that the team will help develop various data collection systems, using their own knowledge, experience, and skills to supplement ASPAT's resources and knowledge. Data will continue to be collected throughout the implementation process and for at least one month after the end of the program, so that project impact on patients can be assessed.

GlobeMed and ASPAT's Methods of Evaluation

We will begin collecting data a month before the start of the program to establish a baseline

adherence rate. At a minimum, we will measure:

- Past adherence to treatment
- Patients' medical and socioeconomic backgrounds

Ideally, we will continue collecting data every month for the duration of the program and up to six months after the conclusion of the program through the administration of targeted surveys. We also hope to be able to administer these surveys to a health center not participating in the program for the same duration of time in order to use the data collected from the non-participatory health center as a control. ASPAT and GlobeMed will work closely together to develop the surveys and other data collection tools and to decide on a formal timeline for the administration of said tools.

GlobeMed and ASPAT's Annual Reflection Process

Our reflections on our partnership won't be limited to the end of the 2013-2014 academic year, but instead will be carried out the entire year through evaluation and adjustment of our relationship for the maximum benefit of both parties. We will work to maintain a system of respectful, open, and honest communication during our Skype calls every two weeks. We will be available to each other via email, Facebook and Skype as much as possible.

Finally, we hope to create some kind of evaluation or report that both GlobeMed and ASPAT will complete later this year to discuss any ongoing issues with our partnership dynamics. We will also create an evaluation method for the GROW team to be complete by the beginning of the 2014-2015 academic year.

Contact information for principal contact at GlobeMed

Lauren Springett

llspringett@uchicago.edu

Contact information for principal contact at ASPAT

Melecio Mayta Ccota

mmayta@aspatperu.org.pe