

Project Title/Name: Universal LLIN Distribution Campaign in Greater Accra, Northern and Upper West Regions, Ghana

Contract Number

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For Review by

Against Malaria Foundation (AMF)
<http://www.AgainstMalaria.com>



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Episcopal Relief & Development

First Activity Report

Venue of Activity: Northern, Greater Accra and Upper West Regions	Total Number of Districts in Region: Forty three (43) districts for AMF work
Implementation period: January to June, 2016	Report Date: July 15 th , 2016
Activities Organized by: Various activities during reporting period organized or initiated by Against Malaria Foundation, National Malaria Control Programme (NMCP), with monitoring by Episcopal Relief & Development/ADDRO	

Introduction / Background

Against Malaria Foundation (AMF) in UK is supporting the Ghanaian National Malaria Control Program (NMCP) in their 2016 mass LLIN distribution campaign to distribute 2,686,808 LLINs in the Northern, Upper West and Greater Accra regions. AMF has contracted with Episcopal Relief & Development and its local implementing partner, Anglican Diocesan Development and Relief Organization (ADDRO), to carry out monitoring of campaign activities and Post-Distribution Check-Ups (PDCU) of these LLINs in 43 districts across these three regions for a period of two and a half years.

This report highlights all activities undertaken in the campaign and the negotiations and agreements between AMF and Episcopal Relief & Development and ADDRO in the aforementioned regions between January and June 2016.

I. Overview of Key Activities

Episcopal Relief & Development/ADDRO supported the National Malaria Control Programme to implement key activities of the mass LLIN campaign in the three regions during the reporting period. The activities undertaken are grouped under the three main phases of the campaign: Pre-distribution, Distribution and Post-distribution.

Pre-distribution phase – All the activities under the pre-distribution phase were led by the NMCP with support from Episcopal Relief & Development/ADDRO. Activities undertaken included the following:

- Informative meetings with the Regional Health Directorates in all three regions
- Regional planning workshops in all three regions
- Orientation of National and Regional Supervisors in all three regions
- Orientation of District Supervisors and Volunteers in the Northern region (NR) and Greater Accra regions (GAR)
- Household registration and compilation of registration data in the NR and GAR and
- Pre-distribution validation (validation of household registration data) in the NR and GAR

Distribution phase – All activities undertaken under this phase were also led by the NMCP with support from Episcopal Relief & Development/ADDRO and partners including USAID Deliver and Vector Works. This phase as the name implies involved the distribution of LLINs to registered beneficiaries at designated distribution points. The point distribution exercise for the Northern region was undertaken during the reporting period. Episcopal Relief & Development/ADDRO monitored this exercise. A representative from AMF, Shaun Walsh, observed this exercise in selected distribution points in the region. A post mortem meeting was held on April 15th where all monitors shared feedback from the distribution exercise. Episcopal Relief & Development/ADDRO team, AMF representative, NMCP/GHS and other partners – USAID Deliver and Vector Works representatives were all at the meeting.

Post-distribution phase - Two key activities were undertaken during the reporting period. These were the post-distribution validation exercise, packaging and transportation of coupon counterfoils and actual data entry. NMCP led the post-distribution validation exercise and supported ADDRO with the packaging and transportation of the coupon counterfoils from the 20 districts to Tamale. ADDRO focused on providing supervision of the validation of data and the packaging and transportation of the coupon counterfoils to Tamale and led the transportation of the counterfoils from Tamale to the data entry centre in Bolgatanga as well as the actual data entry.

Project Planning & Miscellaneous Activities

During this same time frame of January – June 2016, running parallel to the LLIN distribution campaign activities, Episcopal Relief & Development and ADDRO were also involved in numerous other **Project Planning** activities, developing the partnership agreement and implementation plan with AMF and setting human, financial and material resources in place to meet project implementation objectives.

The table below provides a comprehensive list of all activities in which Episcopal Relief & Development and ADDRO participated during the reporting period, along with some basic observations.

Activities which takes place after June 30th will be reported on in the next monthly activity report and/or forthcoming Pre-Distribution, Distribution and Post Distribution Check-Ups (PDCU) reports.

