Malaria Indicator Survey

Calculating the Cost of the Malaria Indicator Survey

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**The following survey costing guide has been adapted from Chapter 2 of the United Nations Children’s Fund (UNICEF) *Multiple Indicator Cluster Survey (MICS) Manual.***

Costs for the survey will vary widely from country to country. This variability depends not only on currency and labor costs, but also on the degree to which one can reduce costs by using existing resources. For example, you can achieve important savings by employing government personnel for interviewing, using public or government-provided transportation, obtaining free accommodations and meals for the survey team from local institutions, and so forth.

Table 1 contains a comprehensive checklist of expenditure items. Many of the items may not be applicable for particular countries. When applicable, the expenditure is described for a survey of a total sample size of 4,500 households. It assumes that the survey will utilize five teams—each team consisting of four interviewers, a supervisor, a nurse or other medical personnel, and a driver—spending two months in the field. Three additional weeks for training and the pretest are budgeted for supervisors and interviewers. Their accommodation costs cover the training period as well as the fieldwork because it is recommended that they be brought to a central location for all training. These parameters may not be applicable to your survey setting. Please use the links to the active spreadsheets to estimate costs for your specific survey needs.

The UNICEF MICS survey manual proposes a comprehensive costing framework to help standardize the process of figuring survey costs. The framework incorporates a breakdown of expenditures within each type of activity. It is intended to help national statistical offices identify activities needing donor support, and to be used by donors in deciding how to share costs.

This framework is shown in Tables 2 and 3. Using the standard categories provided (which can be expanded if desired), costs can be allocated to each type of activity involved in the survey process. Active excel spreadsheets which can be modified to account for survey specific activities and costs are available in Annex 5: MIS Budget Calculations Template UNICEF and on the UNICEF MICS website (<http://mics.unicef.org/tools>).

Table 1. Common Survey Budget Items and Approximate Estimates
for a Survey of 4,500 Households

