REQUEST FOR PROPOSALS: ACTWATCH LITE – NATIONAL ANTIMALARIAL OUTLET SURVEY, NIGERIA 2024

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PROJECT OVERVIEW

ACTwatch Lite is a multi-country research project implemented by Population Services International (PSI) (www.psi.org) and funded by the Bill & Melinda Gates Foundation (BMGF) (https://www.gatesfoundation.org). Building off methodology developed by the former ACTwatch project, which was implemented in more than 10 countries from 2007-2016 (see www.actwatch.org for more information), the ACTwatch Lite project aims to conduct streamlined malaria market studies to provide governments and their partners with relevant data for strategic planning and interventions.
In 2024, a private sector malaria commodity outlet survey will be conducted in three states in Nigeria. Similar surveys were conducted by the project in Nigeria in 2009, 2013, and 2015. The survey in 2024 will focus on the formal and informal private sector and be conducted using electronic data collection forms developed using SurveyCTO (surveyCTO.com).

This document outlines the scope of work and call for proposals for an organization or agency to conduct the outlet survey fieldwork.

Firms interested in this study can contact PSI Nigeria for more detailed documentation. Applications are invited from agencies that are:

1- In compliance with government regulations.
2- Experienced in conducting quantitative outlet surveys.
3- Present and able to conduct fieldwork in Lagos, Abia, and Kano states.

Full proposals must be submitted on or before 31st January.2023

SCOPE OF WORK

STUDY PURPOSE

Nigeria has the highest burden of malaria in the world, with an estimated 68 million cases and 194,000 deaths due to malaria in 2021[1]. The WHO estimates that malaria accounts for 20% of all deaths in children under the age of 5 years in 2021. Treatment seeking for fever is heterogenous across Nigeria, but in 2021, 31% received advice or treatment from the formal private medical sector (pharmacy, facility) and another 25% from other private sector sources (e.g. a chemist shop/patent and proprietary medicine vendor (PPMV), a market, or an itinerant drug seller, etc.). Therefore, insight into case management practices and malaria commodity availability, price, and market share are essential for programs to control and eliminate this disease.
ACTwatch Lite studies are designed to deliver high-quality, timely data on private sector malaria commodity markets across the supply chain to governments and their partners to inform strategic planning and interventions.

RESEARCH QUESTIONS

ACTwatch Lite studies provide the following estimates in the private health sector at the state level (3 states), as well as in urban and rural areas, for formal and informal outlets, and within the main outlet types:

1. Availability of all types of antimalarial drugs (ACTs, non-artemisinin combination therapies, monotherapies, etc.) and brands currently on the market.
2. Availability of diagnostic tests for malaria, including microcopy and RDT.
3. Private sector retail prices for all types of antimalarial drugs and brands currently on the market.

[1] Report on malaria in Nigeria 2022. Brazzaville: WHO Regional Office for Africa; 2023. Licence: CC BY-NC-SA 3.0 IGO

4. Private sector retail prices for malaria screening services.
5. Relative market share of antimalarials for all types of antimalarials and common brands with substantial market share.
6. Involvement of the private health sector in national malaria surveillance and reporting.
7. Digital capability of the private healthcare sector

The survey will also provide the following estimates for suppliers/wholesalers:

8. Availability of all types of antimalarial drugs (ACTs, non-artemisinin combination therapies, monotherapies, etc.) and brands from wholesalers
9. Wholesale buying and selling prices for antimalarial drug by class and for common brands for RDTs.
10. Relative wholesale market share of antimalarials for all types of antimalarials and common brands with substantial market share.
11. Wholesaler distribution networks (scope and scale) and distribution practices.
12. Digital capability of wholesalers

The study is planned to have the statistical power required to estimate key antimalarial availability, price and market share indicators with an accuracy of approximately 20 percentage points, in urban and rural areas and for the main types of outlet.

The primary use of data from this survey will be by the government of Nigeria and other stakeholders to design interventions to strengthen the quality of malaria case management in the private sector. Data will be made publicly available from this study.

