

Costing Tool for Rapid Assessment

Adapted from UNICEF's Multiple Indicator Cluster Survey End Decade Assessment, as accessed at <http://www.childinfo.org/MICS2/finman/M2finM.htm>, March 1, 2005.

Table 1
Assessment Budget Items and Estimates
for a Rapid Assessment Using Both Quantitative and Qualitative Components

| Budget item | Basis for calculation |
|---|------------------------------------|
| Personnel (salaries plus indirect costs) | |
| Quantitative Component | |
| Quantitative assessment coordinator..... | 1 coordinator x 24 weeks |
| Data management coordinator..... | 1 coordinator x 12 weeks? |
| Site supervisors..... | 4 supervisors x 8 - 9 weeks |
| Laboratory supervisor..... | 1 supervisor x 8-9 weeks |
| Interviewers..... | 8 interviewers x 8 - 9 weeks |
| Laboratorians..... | 4 laboratorians x 8-9 weeks |
| Data entry clerks..... | 2 clerks x 5 weeks |
| Computer programmers..... | 1 programmer x 8 weeks? |
| Drivers..... | 4 drivers x 8 - 9 weeks |
| Qualitative Component | |
| Qualitative assessment coordinator..... | 1 coordinator x 24 weeks |
| Interviewers..... | 6 - 8 interviewers x 8 - 9 weeks |
| Drivers..... | 1 driver x 8 - 9 weeks |
| Transportation | |
| Vehicle rental..... | 5 cars x 8 -9 weeks |
| Public transportation allowance (urban areas)..... | variable |
| Fuel..... | provision for 5 cars x 8 - 9 weeks |
| Contingency costs (repairs, ferries, etc.)..... | variable |
| Consumables | |
| Stationery (paper, pencils, pens, etc.)..... | variable |
| Identification cards..... | variable |
| Envelopes for filing..... | 120 envelopes |
| Computing supplies (paper, diskettes, ribbons, cartridges)..... | variable |
| Lab supplies (microscope, RDTs, hemocues, etc.)..... | variable |
| Other costs | |
| Questionnaire and form printing..... | variable |
| Photocopies of maps, listings and instruction manuals..... | variable |
| Anthropometric equipment (weighing scales, height/length boards, etc.)..... | variable |
| Communications (phone, fax, postage, etc.)..... | variable |
| Report writing and printing..... | variable |

Training.....variable
Hospital costs.....variable

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Table 2
Costing Framework:
Items Included in Cost and Activity Categories

| Cost categories | Activity categories |
|--|--|
| Personnel (salaries) | Preparation/sensitization |
| Assessment coordinator (Quantitative, qualitative) | Adaptation of questionnaire |
| Data management coordinator | Translation and back-translation |
| Site supervisors | Pre-testing of questionnaire |
| Laboratory supervisor | |
| Interviewers | Survey design and sample calculation |
| Laboratorians | Planning |
| Drivers | Sample calculation |
| Data entry clerks | |
| Computer programmers | Training |
| Drivers | Preparation of training materials |
| | Translation into training language |
| Transportation | Implementation of training, including piloting |
| Vehicle rental | |
| Public transportation allowance | Assessment implementation |
| Fuel | Implementation |
| Maintenance costs | Monitoring and supervision |
| | Data retrieval |
| Consumables | Data input |
| Stationery (papers, pencils, pens, etc.) | Data entry |
| Identification cards | Error checking |
| Envelopes for filing | |
| Computing supplies (paper, diskettes, ribbons, cartridges) | Data processing and analysis |
| Lab supplies (microscopes, RDTs, hemocues, etc.) | Data processing |
| | Data cleaning |
| Equipment | Tables of analysis |
| Anthropometric equipment | |
| (weighing scales, height/length boards, etc.) | Report writing |
| | |
| Other costs | Dissemination and further analysis |
| Printing (questionnaire, etc.) | Report printing |
| Photocopies of maps, listings, instruction manuals | Distribution |
| Equipment maintenance | Feedback meetings, if needed |
| Communications (phone, fax, postage, etc.) | Further analysis, if needed |
| Report writing and printing | |
| Training | |
| Hospital costs | |

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Table 3
Costing Framework

| COST CATEGORIES | TOTAL COSTS | ACTIVITY CATEGORIES | | | | | | | | |
|--|-------------|-------------------------------|----------------|---|----------|------------------------------|---------------|------------------------------------|-------------------|--|
| | | Preparation/ sensitization | Pilot study | Survey adaptation and calculation of sample size | Training | Assessment implementation | Data input | Data processing and analysis | Report writing | Dissemination and further analysis |
| Personnel | | | | | | | | | | |
| Transportation | | | | | | | | | | |
| Consumables | | | | | | | | | | |
| Equipment | | | | | | | | | | |
| Other costs | | | | | | | | | | |
| TOTAL COSTS | | | | | | | | | | |
| Any participating agencies or institutions (names) | | | | | | | | | | |

Supplementary details

1. **Sample size:** _____
2. **Number of interviewers/laboratorians/supervisors** Interviewers: _____ Laboratorians: _____ Supervisors: _____
3. **Duration of training for assessment team (number of days):** _____
4. **Duration of assessment (number of days):** _____