|  |  |
| --- | --- |
| **Budget Item** | **Basis for Calculation** |
| **Personnel (salaries plus indirect costs)** |
| Listing staff 48 listers and 16 supervisors staff x 8 weeks |
| Team supervisors 5 supervisors x 11 weeks |
| Interviewers 20 interviewers x 11 weeks |
| Nurses or other medical personnel 5 nurses or medical personnel x 8 weeks |
| Lab supervisor (for MIS using microscopy) 1 supervisor x 12 weeks |
| Microscopists (for MIS using microscopy) 5 microscopists x 12 weeks |
| GPS coordinator 1 coordinator x 8 weeks |
| Drivers 5 drivers x 4 weeks |
| Local guides 5 guides x 4 weeks[[1]](#footnote-1) |
| Data entry clerks 4 clerks x 6 weeks |
| Data processing supervisor 1 supervisor x 6 weeks |
| Office editor 1 editor x 6 weeks |
| Questionnaire administrator 1 administrators x 6 weeks |
| Computer programmers 1 programmer x 8 weeks |
| **Transportation** |
| Vehicle rental 5 cars x 4–8 weeks |
| Public transportation allowance (urban areas) variable |
| Fuel provision for 5 cars x 4–8 weeks |
| Contingency costs (repairs, ferries, etc.) variable |
| Implementing organization staff visits to the field variable |
| **Per diems (room and board)** |
| Team supervisors 5 supervisors x 8 weeks |
| Interviewers 20 interviewers x 8 weeks |
| Drivers 5 drivers x 4–8 weeks |
| **Consumables** |
| Stationery (paper, pencils, pens, etc.) variable |
| Identification cards variable |
| Envelopes for filing variable |
| Computing supplies (paper, diskettes, ribbons, cartridges) variable |
| **Other costs** |
| Venue hire for pretest and training |
| Questionnaire and form printing 5,500 sets |
| Photocopies of maps, listings, and instruction manuals 100 maps, etc. |
| Anemia testing equipment test kits |
| Malaria testing equipment Rapid Diagnostic Tests (RDTs) |
| Microscopy equipment slides, microscopes, methanol, coplin jars |
| Other biomarker collection equipment gloves, lighters |
| GPS equipment 7 receivers, batteries, chargers, connector cables, software |
| Communications (phone, fax, postage, etc.) variable |
| Report writing and printing variable |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNICEF MICS BUDGET EXERCISE (Adapted for MIS)** | **No of** |  | **Time** |  | **Unit** |  |   | **Total** |
|   |  | **Units** |  |  |  | **Cost** |  |   | **Cost** |
|   |  |  |  |  |  |  |  |  |   |
| **Personnel** | Consultant(s) |   | persons |   | days |   | USD |  | 0 |
|   | Accountant |   | persons |   | days |   | USD |  | 0 |
|   | Administrative Assistant(s) |   | persons |   | days |   | USD |  | 0 |
|   | Computer programmer |   | persons |   | days |   | USD |  | 0 |
|   | ***Pre-test*** |  |  |  |  |  |  |  |   |
|   |  Trainers |   | persons |   | days |   | USD |  | 0 |
|   |  Interviewers - Training days |   | persons |   | days |   | USD |  | 0 |
|   |  Interviewers |   | persons |   | days |   | USD |  | 0 |
|   |  Driver(s) |   | persons |   | days |   | USD |  | 0 |
|   | ***Listing*** |  |  |  |  |  |  |  |   |
|   |  Trainers |   | persons |   | days |   | USD |  | 0 |
|   |  Listers - Training Days |   | persons |   | days |   | USD |  | 0 |
|   |  Listers |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers |   | persons |   | days |   | USD |  | 0 |
|   | ***Fieldwork Training*** |  |  |  |  |  |  |  |   |
|   |  Trainers |   | persons |   | days |   | USD |  | 0 |
|   |  Trainees - Training days |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers - Pilot Study |   | persons |   | days |   | USD |  | 0 |
|   | ***Fieldwork*** |  |  |  |  |  |  |  |   |
|   |  Field supervisors |   | persons |   | days |   | USD |  | 0 |
|   |  Field Editors |   | persons |   | days |   | USD |  | 0 |
|   |  Interviewers |   | persons |   | days |   | USD |  | 0 |
|   |  Measurers |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers |   | persons |   | days |   | USD |  | 0 |
|   |  Local Guides |   | persons |   | days |   | USD |  | 0 |
|   | ***Data Entry*** |  |  |  |  |  |  |  |   |
|   |  Data entry clerks - Additional training days |   | persons |   | days |   | USD |  | 0 |
|   |  Office editor |   | persons |   | days |   | USD |  | 0 |
|   |  Data entry supervisor(s) |   | persons |   | days |   | USD |  | 0 |
|   |  Data entry clerks |   | persons |   | days |   | USD |  | 0 |
|   | ***Personnel total*** |   |   |   |   |   |  |   | *0* |
|   |  |  |  |  |  |  |  |  |  |
| **Transportation** | Vehicle rental (Pre-test) |   | cars |   | days |   | USD |  | 0 |
|  | Vehicle rental (Listing) |   | cars |   | days |   | USD |  | 0 |