AMF Monthly Activity Report – Table of Activities (January – June 2016)

	Date(s)	Location	Activity	Brief Description of Activity	Stakeholders involved	Outcome / Findings / Comments
1. Pre-Distribution Phase						
<ul style="list-style-type: none"> • Details on Pre-Distribution activities in the Northern Region are included in Pre-Distribution Report submitted June 30. • Details on Pre-Distribution activities in the Greater Accra and Upper West regions are forthcoming in the Pre-Distribution / Distribution Report to be submitted December 15. 						
1.1	January 13	Northern Region (Tamale)	Informative meetings with the Regional Health Directorate (RHD)	Facilitators briefed the stakeholders about the campaign, implementation schedules and key responsibilities of various stakeholders.	Ghana Health Service (GHS), NMCP and ADDRO	The meetings were held as planned and were facilitated by experienced NMCP staff - Dr. Aba Baffoe Wilmot and Otubea Owusu Akrofi. Participants reported receiving the relevant information.
	April 14	Greater Accra Region (Accra)				
	April 18	Upper West Region (Wa)				
1.2	January 22	Northern Region (Tamale)	Regional planning workshops	Participants were taken through the campaign model and related activities, discussed implementation schedules and agreed on timelines for all activities, discussed budget details, and clarified roles and responsibilities for all stakeholders.	GHS, NMCP, Regional Coordinating Council and ADDRO	Workshops were completed in all three regions.
	April 14	Greater Accra Region (Accra)				
	April 18	Upper West Region (Wa)				
1.3	March 7	Northern Region (Tamale)	Orientation of national and regional supervisors	Topics included registration of households and issuing out of coupons, social mobilization, point distribution exercise and monitoring and supervision of the household registration and point distribution exercise.	GHS, NMCP, ADDRO, Episcopal Relief & Development	Orientations went well and as planned in all three regions. Due to the sequential timing in the three regions, the facilitators for the Greater Accra and Upper West orientations shared best practices and lessons learnt from the campaign in the Northern region with the other two. For example, how to correctly identify and register households and not houses was seen to be a concern in some cases in the Northern region. Similarly, one booklet was occasionally used for registering two or more communities. Observations and corrections made from the Northern region experience improved the orientation in Greater Accra and Upper West and subsequently improved the activities in these two regions.
	April 28-29	Greater Accra Region (Accra)				
	June 20	Upper West Region (Wa)				

1.4	March 9-13	Northern Region	Orientation of District Supervisors and Volunteers	Topics included registration of households and issuing out of coupons, social mobilization, point distribution exercise and monitoring and supervision of the household registration and point distribution exercise.	GHS, NMCP, ADDRO	Completed in Northern and Greater Accra regions. Trained national and regional supervisors facilitated the district supervisors' training. The district supervisors then facilitated the orientation for the volunteers. The training content for volunteers was similar to that of the Supervisors, except that the formula for calculating allocation of LLINs was not shared with volunteers in order to minimize the potential for intentionally altering the allocations during the distribution.
	May 9-13	Greater Accra Region				
	<i>July 4-8 *</i>	<i>Upper West Region</i>				
1.5	March 14-18	Northern Region	Household registration exercise	Involved trained volunteers (and supervisors) visiting every household in the targeted areas in order to record the number of residents and calculate the correct allocation of nets to be given. Counterfoil coupons were issued to households for redeeming on the day of the distribution. ADDRO monitored this activity in selected AMF districts in the Northern and Greater Accra Region.	GHS, NMCP, ADDRO	Completed in the Northern and Greater Accra region.
	May 16-20	Greater Accra Region				
	<i>July 11-15 *</i>	<i>Upper West Region</i>				
1.6	March 30 - April 5	Northern Region	Pre-distribution validation (validation of household registration data)	Involves the validation of all coupons. Data compiled by the districts after the registration exercise is checked to ensure that allocated number of nets needed for each district for the point distribution exercise are accurate and correctly reported to NMCP	NMCP, ADDRO, GHS	This activity has been completed in the Northern and Greater Accra regions. In both regions, ADDRO observed a few mismatches in terms of number of members registered as a HH and the number of LLINs allocated. Following discovery of this misinformation, validation teams returned to the communities to verify valid information. Another interesting issue to note from the Greater Accra region is that community health nurses were on labour strike during the period making it difficult to retrieve coupons in some of the Community-based Health Planning and Services (CHPS) compounds manned by the community health nurses.
	May 31 - June 4	Greater Accra Region				
	<i>July 18-24 *</i>	<i>Upper West Region</i>				