METHODOLOGY

ACTwatch Lite is a cross-sectional study, consisting of a census of all outlets in selected study areas. The study population is defined as all private sector retail and wholesale outlets with the potential to sell or distribute antimalarial medicines and/or provide malaria blood testing. Outlets are eligible for a provider interview and malaria product audit if they meet at least one of three study criteria:

1. one or more antimalarials reportedly in stock the day of the survey.
2. one or more antimalarials reportedly in stock within the three months preceding the survey; and/or
3. provides malaria blood testing (microscopy or RDT).

Outlet types to be censused and included in this study are any private sector outlets with the capacity to stock and sell antimalarial drugs or malaria RDTs, and are expected to include private hospitals, clinics, not-for-profit facilities, pharmacies, drug stores and PPMVs.

Each outlet will be screened for eligibility, and where applicable and where consent is obtained, a provider interview and/or audit of all antimalarial products will be conducted. More detail on the data collection process is provided below.

The study will be conducted in three (3) states in Nigeria (Lagos, Abia, and Kano). The successful fieldwork agency will be provided with a full list of localities to be included in the study. Overall we estimate that between 30 and 40 localities in each of the 3 states, resulting in a total of approximately 90-120 localities to be included in the study. Additional booster areas may be added to increase the number of specific outlet types in the study, depending on fieldwork process and sample sizes.

A summary of components of the provider interview and audits to be conducted at each eligible outlet is in Annex 1 Questionnaire overview

After reading this document, research agencies are invited to present their understanding of the study and to propose the measures to be put in place to ensure that the work can be carried out on schedule (e.g. logistical preparation, recruitment and training of field staff [interviewers, team leaders], data collection, quality control of collected data and transmission of paper questionnaires [if applicable], equipment and data from electronic data collection). Note, the research agency will provide tablets for electronic data collection.

A study timeline is included in Annex 2 study timeline

FIELD TEAM RECRUITMENT, TESTING AND TRAINING

Field team recruitment

The minimum expectation for field-team composition will be a study or field coordinator, team leaders or supervisors for each data collection teams, and data collectors. Please include in your proposal the number of data collection teams and proposed number of surveyors per team to complete data collection of all outlets in selected areas of the three states Field teams must be recruited in accordance with the minimum qualifications set out in Annex 4 minimum team structure and qualifications. The selected agency must provide PSI with the CVs of the proposed field staff for review before the start of training.

Training

In advance of fieldworker training, a training-of-trainers (TOT) will be provided by the ACTwatch team. The purpose of this TOT is to prepare (at least 2) key agency staff who will play roles in leading training sessions and supervising fieldwork.

Subsequently, a fieldworker training should be planned for 12 working days (9 days of classroom training, 3 days of field testing) Fieldworker training must be attended by all fieldworkers eligible for interviewer, supervisor, or quality-controller positions and must also be co-facilitated with at least 2 key agency staff (who participated in TOT). All participants must attend all training sessions.

ACTwatch has developed standard training agendas, materials and exercises for fieldworkers, supervisors, and quality controllers. The training will be largely classroom-based, including lectures delivered using PowerPoint, practical exercises and tests. All PowerPoints and exercises will be provided by ACTwatch. This training prepares interviewers to conduct the interviews with a focus on accurate completion of antimalarial and malaria RDT product audits. The training will also prepare interviewers to use the electronic data collection forms on the android devices. ACTwatch will lead the presentation of technical content for these trainings. The agency should plan to organize all logistics, and lead sessions on fieldwork policies and procedures.

The standard ACTwatch outlet survey training includes a 3-day field exercise whereby all trainees have opportunity to practice administering the survey in the field. The agency should plan for identifying a suitable site that is not part of the study sample but that has a high density of antimalarial-stocking outlets. The agency should plan logistics and budget for the field exercise. The results of this exercise will be used to provide feedback to trainees and identify high and low performing trainees.

It is expected that the agency will over recruit fieldworkers by 10%. For example, if the desired number of interviewers is 100, then training should be provided for 110 interviewers. The purpose of over-recruitment is to make sure that underperforming trainees will not be selected for the study. Trainees will be evaluated and selected based on training performance by ACTwatch staff together with agency staff. ACTwatch must approve final decisions about field team composition based on performance during training.

