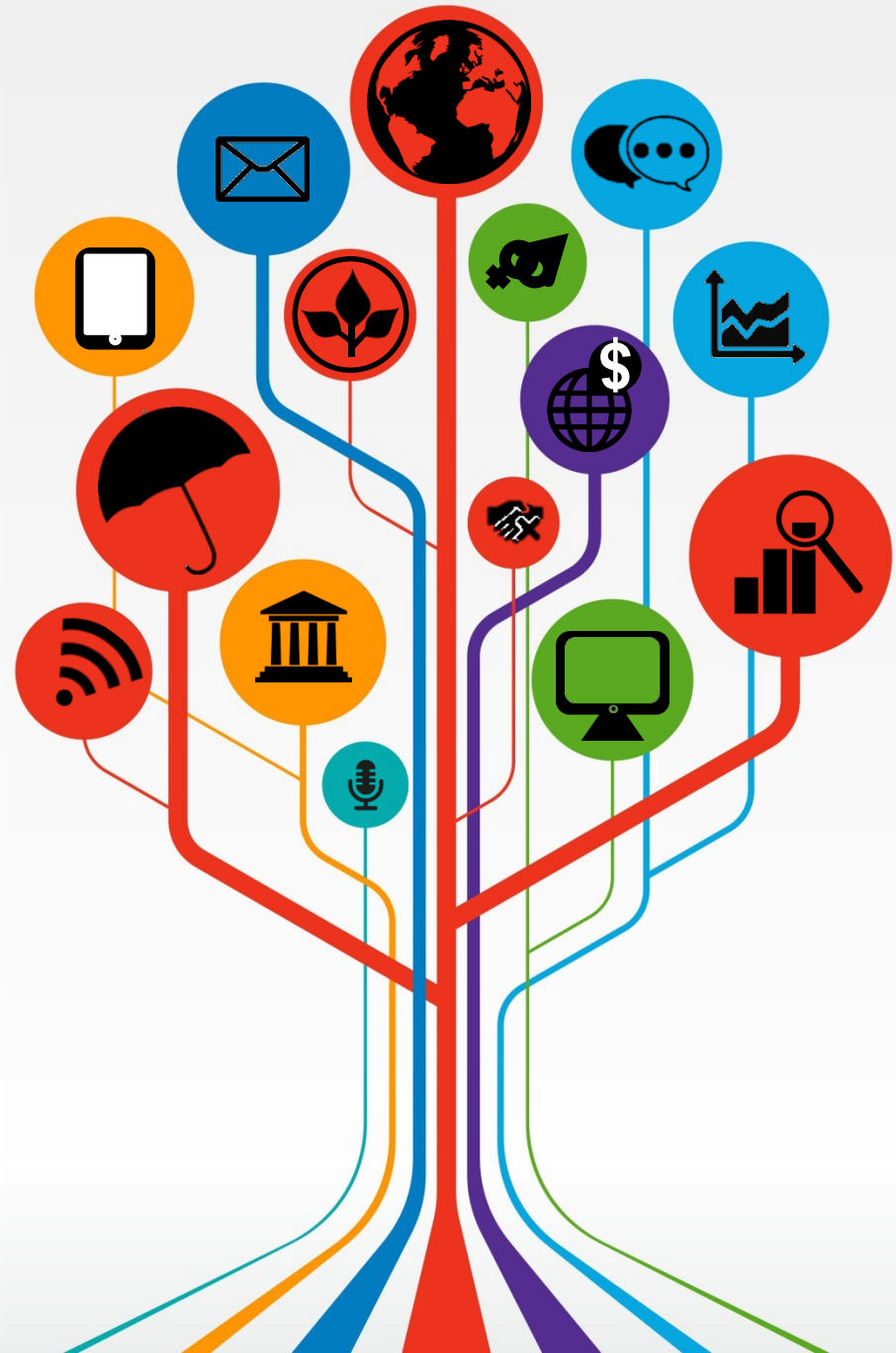


FIELD COORDINATOR WORKSHOP

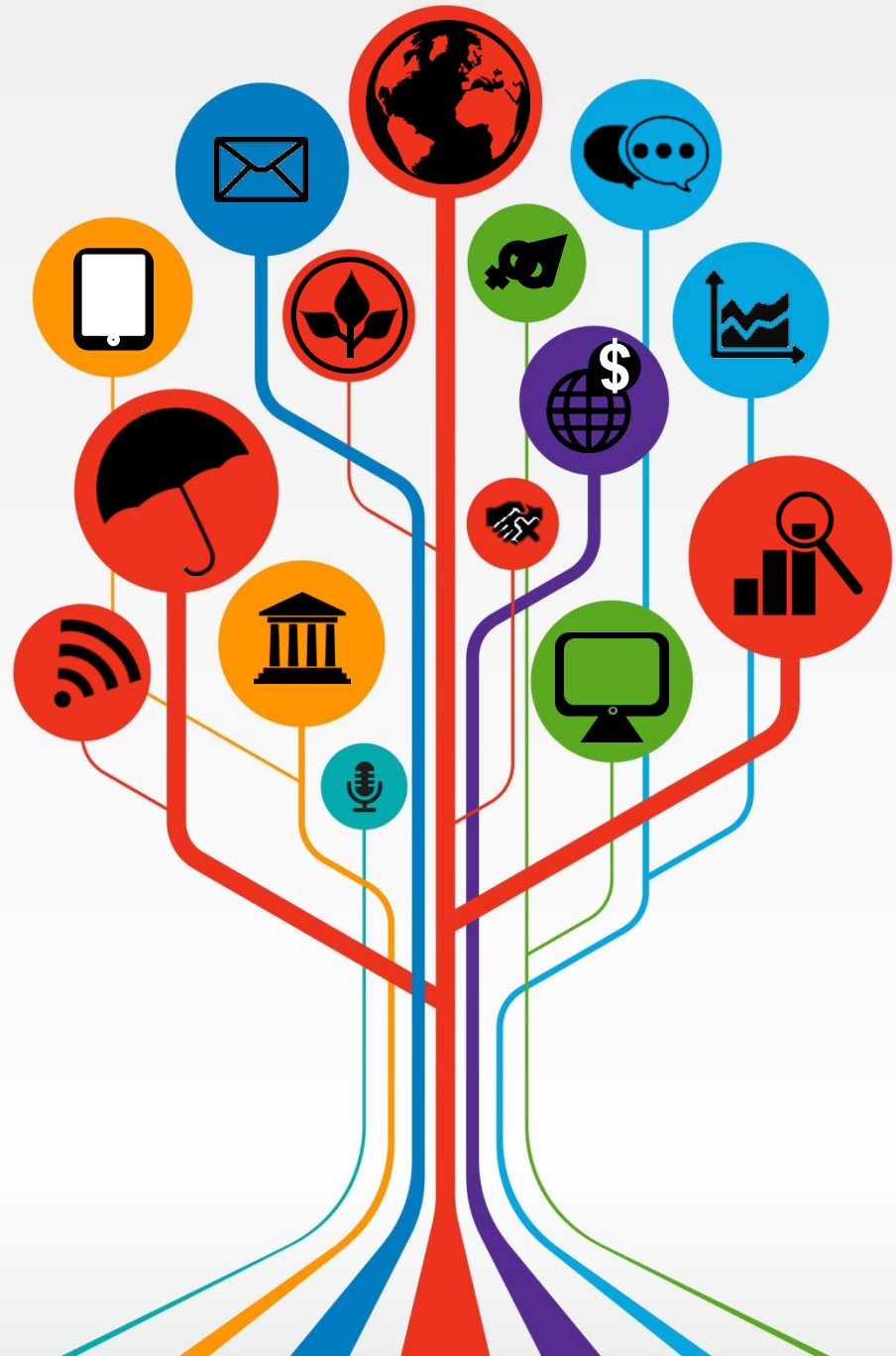
Manage Successful Impact Evaluations

5 - 9 JUNE 2017
WASHINGTON, DC



Data quality assurance

Laura Costica
6th June 2017



Question: Should the FC prepare a budget before the TORs are issued and the survey firm is hired?



1. Yes

2. No

0%

■ Yes

■ No



Why or why not?

Why?

- What sample size can I afford given the available funding?
- If fundraising: budgeting for the grant proposal.
- Know your costs. This makes negotiation with the survey firm easier.

Why not?

- I've just arrived in this country. I have no clue of costs!
- Is this the best way to do things?
- What if I've missed something? I've not run a large survey before!

OK, I'll try it. What do I need to do?



- **Step 1:** Make a list of things your budget should include:
 - Salaries
 - Allowances
 - Transport and accommodation
 - Equipment
 - Stationery
 - Other

→ **Make a list of all the things that will go into your budget**
- **Step 2:** Talk to people who have implemented surveys in your setting!
 - How much do they pay for standard survey cost items?
 - How do they organize transport for enumerators? Accommodation?

→ **Add item costs to the list you made**

Standard survey costs



Year		2014	
fx rate (NGN to USD)		155	
Salaries	Rate (day)	Rate (month)	Comments
Baseline Enumerator	3846.153846	100000	625
Baseline Team Leader	4615.384615	120000	750
Listing Enumerator		80000	
Listing Team Leaders		100000	
Screening coordinator	6000		
Screening assistant	5000		
Allowances	Unit	Unit cost	Comments
Meals and transport - out of station	week	12,000	
Training allowance	day	5,000	
Accommodation (average urban)	night	4,500	
Accommodation (average peri-urban)	night	4,500	