2. Distribution Phase

- *Details on Distribution activities in the Northern Region are forthcoming in the Distribution Report to be submitted September 15.*
- *Details on Distribution activities in the Greater Accra and Upper West regions are forthcoming in the Pre-Distribution / Distribution Report to be submitted December 15.*

2.1	April 11-17	Northern Region	LLIN Point distribution (distribution of LLINs to registered beneficiaries from pre-determined, fixed points)	The LLIN point distribution involves the distribution of LLINs to beneficiaries registered through the household registration activity. Beneficiaries present their coupons received during registration at the point of distribution. The coupon is checked against the counterfoil to determine the number of nets to be given. The LLIN number specified on the vouchers is then given to the beneficiaries after ripping the package open in order to prevent recipients from selling the LLINs. ADDRO and Episcopal Relief & Development staff monitored this exercise in selected AMF districts.	GHS, NMCP, ADDRO, Episcopal Relief & Development, USAID Deliver and Vector Works	<p>The distribution activity itself has taken place in the Northern region and reportedly went well. While complete details will be presented in the September Distribution Report, some initial, key observations made during the monitoring of the LLIN point distribution exercise included the following:</p> <ul style="list-style-type: none"> • Some distribution points had issues with crowd control but were able to resolve them by forming and maintaining queues • Some registered beneficiaries rejected nets given to them on the basis that each household member should be given one net. Although the universal coverage strategy was explained to the crowds some still rejected the LLINs given to them. • Other households who missed out on the registration exercise turned up at some distribution points demanding nets but were not able to be served due to the protocols of pre-registration. • A few household members discovered the distribution strategy (universal coverage formula) and changed their household sizes/numbers on the coupon ostensibly to receive more nets than originally allocated so each HH member gets a net. However, this was easily found out and corrected as the distribution point attendants checked the counterfoils with the coupons submitted by the households.
	July 4-10	Greater Accra				
	Aug. 1-7	Upper West				

3. Post-Distribution Phase

- Details on Post-Distribution activities in the Northern Region are forthcoming in the first PDCU Report to be submitted December 15.
- Details on Post-Distribution activities in the Greater Accra and Upper West regions are forthcoming in the first PDCU Report to be submitted March 15, 2017.

3.1	May 25-31	Northern Region	Post-Distribution validation supervision and packing of coupons	Involves the validation of actual LLINs distributed against the pre-distribution validated data. ADDRO monitored this process to observe and clarify issues in the coupon counterfoils where necessary, to be aware of issues that may arise during data entry and how to resolve them.	NMCP, ADDRO, GHS	Some households did not redeem their nets and hence the nets received portion on the coupon counterfoil is blank. It was also observed that a few counterfoils were not crossed out even though households had redeemed their nets. Validators worked with district and sub-district supervisors to rectify the record keeping (crosschecked and if households has redeemed the LLINs, crossed out the counterfoil).
	Aug. 15-25	Greater Accra				
	Aug. 29 – Sept. 7	Upper West				
3.2	June 8 th	Northern Region	Collection and Data Entry of Counterfoils	Coupon counterfoils are organized by NMCP and sent to the District level in each region. From there, they are collected by ADDRO and transported to the data entry center located adjacent to the ADDRO Headquarters in Bolgatanga, Upper East Region.	ADDRO, NMCP, GHS	Counterfoils have been collected from the Northern region and are in the process of being entered into the AMF database by ADDRO Data Entry Clerks working out of the data entry centre in Bolgatanga. While more detail will be provided on this in the forthcoming PDCU report, one initial observation was that Episcopal Relief & Development and ADDRO had to negotiate a separate MOU with NMCP (at AMF request) for counterfoil management, including an additional budget to cover costs associated with receiving packaged, catalogued, and labeled counterfoils at the agreed collection points.
	TBD	Greater Accra				
	TBD	Upper West				