|   | Vehicle rental (Fieldwork training - Pilot) |   | cars |   | days |   | USD |  | 0 |
|   | Vehicle rental (Fieldwork) |   | cars |   | days |   | USD |  | 0 |
|   | Public transportation allowance  |  |  |  |  |   | USD |  | 0 |
|   | Fuel |   | cars |   | days |   | USD |  | 0 |
|   | Contingency costs (repairs, ferries, etc) |  |  |  |  |   | USD |  | 0 |
|   | Consultant and monitoring staff visits |   | visits |  |  |   | USD |  | 0 |
|   | ***Transportation total*** |   |   |   |   |   |  |   | *0* |
|   |  |  |  |  |  |  |  |  |  |
| ***Per diems*** | ***Pretest*** |  |  |  |  |  |  |  |  |
|   |  Interviewers |   | persons |   | days |   | USD |  | 0 |
|   |  Driver(s) |   | persons |   | days |   | USD |  | 0 |
|   |  Monitoring staff |   | persons |   | days |   | USD |  | 0 |
|   |  Driver(s) for monitoring visit(s) |   | persons |   | days |   | USD |  | 0 |
|   | ***Listing*** |  |  |  |  |  |  |  |  |
|   |  Trainers |   | persons |   | days |   | USD |  | 0 |
|   |  Listers - Training Days |   | persons |   | days |   | USD |  | 0 |
|   |  Listers |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers |   | persons |   | days |   | USD |  | 0 |
|   |  Monitoring staff |   | persons |   | days |   | USD |  | 0 |
|   |  Driver(s) for monitoring visit(s) |   | persons |   | days |   | USD |  | 0 |
|   | ***Fieldwork Training*** |  |  |  |  |  |  |  |   |
|   |  Trainers |   | persons |   | days |   | USD |  | 0 |
|   |  Trainees - Training days |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers - Pilot Study |   | persons |   | days |   | USD |  | 0 |
|   | ***Fieldwork*** |  |  |  |  |  |  |  |  |
|   |  Field supervisors |   | persons |   | days |   | USD |  | 0 |
|   |  Field Editors |   | persons |   | days |   | USD |  | 0 |
|   |  Interviewers |   | persons |   | days |   | USD |  | 0 |
|   |  Measurers |   | persons |   | days |   | USD |  | 0 |
|   |  Drivers |   | persons |   | days |   | USD |  | 0 |
|   |  Monitoring staff |   | persons |   | days |   | USD |  | 0 |
|   |  Driver(s) for monitoring visit(s) |   | persons |   | days |   | USD |  | 0 |
|   | ***Per diems total*** |   |   |   |   |   |  |   | *0* |
|   |  |  |  |  |  |  |  |  |  |
| **Consumables** | Stationery (papers, pencils, pens, etc.) |  |  |  |  |   | USD |  | 0 |
|   | Identification cards |  |  |  |  |   | USD |  | 0 |
|   | Envelopes for filing |  |  |  |  |   | USD |  | 0 |
|   | Computing supplies (paper, flash drives etc) |  |  |  |  |   | USD |  | 0 |
|   | Bags, hats, t-shirts for fieldwork staff |  |  |  |  |   | USD |  | 0 |
|   | ***Consumables total*** |   |   |   |   |   |   |   | *0* |
|   |  |  |  |  |  |  |  |  |   |
| **Equipment** | Hemacue machines (anemia tests) |   | machines |  |  |   | USD |  | 0 |
|   | Malaria tests (RDTs) |   | RDT |  |  |   | USD |  | 0 |
|   | Microscopy materials (slides, etc) |   | microscopy |  |  |   | USD |  | 0 |
|  | Biomarker supplies (lancets, bandaids, etc) |  | kits |  |  |  | USD |  | 0 |
|   | Antimalarials |   | doses |  |  |   | USD |  | 0 |
|  | GPS |  | GPS |  |  |  | USD |  | 0 |
|   | Other fieldwork kits (Torches, first aid kits, etc) |   | kits |  |  |   | USD |  | 0 |
|   | ***Equipment total*** |   |   |   |   |   |  |   | *0* |
|   |  |  |  |  |  |  |  |  |   |
| **Other Costs** | Venue hire (Pre-test training) |  |  |   | days |   | USD |  | 0 |
|   | Venue hire (Listing Training) |  |  |   | days |   | USD |  | 0 |
|   | Venue hire (Fieldwork Training) |  |  |   | days |   | USD |  | 0 |
|   | Equipment maintenance |  |  |  |  |   | USD |  | 0 |
|   | Sending completed questionnaires to center |  |  |  |  |   | USD |  | 0 |
|   | Listing form printing |   | pages |  |  |   | USD |  | 0 |
|   | Questionnaire and form printing |   | pages |  |  |   | USD |  | 0 |
|   | Manual printing |   | pages |  |  |   | USD |  | 0 |
|   | Photocopies of maps, listings, other manuals |  |  |  |  |   | USD |  | 0 |
|   | Communications (phone, fax, internet, postage, etc.) |  |  |  |  |   | USD |  | 0 |
|   | Report writing and printing |  |  |  |  |   | USD |  | 0 |
|   | Distribution of reports (cargo) |  |  |  |  |   | USD |  | 0 |
|   | Dissemination meeting/National Seminar |  |  |  |  |   | USD |  | 0 |
|   | Further analysis |  |  |  |  |   | USD |  | 0 |
|   | Independent audit |  |  |  |  |   | USD |  | 0 |
|   | ***Other costs total*** |   |   |   |   |   |  |   | *0* |
|   |  |  |  |  |  |  |  |  |   |
| **Total** |   |   |   |   |   |  |   |   | **0** |