A further 2-day training will be held for supervisors and quality-controllers. Fieldworkers invited for supervisor and quality-controller training will be selected from among all participants in the first 9-day fieldworker training. Supervisors and quality-controllers must not be pre-identified and must be selected by the agency and ACTwatch based on performance during the 9-day fieldworker training. The technical content related to fulfilling quality control and supervisory duties for data quality will be provided by ACTwatch. This training will be classroom-based including lectures delivered using PowerPoint and practical exercises. This training will be held immediately following the interviewer training. The agency should organize logistics and lead sessions on field policies and procedures.

DATA COLLECTION

All data collection tools are standard for ACTwatch Lite and will be provided to the agency. Tools are programmed in SurveyCTO by the ACTwatch Lite team. See a summary of the data collection instrument in Annex 1 Questionnaire overview. Following informed consent procedures, a full interview will be administered, consisting of a provider interview and audits of all antimalarials and RDTs found at the outlet. It is difficult to accurately estimate how many outlets will be included in the final study, but based on prior experience, we expect to screen approximately 400-600 outlets per state, and conduct product audits and interviews among approximately 300-400 per state.

Up to three visits will be made to all outlets to complete the screening process, audit, and provider interview as needed (e.g. where outlets are closed or providers are not available). Data will be entered at the time of data collection using android devices provided by the selected data collection firm using forms developed by PSI using SurveyCTO. Minimum requirements for Andriod devices are:

Table 1 Recommended Android device specifications
Processor : Octa-core (8 core)
OS : Android 10 or more recent
RAM : 3GB
Storage : 32 GO
Battery~~ie~~ : at least 5000 mAh
Screen: 10.4" or 10.5"
Tablets do not need a specific graphics card.

Forms will be submitted electronically and stored in a cloud database. Supervisors will review all data collected by their team on a daily basis by downloading it from the cloud and reviewing it on a laptop. The agency must provide laptops and ensure daily (evening) internet connection for each supervisor to review data. Paper questionnaires will be provided as a back-up for problems administering a questionnaire onsite using the tablet.

Additional data collection procedures and quality assurance methods should be detailed in your proposal.

DATA PROCESSING

The agency will be responsible for the safekeeping of electronic data and paper questionnaires (if used) completed from the field until their final delivery to PSI Nigeria. Data entry will not be carried out by the agency.
All paper questionnaires completed due to difficulties with a tablet will be sent to PSI for data entry. It is not planned to use the paper questionnaire, but it should be provided if necessary.

DELIVERABLES

The following section includes tables which detail expected deliverables from the PSI ACTwatch team, and from the selected agency, by study phase from the selected agency and PSI.

The final contract for the selected firm will identify milestones for which payment will be contingent upon delivery. Milestone delivery beyond contract dates of delivery will result in financial penalties stipulated in the contract.

Table 2 Responsibilities to be fulfilled by the PSI ACTwatch Lite team
(note these should not appear the agency work plan or budget)
1. National ethical review and approval of the research protocol
2. Letter of support from the Ministry of Health
3. Design and pre-testing of the survey questionnaire and electronic data collection form provided in English.
4. Provision of materials to be used for training presentations and exercises, training agenda, and trainers.
5. Provide 3-day training of trainers for agency staff
6. Lead training sessions for fieldworkers.
7. Provision of the sampled areas and maps.
8. Printed back-up questionnaires for each field team
9. Supplemental field supervision for the duration of data collection. The presence of ACTwatch Lite supervisors and observers in the field does not in any way take the place of the agency responsibilities for supervision and quality control.

