

APPENDIX A

Budget Template



Budget Template

Reproductive Health Assessment Toolkit for Conflict-Affected Women				
Budget Template - this is only a template. Some line items may not be applicable.				
Site Name:				
Date:				
1. Planning and Survey Set-up - This may include an initial site visit that may include travel and/or meeting expenses				
	Number	Unit=Time(days)	Cost/unit	Total Cost
Transportation	1	1	\$	\$
Lodging	1	5	\$	\$
Food	1	5	\$	\$
Logistician for set-up through data collection	1	30	\$	\$
Community mapping for sampling	1	5	\$	\$
Planning and Survey Set-up Total				\$
2. Training (~2 weeks)				
	Number	Unit=Time(days)	Cost/unit	Total Cost
Trainers (per diem)	2	12	\$	\$
Supervisors during training (per diem)	4	12	\$	\$
Interviewers (per diem)	15	12	\$	\$
Locators during training (per diem)	5	4	\$	\$
Drivers (per diem)	2	12	\$	\$
Food for survey team, if applicable	28	12	\$	\$
Lodging for survey team, if applicable	28	12	\$	\$
Training facility rental	1	12	\$	\$
Chairs, tables, etc	1	12	\$	\$
Photocopying of questionnaires, and locator forms, for training (cost is per page, rather than time)	60	46	\$	\$
Photocopying of training handouts (cost is per page, rather than time)	28	20	\$	\$
Materials (pens, paper, butcher paper (flip charts)	1	12	\$	\$
Translation of English to local language - 37pg	1	37	\$	\$
Back translation of local language to English - 37pg	1	37	\$	\$
Local transport for survey team	28	12	\$	\$
Vehicle rental	2	12	\$	\$
Vehicles -gas and oil	2	12	\$	\$
Vehicles - minor repairs	2	12	\$	\$
Cell phones/phone cards	2	12	\$	\$
Training Total				\$

3. DATA COLLECTION (~2 or 3 weeks)				
	Number	Unit=Time(days)	Cost/unit	Total Cost
Trainers (per diem)*	2	18	\$	\$
Supervisors during training (per diem)*	4	18	\$	\$
Interviewers (per diem)	15	18	\$	\$
Locators during training (per diem)	5	18	\$	\$
Drivers (per diem)	2	18	\$	\$
Food for survey team, if applicable	28	18	\$	\$
Lodging for survey team, if applicable	28	18	\$	\$
Training facility rental	1	18	\$	\$
Photocopying of questionnaires, locator forms for data collection (cost is per page, rather than time)	450	46	\$	\$
Chairs, tables, etc	1	18	\$	\$
Local transport for survey team	28	18	\$	\$
Vehicle rental	2	18	\$	\$
Vehicles -gas and oil	2	18	\$	\$
Vehicles - minor repairs	2	18	\$	\$
Cell phones/phone cards	2	18	\$	\$
Refreshments for Participants	500	1	\$	\$
Thank you gift for Participants' time	500	1	\$	\$
Pens/Clipboards for survey team	28	1	\$	\$
Data Collection Total				\$
4. POST DATA COLLECTION				
	Number	Unit=Time(days)	Cost/unit	Total Cost
Survey team wrap-up and celebration	28	1	\$	\$
Data entry staff	2	15	\$	\$
Report writing	1	15	\$	\$
Photocopies of report for dissemination (cost per page)	30	50	\$	\$
Dissemination activities (reporting back to community, meetings with stakeholders, workshops, media events, etc.)	2	1	\$	\$
Post Data Collection Total				\$
SURVEY SUMMARY				
Subtotal all-phases				\$
10% Contingency costs				\$
TOTAL SURVEY COST				\$

* Trainers can act as supervisors during data collection