Note: See active excel sheet included as attachment A7 and on http://mics.unicef.org/tools

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

|  |  |
| --- | --- |
| **Cost Categories** | **Activity Categories** |
| ***Personnel (salaries)*** | ***Preparation/Sensitization*** |
| Listing staff | Preparation of questionnaire |
| Team supervisors | Preparation of dummy tables |
| Interviewers  | Translation and back-translation |
| Translators (if needed) | Publicity before and after enumeration |
| Drivers  |  |
| Local guides | ***Pretesting of questionnaire*** |
| Data entry clerks | Training |
| Data processing supervisor  | Data collection |
| Office editor  | Data analysis |
| Questionnaire administrator  | Report on the pretest |
| Computer programmers |  |
| Nurses or other medical personnel  | ***Survey design and sample preparation*** |
| Lab supervisor  | Planning  |
| Microscopists | Sample preparation |
| GPS coordinator | Listing and mapping |
| Overtime payments |  |
| Incentive allowance | ***Training*** |
| Coordinating committee | Preparation of training materials |
|  | Translation into training language |
| ***Per diem (room and board)*** | Implementation of training |
| Team supervisors | Lab training |
| Interviewers/enumerators | Local guides |
| Translators (if needed) |  |
| Local guides | ***Main survey implementation*** |
| Implementing organization staff/monitors | Implementation |
| Drivers | Monitoring and supervision |
|  | Data retrieval |
| ***Transportation*** | Slide reading |
| Vehicle rental |  |
| Public transportation allowance  | ***Data input*** |
| Fuel | Data entry |
| Maintenance costs  | Error checking |
| Implementing organization staff visits |  |
|  | ***Data processing and analysis*** |
| ***Consumables*** | Data processing |
| Stationery (papers, pencils, pens, etc.) | Data cleaning |
| Identification cards | Indicator production |
| Envelopes for filing | Tables of analysis |
| Computing supplies (paper, diskettes, ribbons, cartridges) |  |
| ***Data archiving*** |
|  |  |
| ***Equipment*** | ***Report writing*** |
| Anemia testing (gloves, Hemocue® devices, microcuvettes)  | Dissemination and further analysis |
| Report printing |
| Parasite testing (gloves, RDTs, slides, antimalarials) | Distribution |
| GPS (receivers, batteries, chargers, cables, software) | Feedback meetings |
|  | Further analysis |
| ***Other costs*** |  |
| Printing (questionnaire, etc.) |  |
| Photocopies of maps, listings, instruction manuals |  |
| Equipment maintenance |  |
| Communications (phone, fax, postage, etc.) |  |

Table 3. MIS Costing Framework

|  |  |  |
| --- | --- | --- |
| **COST CATEGORIES** | **TOTAL COSTS** | **ACTIVITY CATEGORIES** |
| **Preparation/Sensitization** | **Pretest** | **Survey Design and Sample Preparation** | **Training** | **Main Survey Implementation** | **Microscopy** | **Data Input** | **Data Processing and Analysis** | **Report Writing** | **Dissemination and Further Analysis** |
| Personnel |  |  |  |  |  |  |  |  |  |  |  |
| Per diem |  |  |  |  |  |  |  |  |  |  |  |
| Transportation |  |  |  |  |  |  |  |  |  |  |  |
| Consumables |  |  |  |  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |  |  |  |  |
| Other costs |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |  |  |  |  |  |  |
| Implementing agencies (names) |  |  |  |  |  |  |  |  |  |  |  |

**SUPPLEMENTARY DETAILS**

1. Sample size: \_\_\_\_\_\_\_\_ Number of households in cluster: \_\_\_\_\_\_\_\_ Number of clusters: \_\_\_\_\_\_\_\_

2. Number of field enumerators/supervisors Enumerators: \_\_\_\_\_\_\_\_ Supervisors: \_\_\_\_\_\_\_\_

3. Duration of training for enumerators (number of days): \_\_\_\_\_\_\_

4. Duration of enumeration (number of days): \_\_\_\_\_\_\_\_

5. Number of medical personnel: \_\_\_\_\_\_\_\_

6. Number of microscopists: \_\_\_\_\_\_\_ Number of slides read per day: \_\_\_\_\_\_

7. Data entry/key strokes per questionnaire: \_\_\_\_\_\_\_\_

1. It is preferable to pay guides per cluster/enumeration area as they do not travel with a team. [↑](#footnote-ref-1)