Table 3 Responsibilities to be fulfilled by the selected agency, by study phase
Planning and recruitment
1. Recruitment of data collection agents for training, with recruitment of 10% more than needed for fieldwork to undergo training and evaluation
2. Provision of android phones or tablets for data collection, SIM cards, and airtime for uploading data only.
3. Weekly meeting from contract signature with ACTwatch staff to provide update on progress. From the start of data collection, progress must be tracked and documented against the targets (geographic areas for completion of the census).
Training
1. Participation in all aspects of the training of trainers and pilot test. Provide at least 2 key agency staff who will lead training and supervision for this study
2. Set up logistics for interviewer training (training room rental, coffee breaks, lunches, overhead projector, printing of training documents);
3. Cover logistical and financial costs of the training (appropriate venue, refreshment, training per diem, etc.)
4. Full participation in the fieldworker and supervisor/quality controller training by at least 2 key agency staff who will co-lead sessions and play lead roles in field supervision. The agency staff must be at all training sessions.
5. Installing fieldworker training materials , and field manuals (all provided by PSI) to data collection devices
Data collection
1. Payment of all field staff
2. Field transportation and logistics
3. Inform local authorities, the pharmacists' association and health zone managers of the collection process
4. Safety and security of fieldworkers.
5. Provision of airtime for team communication
6. Provision of laptops for supervisors to review data (1 per team)

Table 3 Responsibilities to be fulfilled by the selected agency, by study phase
7. Provision of necessary equipment/support to access the internet on a nightly basis for team supervisors to review data 8. Generators as needed for daily charging of the phones 9. Completion of the full census of all outlets in sampled areas; Up to 3 visits must be made in attempt to include a potentially eligible outlet in the survey. 10. Ensure quality control of completed questionnaires; 11. Respond in a timely manner to feedback from daily remote quality checks by the head office team to ensure high-quality data collection; 12. Support field visits by stakeholder staff, including NMEP and WHO, and represent ACTwatch Lite in a professional manner; 13. Complete daily progress checks and submit weekly progress report ; provide information on ad hoc basis to ACTwatch team if requested
Wrap-up
14. Submission of all data (electronic and paper) to PSI within 1 week of completing data collection 15. Wiping of all electronic devices within 1 week of data collection sign-off by ACTwatch Lite team 16. Submission of field report, having gathered and incorporated PSI's feedback, within 1 month of completing the data collection. The field report should include documentation of: - Dates of training and name and location of venue - Dates of data collection broken down by dates for each ward data collection - Number of outlets approached, screened, and completed interviews - Full names of fieldworkers and agency staff - Challenges, lessons learned and suggestions for future fieldwork

PROPOSAL TIMELINE

Request for proposal issued:	11th January 2024
Deadline for receiving any questions from interested parties.	Questions must be received by PSI no later than 18th January 2024. 5.00 PM Western Africa Time. **Note: The questions should be emailed to procurementbids@psinigeria.org**
Answers to all relevant questions will be posted on PSI website	23rd January 2024
Deadline for submission of completed proposal:	31st January 2024

Review of proposals will take place 2nd February 2024. Firms may be contacted for follow-on questions as necessary during this week.

The successful firm will be notified at the end of the day (on /before 9th February 2024). Contract negotiations will take place following notification and continue as needed. Contracts should be finalized by 16th February 2024.

Work is estimated to be initiated 20th February 2024 and continue as needed with an estimated completion date of **20th October 2024**.

Note: Any changes in the timeline will be posted on https://psinigeria.org/tender

PROPOSAL SUBMISSION INSTRUCTIONS

It is requested to develop the technical and financial proposal separately and submit the softcopy of the same in Excel, PDF, or Word format.

Proposals for this project should be submitted via email to procurementbids@psinigeria.org on or before **31st January 2024**. The complete proposal should comprise the following:

1. **Capacity statement** and documentation not to exceed 5 pages in length including:
    a. List of the firm's experience with supporting documents (legalized copies of certificates of successful completion)
    b. Firm's organizational chart
    c. List of key personnel to be assigned to the mission, together with CV(s), relevant qualifications and experience

2. **Technical proposal**, not to exceed 10 pages in length, outlining:
    a. Plan for fieldworker recruitment, training, and management according to the specifications in this RFP
    b. Plan for field structure, deployment, and management according to the specifications noted in this RFP (timeframes, minimum standards)
    c. Plan for daily progress reports

d. Plan for ensuring a high level of data quality
e. Detailed timeframe specifying milestones towards key deliverables