4. Project Planning & Miscellaneous Activities

4.1	January to May	New York City, UK, Ghana	Contract Negotiation, Development and Finalization of Planning Document and Budget	<p>The leadership of AMF and Episcopal Relief & Development had multiple conversations regarding the opportunity for Episcopal Relief & Development and its implementing partner ADDRO to carry out the monitoring and follow up of a large-scale LLIN distribution in three regions in Ghana: Northern, Greater Accra, Upper West. A first draft of the proposal and budget based these discussions was submitted February 27th. A second and final budget and budget narrative was submitted to AMF on March 24th. The contract was signed by Episcopal Relief & Development on April 12 and by AMF on April 13. A final program narrative and implementation plan to match the approved budget was presented to AMF on May 12.</p>	AMF and Episcopal Relief & Development	<p>Intentional discussions between AMF and Episcopal Relief & Development about the possibility of taking on the monitoring program for the Ghanaian LLIN distribution began in mid-January, 2016. At that time, AMF was interested in engaging Episcopal Relief & Development and ADDRO to monitor the campaign and follow up in the Upper West region only. During the course of discussions and negotiations, the opportunity expanded to also include the Northern and Greater Accra areas. Although the campaign activities actually therefore began in the Northern region in January and in the other two regions in April, the contract between AMF and Episcopal Relief & Development was not signed until April 13, with a final narrative work plan submitted on May 12.</p> <p>As the LLIN campaign activities organized by the NMCP had begun in January and were ongoing without regards to the timing of AMF's agreement with Episcopal Relief & Development and ADDRO, there was not adequate time for appropriate levels of scaling-up of personnel or other resources to meet the rapid start-up needs of the pending contractual agreement with AMF. As such, Episcopal Relief & Development and ADDRO teams operated on good faith, carrying out the required monitoring activities in absence of a contract, by re-assigning existing staff to key activities before the contract was finalized and any new hiring could commence. This put a great deal of additional responsibility onto current staff that also had existing responsibilities in other areas. Furthermore, the contract negotiations and requirements were both a moving</p>
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4.2	March 17-18	Accra, Ghana	First Orientation / Micro-planning	Initial planning had scheduled an orientation for mid-March for staff of Episcopal Relief & Development and ADDRO who would be working on the LLIN campaign and monitoring program supported by AMF. The orientation was intended to provide an overview of the program, and review responsibilities, expectations and deliverables.	Episcopal Relief & Development and ADDRO; AMF representative (Shaun Walsh)	While new inputs into the plan from the AMF/NMCP dialogue continued, AMF also requested a first budget draft (submitted in Feb) be revised. The contract negotiations and deliverable adjustments continued in March and Episcopal Relief & Development and ADDRO held off hiring any new staff until the second draft was accepted in contract in April. As such, the initial orientation planned for March took place with only existing staff who had been (re)assigned to work on the program. This March working session, originally intended as an orientation, turned into a micro-planning session that influenced the second budget draft. Shaun Walsh, AMF representative, was in attendance.
4.3	April – June	ADDRO Head Office, Bolgatanga,	Recruitment – ADDRO	The management of ADDRO, in consultation with the Board of Directors, has recruited staff at various levels for the effective implementation of the	ADDRO	Through the recruitment process, ADDRO hired 8 new full-time staff and re-assigned 6 existing staff to work on the AMF-supported program. New staff were hired

