

Malaria Indicator Survey

Calculating the Cost of the Malaria Indicator Survey

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CALCULATING THE COST OF THE MALARIA INDICATOR SURVEY

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 8 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
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

¹ It is preferable to pay guides per cluster/enumeration area as they do not travel with a team.

UNICEF MICS BUDGET EXERCISE (Adapted for MIS)		No of Units	Time	Unit Cost	Total Cost					
Personnel	Consultant(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	
	Accountant	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	
	Administrative Assistant(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	
	Computer programmer	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	
	Pre-test									
	Trainers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Interviewers - Training days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Interviewers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Driver(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Listing									
	Trainers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Listers - Training Days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Listers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Drivers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Fieldwork Training									
	Trainers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Trainees - Training days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Drivers - Pilot Study	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Fieldwork									
	Field supervisors	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Field Editors	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Interviewers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Measurers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Drivers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Local Guides	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Data Entry									
	Data entry clerks - Additional training days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
	Office editor	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0
Data entry supervisor(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0	
Data entry clerks	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	0	
Personnel total									0	
Transportation	Vehicle rental (Pre-test)	<input type="text"/>	cars	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	
	Vehicle rental (Listing)	<input type="text"/>	cars	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0	

	Vehicle rental (Fieldwork training - Pilot)	<input type="text"/>	cars	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Vehicle rental (Fieldwork)	<input type="text"/>	cars	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Public transportation allowance						USD	<input type="text"/>	0
	Fuel	<input type="text"/>	cars	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Contingency costs (repairs, ferries, etc)						USD	<input type="text"/>	0
	Consultant and monitoring staff visits	<input type="text"/>	visits				USD	<input type="text"/>	0
	Transportation total							<input type="text"/>	0
Per diems	Pretest								
	Interviewers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Driver(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Monitoring staff	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Driver(s) for monitoring visit(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Listing								
	Trainers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Listers - Training Days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Listers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Drivers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Monitoring staff	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Driver(s) for monitoring visit(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Fieldwork Training								
	Trainers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Trainees - Training days	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Drivers - Pilot Study	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Fieldwork								
	Field supervisors	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Field Editors	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Interviewers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Measurers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Drivers	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Monitoring staff	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Driver(s) for monitoring visit(s)	<input type="text"/>	persons	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Per diems total							<input type="text"/>	0
Consumables	Stationery (papers, pencils, pens, etc.)					<input type="text"/>	USD	<input type="text"/>	0
	Identification cards					<input type="text"/>	USD	<input type="text"/>	0
	Envelopes for filing					<input type="text"/>	USD	<input type="text"/>	0
	Computing supplies (paper, flash drives etc)					<input type="text"/>	USD	<input type="text"/>	0
	Bags, hats, t-shirts for fieldwork staff					<input type="text"/>	USD	<input type="text"/>	0

Consumables total							0
Equipment	Hemacue machines (anemia tests)	<input type="text"/>	machines	<input type="text"/>	USD	<input type="text"/>	0
	Malaria tests (RDTs)	<input type="text"/>	RDT	<input type="text"/>	USD	<input type="text"/>	0
	Microscopy materials (slides, etc)	<input type="text"/>	microscopy	<input type="text"/>	USD	<input type="text"/>	0
	Biomarker supplies (lancets, bandaids, etc)	<input type="text"/>	kits	<input type="text"/>	USD	<input type="text"/>	0
	Antimalarials	<input type="text"/>	doses	<input type="text"/>	USD	<input type="text"/>	0
	GPS	<input type="text"/>	GPS	<input type="text"/>	USD	<input type="text"/>	0
	Other fieldwork kits (Torches, first aid kits, etc)	<input type="text"/>	kits	<input type="text"/>	USD	<input type="text"/>	0
	Equipment total						
Other Costs	Venue hire (Pre-test training)	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Venue hire (Listing Training)	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Venue hire (Fieldwork Training)	<input type="text"/>	days	<input type="text"/>	USD	<input type="text"/>	0
	Equipment maintenance			<input type="text"/>	USD	<input type="text"/>	0
	Sending completed questionnaires to center			<input type="text"/>	USD	<input type="text"/>	0
	Listing form printing	<input type="text"/>	pages	<input type="text"/>	USD	<input type="text"/>	0
	Questionnaire and form printing	<input type="text"/>	pages	<input type="text"/>	USD	<input type="text"/>	0
	Manual printing	<input type="text"/>	pages	<input type="text"/>	USD	<input type="text"/>	0
	Photocopies of maps, listings, other manuals			<input type="text"/>	USD	<input type="text"/>	0
	Communications (phone, fax, internet, postage, etc.)			<input type="text"/>	USD	<input type="text"/>	0
	Report writing and printing			<input type="text"/>	USD	<input type="text"/>	0
	Distribution of reports (cargo)			<input type="text"/>	USD	<input type="text"/>	0
	Dissemination meeting/National Seminar			<input type="text"/>	USD	<input type="text"/>	0
	Further analysis			<input type="text"/>	USD	<input type="text"/>	0
	Independent audit			<input type="text"/>	USD	<input type="text"/>	0
	Other costs total						
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) Listing staff Team supervisors Interviewers Translators (if needed) Drivers Local guides Data entry clerks Data processing supervisor Office editor Questionnaire administrator Computer programmers Nurses or other medical personnel Lab supervisor Microscopists GPS coordinator Overtime payments Incentive allowance Coordinating committee	Preparation/Sensitization Preparation of questionnaire Preparation of dummy tables Translation and back-translation Publicity before and after enumeration
	Pretesting of questionnaire Training Data collection Data analysis Report on the pretest
	Survey design and sample preparation Planning Sample preparation Listing and mapping
	Training Preparation of training materials Translation into training language Implementation of training Lab training Local guides
Per diem (room and board) Team supervisors Interviewers/enumerators Translators (if needed) Local guides Implementing organization staff/monitors Drivers	Main survey implementation Implementation Monitoring and supervision Data retrieval Slide reading
	Data input Data entry Error checking
Transportation Vehicle rental Public transportation allowance Fuel Maintenance costs Implementing organization staff visits	Data processing and analysis Data processing Data cleaning Indicator production Tables of analysis
	Data archiving
Consumables Stationery (papers, pencils, pens, etc.) Identification cards Envelopes for filing Computing supplies (paper, diskettes, ribbons, cartridges)	Report writing Dissemination and further analysis Report printing Distribution Feedback meetings Further analysis
	Equipment Anemia testing (gloves, Hemocue® devices, microcuvettes) Parasite testing (gloves, RDTs, slides, antimalarials) GPS (receivers, batteries, chargers, cables, software)
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: _____