3. Financial proposal including a budget for all study costs not to exceed 5 pages in length including but not limited to:
    a. Fees/salaries: Indicate the daily rates and number of working days for each person involved in the research (investigator, team leaders, quality controller, principal consultant and other specialists involved).
    b. Per diem: Indicate daily rate and number of days required
    c. Transport: Travel costs (such as cost per kilometer and expected mileage), number of vehicles and days required, mileage and fuel cost per kilometer.
    d. Supplies: Cost of reproducing the paper questionnaire of approximately 20 pages (unit cost and number of printed copies) for data collection and all documents and supplies necessary for training and data collection (raincoats, bags, file folders, pens, etc).
    e. Other costs: All other costs not included under the previous headings, such as rooms and meals required for training courses.

The budget must be submitted in a document (Word, PDF, or Excel file) dedicated only to the budget, separate from all other proposal documents.

Any advance to be paid to the firm must be subject to a bank guarantee (or any other appropriate structure) for the same amount. Otherwise, the firm undertakes to pre-finance the operation up to the provisional report, and to be reimbursed afterwards.

4. Optional sample field reports, executive summaries, or other work samples (not to exceed 6 pages)

Information about your company's required lead time, if you receive this assignment, should also be included. All proposals should be submitted in English.

EVALUATION PROCESS

Proposals will be evaluated by the members of the ACTwatchLite Project. Applications which adhere to the instructions within this RFP, are judged to be technically acceptable, and meets or exceeds the minimum required specifications of the project will be independently scored by team members based on a review of the strength of each proposal across the following criteria:

Criteria:	Points:
Overall experience of firm & demonstrated results	35
Company history, profile and strengths	10
Key personnel for the company and their experiences related to the requirements of this RFP	10
Evidence of past performance in activities related to requirements of this RFP	15
Technical content/ planning approach	40
Assessment of approach described in proposal	15
Assessment of strategy described in proposal	25

Budget/ cost effectiveness *Evaluation will include assessment of budget content and completeness; allocations are reasonable and appropriate*	25
TOTAL	100

Note: For any organization to qualified for the next step (i.e. Budget/Cost effectiveness) MUST score at least 75% points of the following:

1.0 Overall experience of firm & demonstrated results 35 point.
- 1.1 Company history, profile, and strengths
- 1.2 Key personnel for the company and their experiences related to the requirements of this RFP.
- 1.3 Evidence of past performance in activities related to requirements of this RFP.

2.0 Technical content/ planning approach 40 point.
- 2.1 Assessment of approach described in proposal.
- 2.2 Assessment of strategy described in proposal.

The final decision for selection of the successful firm(s) will be made by 31st January 2024 and all applicants will be notified of their status.

PSI reserves the right to negotiate the exact terms of the contract. Both parties agree to negotiate in good faith to reach a mutual agreement. It is anticipated that a contract will be executed between both parties by 31st January 2024. PSI is an equal opportunity employer and expects those we work with to prioritize equity in recruiting.

TERMS AND CONDITIONS

RIGHT TO REJECT PROPOSALS

PSI reserves the right to refuse any or all proposals and to provide to each participating firm their award status only, without further explanation of evaluation.

CONFIDENTIALITY

Given the sensitive nature of the data and information to be shared with the successful applicant, care should be taken to protect such information. This information submitted to PSI will not be communicated by PSI to any other party.

INTELLECTUAL PROPERTY/ LICENSING

Upon completion of the project, the raw datasets that are generated will become the property of PSI, with the provision that the datasets ultimately be made available to the public for unrestricted access and reuse. This approach is consistent with the Open Access Policy of the Bill and Melinda Gates Foundation.