		Upper East		project. Through a rigorous recruitment process, qualified and competent staff have been hired on the project.		and began work on June 1. In addition to these core positions, ADDRO also hired 60 data entry clerks, who reported to work on Wednesday, June 20 th .
4.4	April – July	New York City and Accra, Ghana	Recruitment – Episcopal Relief & Development	Episcopal Relief & Development conducted final interviews for the Program Officer, Ghana Health Partnership position in April with the hiring process concluding in early July.	Episcopal Relief & Development	Episcopal Relief & Development concluded interviews in late April for the position of Program Officer, Ghana Health Partnership as soon as the contract with AMF was signed, and made an offer to a top candidate in early May. Unfortunately, that candidate delayed the negotiations and ultimately withdrew his application from consideration. An offer was made to another top candidate, who also took several weeks to consider the opportunity but ultimately accepted. The new recruit is slated to begin work officially on August 15 th .
4.5	June 8-11	Upper East Region, Bolgatanga	Orientation /Training of staff	A 4-day orientation and training was organized for newly recruited and existing staff ADDRO staff on the project. The training was facilitated by Melissa Crutchfield, Priscilla Amuah and Samuel Asiedu of Episcopal Relief & Development. Topics covered included overview of Ghana LLIN distribution campaign, key stakeholder engagement, key elements of the AMF grant, methodological approaches to monitoring LLIN distribution and usage over time, discussion of 3-year work plan, overview and discussion of the mobile pilot, reporting templates and schedules and monitoring and evaluation. The afternoon session for the last day of the training was dedicated to the testing of the database.		The workshop offered participants an opportunity to learn about the key partner organizations and all key stakeholders involved in the LLIN campaign. Despite being employed elsewhere during this period, the new recruit for Program Officer expected to officially begin Aug 15 did attend the orientation under a short-term contract.
4.6	June 22	Upper East	Data Entry			Finding a fully equipped data entry centre was

		Region, Bolgatanga		Data entry centre has been set up in Bolgatanga. Sixty (60) Data Entry Clerks have been hired as temporary staff responsible for entering all the project data electronically. After a period of trial and testing of the database developed by AMF, data entry begun on 22 nd June 2016 with all 60 clerks present.		<p>challenging. ADDRO therefore resorted to a facility belonging to the Anglican Church: an ICT centre. The facility was rented out to ADDRO and has been resourced with 30 new computers and very strong internet connectivity. ADDRO will have access to the centre at all times throughout the duration of the program.</p> <p>Most of the challenges with data entry are related to the counterfoils. Some of the issues include:</p> <ul style="list-style-type: none"> • Missing or unreadable serial numbers • Writings on some of the coupon counterfoils are not legible especially, names of household heads and location. This resulted in errors as the 6% data entry clerks and the main data entry clerks read and interpret the writings differently. • Differences between LLIN allocated and LLINs given • Large numbers of people in a household and LLINs allocated and given. E.g. 60 people per household given 30 LLINs • Words and figures different for number of people in a household. E.g. a volunteer may write the number of people in a household in words as “three” and then in figures as 4. In this case, ADDRO had to call the volunteer for clarification and correction.
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** Activities which occur after June 30th will be reported on in the next Monthly Activity Report (August 15), and/or within upcoming Pre-Distribution, Distribution or Post Distribution (PDCU) Reports.*

II. Additional Comments, Questions or Analysis

Expense Report

Please see attached expense report organized per activity for a complete review of all expenses to date.

During the period, the Episcopal Relief & Development/ADDRO partnership expended \$74,938.82. Most of the activities were well in line with budget with appropriate funds remaining in each line item to be used for Upper West region household registration exercise, and the LLIN distributions, Post Distribution Activities and Post Distribution Check Ups (PDCUs) anticipated in the July-September period. The expenditure is primarily proceeding in line with expectations with the exception of three areas noted below.

1. The first – line item 1.6.1- relates to the transport and collection of the counterfoils, reported here at 81% of the budgeted amount. There are still two regions' vouchers to be collected at June 30 and the line item is not expected to be sufficient for the task. The collection, cataloguing and transport of the vouchers and counterfoils became a comprehensive activity not previously understood as the responsibility of the ERD/ADDRO partnership during the budgeting process with AMF.¹ As such the line item is currently understood as not being sufficient to the activity. We expect counterfoil management to be detailed for AMF and included in a budget addendum request to AMF in the next quarter.