Airtime (team leader)	week	2,000	
Airtime (enumerator)	week	2,000	
Airtime (listing team leader)	week	1,000	
Fieldwork equipment (specify type of equipment, e.g. GPS, netbook)	Unit	Unit cost	Comments

So far, so good. What else?



- **Step 3: Assumptions** - Think through how fieldwork might be organized:
 - # surveys/person/day?
 - # teams I can realistically monitor?
 - time constraints
 - training duration
 - transport: car hire/public transport?
 - **Step 4: Bring it all together**
 - Link each budget line item with the assumptions and with the standard rates
 - Add a buffer of extra survey days in case of delays. 15-20% extra is a good idea
 - Budget for contingencies: re-training, fuel price hikes, elections/political instability
- **Try out different scenarios to minimize costs!**



i2i
DIME
TRANSFORM DEVELOPMENT

Small group exercise



- You are planning your baseline survey and your TTL asks you to create a realistic budget and data collection plan. Fill out the excel sheet provided (Exercise_Budgetting4SuccessfulSurveys.xlsx).
 1. First, choose a country where at least one of you lives. In the *Standard rates* sheet, fill out the currency abbreviation and exchange rate
 2. Fill out the Standard rates sheet, adding any missing budget items
 3. Then, in the *baseline* sheet, fill out the following assumptions: sample size, # of surveyors in each team, # of teams, a realistic estimate of the # of surveys a surveyor will be expected to do per day, # of team leaders & backcheckers, # of classroom and field practice training days.
 4. The rest will be calculated for you. **Do not modify other cells.**
 5. Play around with the sample size, # of surveyors per team, # of teams, # of surveys per day per surveyors and see what happens to your total budget.