PRICE, TERMS, AND CONDITIONS

By submitting its proposal, the firm certifies that:

1. The prices in its proposal have been arrived at independently, without consultation, communications, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other firm submitting a proposal or with any competitor;
2. Unless otherwise required by law, the prices quoted in the proposal have not been knowingly disclosed prior to the due date for proposals, directly or indirectly, to any other firm or to any competitor unless that other firm is part of a consortium; and
3. No attempt has been made or will be made to induce any other person or firm to submit a proposal or to take or refrain from any action for the purpose of restricting competition.

Please note that PSI will not be responsible for expenses incurred in preparing the proposal. Such costs should not be included in the proposal. If it should become necessary for PSI to request the contractor to render any additional

services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, the additional work shall be performed only if set forth in an addendum to the contract between PSI and the firm. If the firm identifies additional services or costs needed to complete the agreed-upon scope of work in the contract, the firm cannot charge for such additional work without first obtaining approval from PSI in writing.

APPENDIX

ANNEX 1 QUESTIONNAIRE OVERVIEW

The outlet survey is conducted among all private sector outlets (points of sale) with the potential to sell or distribute antimalarial medicines. This includes private health facilities, pharmacies and drug shops, and retail outlets (e.g. groceries). Screening questions are administered to all outlets to determine eligibility. Outlets found to be stocking antimalarial medicines or providing malaria blood testing are eligible for a full interview. The full interview includes a product audit of all available antimalarials and rapid diagnostic tests.

The table below outlines the main survey components:

Section	Number of entries	Approximate number of questions	Details
1. Outlet location & result code	1 per outlet	10	Variables identifying outlets including GPS coordinates and pre-programmed administrative unit codes
2. Screening	1 per outlet	10	Questions to determine eligibility for full interview. Eligible outlets are currently stocking any antimalarial drug, have stocked antimalarials in the past 3 months, or are not stocking antimalarial medicines but provide malaria blood testing.
3. Provider module	1 per outlet	30	Questions administered to the senior-most provider about: 1. Outlet characteristics 2. Provider knowledge, attitudes, and practices 3. Business practices 4. Digital capacity 5. Licensing and registration
4. Suppliers	Multiple per outlet – 1 per supplier	10	A series of questions completed for each of the outlet's main providers of malaria commodities
5. Antimalarial drug audit	Multiple per outlet – 1 per medicine	20	A series of questions completed for each antimalarial drug in that is available at the outlet. Antimalarial audit information includes formulation, package size, brand name, active ingredients and strengths, manufacturer, country of manufacture, reported sale/distribution in the week preceding the survey, retail price, and wholesale price.
6. Diagnostics section	1 per outlet	10	Questions administered to a provider about the availability of malaria diagnostic testing, as well as diagnostic practices and attitudes
7. Malaria rapid diagnostic test (RDT) audit	Multiple per outlet – 1 per RDT	15	A series of questions completed for each RDT that is available at the outlet. RDT audit information includes brand name, manufacturer, country of manufacture, reported sale/distribution in the week preceding the survey, retail price, and wholesale price

The survey will be administered using forms developed using SurveyCTO (www.surveycto.com)

ANNEX 2 STUDY TIMELINE

	Month											
Step	1	2	3	4	5	6	7	8	9	10	11	12
Develop and revise protocol and tools												
Ethical approval process												
Recruit and contract data collection agency												
Programming and testing digital tools												
Develop and finalize training materials												
Develop and finalize field equipment												
Training												
Data collection												
Remote quality control and data processing												
Data analysis												
Report (PPT)												
Data review workshop with stakeholders												
Additional analysis												
Report (Word)												
Publication												