2. The second area of expenditure relates to line item 2.1. Because of the fluid nature of contract negotiations and micro-planning at the beginning of the process with AMF and NMCP, and the onboarding of staff at the same time that activities were up and running, two micro-planning/orientation sessions had to be held between the ERD and the ADDRO team (rather than just one) to clarify roles and responsibilities and ensure expected actions and expected outcomes was understood by all (the first session was attended by AMF representative, Shaun Walsh, and became a micro planning session which informed the second budget draft). These two yet required working sessions resulted in an expense of

¹ The original AMF approved budget includes only the transport of vouchers brought to collection points already catalogued and boxed by the NMCP. Since that budget was approved, new negotiations discussed and undertaken resulted in an MOU between the NMCP and ERD (at the request of AMF) for ERD/ADDRO to take on this activity. We expect a budget addendum will be requested after the first PDCU and will include these additional activities.

190% of the budgeted line item. We anticipate these expenses to be easily covered by the fact that National Meetings were not held as anticipated (line item 1.1), and therefore no impact on the bottom line.

3. The third area of commentary relates to line 4.3. As noted earlier in the report, ERD/ADDRO had to keep up with the slate of NMCP led activities even as the team was hiring and orienting new people. In order to ensure no gaps in program deliverables or outcomes were experienced, key staff members from New York, and Accra did double and triple duty. This resulted in 48% of the line item on grants management being expensed at this period (rather than a more reasonable 25-30% expected). Staff are keeping time sheets and reviewing the level of effort (LOE) required to support the expected deliverables for this program. After all staff are situated in their expected roles and new hires in place (August 15), further analysis will be made to review how the real LOE for the technical team aligns to the original budget and to review the anticipated run rate for the program management. Should the analysis suggest a budget revision, Episcopal Relief & Development will seek discussion with AMF regarding this (alongside the counterfoil issue raised in point 1). We anticipate the timing of this will be in October as the third quarter expenses are reviewed and after the first PDCU.

Conclusions

With the support from Against Malaria Foundation, Episcopal Relief & Development/ADDRO successfully monitored and supported the NMCP to implement campaign activities undertaken from January to June, 2016 in all three regions.

During this period, most of the activities under the pre-distribution phase were undertaken in all three regions with Northern region completing all pre-distribution and distribution activities, and some activities under the post-distribution phase.

Due to the sequential timing of activities in the three regions, lessons learnt and best practices from the Northern region have helped improve campaign activities in the Greater Accra and Upper West Regions.

Although some challenges were encountered during the reporting period as stated in this report, Episcopal Relief & Development/ADDRO, all program activities and deliverables are

advancing on target. The program team is poised for LLIN follow up in the Northern region and the rest of the campaign activities in the other two regions.