ANNEX 4 MINIMUM TEAM STRUCTURE AND QUALIFICATIONS

Basic Scope of Work	Minimum Qualifications
Interviewers	
- Follow instructions given by the team leader - Obtain consent from participants; administer questionnaires in the field using electronic data collection or paper questionnaires according to the study protocol. - Follow the instructions given in the Field Manual to guide the completion of the questionnaires. - Adhere to the guidelines given by the team leader/ in terms of the geographical area he/she is responsible for covering. - Repeat field visits when necessary or at the team leader's request. - Enter the data collected into the tablet at the same time as the interview, unless otherwise recommended by the team leader. - Ensure the safety of the materials given to him. - Participate in daily team meetings	- Second year of university at least (preference for students in pharmacy, public health, clinical health [e.g. nursing, medicine], or social sciences). - Fluency in English - Fluent in the language of the study region. - Past experience in data collection (preferably with successful and satisfactory participation in a similar survey). - Be familiar with handling tablets and cell phones.
Supervisors	
- Meet with local authorities/leaders upon arrival in the study area and obtain permission to conduct data collection. Advocate if necessary; - Identify locality boundaries ; - Ensure that all field materials are available, including cell phones, paper questionnaires, consent forms, Ministry of Health letter, bags, and cell phone credit cards; - Deploy team members methodically throughout each district and determine the starting point for each interviewer; - Ensure that a complete census of sales outlets with the possibility of stocking anti-malarial drugs and diagnostic tests is carried out within each district; - Evaluate interviewers on quality and correct any problems encountered; - Ensure that interviewers carry out the required number of interviews per day; - Responsible for moving the team from one district to another ; - Receive the daily monitoring forms from the investigators in his team and compare them with the questionnaires; - Organize a morning meeting to discuss the logistics of the day; - Organize an evening meeting to review the day's work; - Complete the Supervisor's Monitoring Form on a daily basis. Report to the Agency on a daily basis; - Provide feedback to the Agency on day-to-day progress, and note any problems or concerns (e.g. difficult travel, obtaining local authority approval, poor investigator performance); - If necessary, provide support for interviewer training, as requested by the PSI team. - Complete weekly Supervisor's Weekly Travel Report. - Rotate through the team and observe agents for short periods to review their work; - Checks the accuracy of the area census; - Participate in team meetings; - Meeting with surveyors; review data ; - Collect consent forms from interviewers ;	In addition to the qualifications for interviewers: - Bachelor's level at least (preference for subjects as above) - Fluent English - Extensive past experience in data collection management as team leader or data collection supervisor. - Ability to communicate effectively with the PSI technical team, the firm and investigators. - Strong advocacy skills in the field with local authorities, health authorities and pharmacy owners/managers - Experience in team management and strong organizational skills - Ability to summarize and good writing skills.

- Keep all materials in a safe place.	
Data collection coordinator	
The data collection coordinator assists the main coordinator in implementing survey activities. The coordinator will: - Participate in the training of survey personnel and makes supervisory visits to ensure that the survey is running smoothly, and ensure logistical and material preparation for all stages of survey implementation; - Supervise the implementation of the study and daily survey activities in all areas. He/she reports to the Principal Coordinator; - Seek the approval and support of political and administrative authorities. - Contact community leaders to explain the project and obtain their support; - Recruit and supervise the research team (in collaboration with PSI) and ensures that it is well trained to carry out the study; - Ensure that data collection is carried out correctly according to the research protocol; - Guarantee the confidentiality of participants and ensures that study procedures comply with the requirements of the ethics committee; - Supervise the activities of the assistants in charge of data collection and management, and conduct weekly meetings with them; - Maintain communication (telephone and internet) with the field teams; - Ensure that questionnaires and supervision reports are collected, transported and stored correctly; - Participate in the preparation of the data collection summary report, which is forwarded to the main coordinator. - Answer questions from PSI.	• Same qualifications as supervisors.
Lead coordinator	
The agency's lead coordinator is responsible for collecting data for the ACTwatch Lite survey and will: - Commit the Agency to PSI. - Oversee all aspects of the study (financial, technical and administrative). - Ensure that all reports relating to the study are submitted on time. - Sign all survey activity reports before forwarding them to PSI. - Hold bi-weekly meetings with the data collection coordinator. - Ensure that all documents required for the study are obtained. - Organize bi-weekly technical and management meetings with staff. - Provide guidelines for drawing up the collection budget, as well as supervision and monitoring documents, - Verify and be ultimately responsible for data quality by checking a sample of study forms. - Ensure the smooth operation of all equipment required for electronic data collection - Immediately report any problems with fieldwork, including concerning the electronic data collection, to PSI.	• Same qualifications as supervisors.