Expense Report January-June 30, 2016

Budget Categories		Current Budget	1st Quarter (Jan - Mar)	2nd Quarter (Apr - Jun)	Semi Annual (Jan - Jun)	Year to Date SPENT	Project to Date NOT SPENT	% Total SPENT
Shipping	All Shipping costs and clearing charges	-	-	-	-	-	-	0%
Pre-Distribution phase	1.1 National meetings (NMCP)	3,521.64	-	-	-	-	3,521.64	0%
	1.2.1 Regional Planning Workshops	331.14	166.00	166.00	332.00	332.00	0.86	100%
	1.2.2 Recruitment, Program Design, and Positioning	5,062.75	1,938.73	3,387.33	5,326.06	5,326.06	263.31	105%
	1.2.3 Informative Regional Meetings	159.23	-	-	-	-	159.23	0%
	1.3.1 Orientation of district and subdistrict authorities on distribution process	187.37	166.00	-	166.00	166.00	21.37	89%
	1.3.2 Orientation of Supervisors for HH assessment/registration process	1,341.86	166.00	492.74	658.74	658.74	683.12	49%
	1.3.3 Orientation of Volunteers on HH assessment/registration	-	-	166.00	166.00	166.00	166.00	0%
	1.3.4 Monitoring of HH registration	8,725.03	475.94	900.08	1,376.02	1,376.02	7,349.02	16%
	1.3.5 Pre Distribution LLIN validation	14,327.47	3,242.19	891.20	4,133.39	4,133.39	10,194.07	29%
1.4.1 Report on HH Registration Exercise	1,013.70	-	900.08	900.08	900.08	113.62	89%	
Distribution Phase	1.5 LLIN distribution exercise (supervision/monitoring by team)	12,024.16	1,168.83	4,326.21	5,495.04	5,495.04	6,529.12	46%
	1.5.1 Report on Distribution Exercise	1,013.70	-	831.00	831.00	831.00	182.70	82%
	1.6.1 Campaign post-mortem meetings and voucher collection	5,950.45	-	4,848.78	4,848.78	4,848.78	1,101.67	81%
	1.6.2 Miscellaneous Costs	6,509.52	-	1,800.15	1,800.15	1,800.15	4,709.37	28%
Post Distribution Check Ups	2.1. Orientation of Supervisors and Staff on Full Methodology (100% - MAIN)	1,972.18	-	3,739.69	3,739.69	3,739.69	1,767.51	190%
	2.1.2 Health Messaging and Savings Group Training	-	-	-	-	-	-	0%
	2.1.3 Reports on HH level Community Sensitizations	1,013.70	-	-	-	-	1,013.70	0%
Year 1 Post Distribution Follow Up	2.2.1 Periodic supervision and 100% HH data collection	13,042.94	-	4,539.00	4,539.00	4,539.00	8,503.94	35%
	2.2.2) Stationary and Equipment	17,859.71	-	3,629.53	3,629.53	3,629.53	14,230.18	20%
	2.2.3 Other costs	34,423.22	-	-	-	-	34,423.22	0%
	2.3.1 Briefing for Supervisors Training of Trainers	1,252.61	-	-	-	-	1,252.61	0%
	2.3.2 Briefing for data enumerators	8,501.61	-	-	-	-	8,501.61	0%
	2.3.3 5% data collection	29,071	-	-	-	-	29,071.47	0%
	2.3.4 Stationary	569.49	-	-	-	-	569.49	0%
	2.3.5 Other costs incl Mobile Data Pilot	48,651.43	-	93.50	93.50	93.50	48,557.93	0%
	2.4.1 Training of data entry team TOT	839.97	-	-	-	-	839.97	0%
	2.4.2. Recruitment and training of data entry clerks	1,513.22	-	-	-	-	1,513.22	0%
	2.4.3 Data entry	64,131.24	-	10,314.69	10,314.69	10,314.69	53,816.56	16%
	2.4.4 Data Analysis and correction review w/ AMF	1,220.86	-	-	-	-	1,220.86	0%
	2.4.5. Verification and final data correction	1,282.52	-	-	-	-	1,282.52	0%
	2.4.6 Report on PDCU Exercise	1,917.81	-	-	-	-	1,917.81	0%
3.1 Post-distribution follow up	226,363.41	-	-	-	-	226,363.41	0%	
YEAR 1 SUBTOTAL		513,795.42	7,323.69	41,025.97	48,349.67	48,349.67	465,445.75	9%
Supervision, Equipment, Communications, and Audits	4.1 Equipment and Maintenance	320,918.57	-	-	-	-	320,918.57	0%
	4.2 Office Running, Internet, and Audit Costs	8,097.14	-	-	-	-	8,097.14	0%
	4.3 Grant Management, Admin Support	23,376.52	852.87	10,335.19	11,188.06	11,188.06	12,188.47	48%
	SUBTOTAL for 4.1- 4.3	352,392.23	852.87	10,335.19	11,188.06	11,188.06	341,204.18	3%
TOTAL		1,566,295.95	8,176.56	59,949.63	68,126.20	68,126.20	1,506,758.23	4%
Indirect Cost Recovery @ 10%		156,629.59	817.66	5,994.96	6,812.62	6,812.62	149,816.98	4%
GRAND TOTAL		1,722,925.54	8,994.22	65,944.60	74,938.82	74,938.82	1,656,575.20	4%