



## STEP 5

# Develop assessment financial plan

To ensure availability of funding to cover all assessment costs, it is important to develop a budget and secure funding.

### 5.1. Develop a budget

A set of **ITN campaign assessment budget considerations** is available in [Annex 13](#) and provides a starting point for budget development. Because unit costs vary significantly across countries, the process of costing an assessment can draw from budget templates and plans used in other countries but will in the end be very specific to each country. The budget considerations in Annex 13 include a notes column which provides key questions and parameters for planning activity details to inform

each of the cost categories listed below. For example, for budgeting assessment surveyors, the template notes that “typically, assessment data collection for six to ten clusters may be completed within as few as two days, using three to five teams of one to two surveyors for each team, equipped with vehicles.” Assessment costs of other recent surveys conducted nationally or in the same geographic location can be helpful in verifying unit costs.

A standard **budget template** should include:

- All necessary cost categories
- Descriptions of each costed item
- Number of units needed of each costed item
- Cost per unit
- Subtotals of total costs per cost category
- Sub-totals of all costs
- Overheads or fees depending on donor and assessment lead partner budget procedures
- Notes describing the costed item or cost assumptions
- One overall budget total

Budgets should be prepared in Excel or similar spreadsheet software for ease of budget review, updates and tracking.

**Cost categories** for a standard ITN campaign HHR or distribution assessment budget may include<sup>21,22</sup>:

- Administrative costs
- Equipment
- Communication
- Human resources, including costs associated with the recruitment process and the data analyst
- Training
- Supervision
- Travel
- Printing
- Meeting costs for presentation of results and validation of report
- Overheads (depending on assessment partner(s) requirements)

21. GPEI (2012). Assessing Vaccination Coverage Levels Using Lot Quality Assurance Sampling. Field Manual.

22. Tropical Health (2020). HHR Evaluation budget comparison.

A **budget review** is a key step in finalizing the ITN campaign HHR or ITN distribution assessment budget. Once a budget draft has been developed, it is important to share it with the national malaria programme for discussion with financial and/or implementing partners for inputs and approval. Budgeting is an inherently

detailed process and bringing in others to review a draft budget helps to provide a comprehensive perspective, fill gaps in cost items and update costing assumptions. Additionally, national malaria programme leadership should validate and approve the budget.

### 5.2. Identify and secure financial resources to cover assessment costs

Ideally, the HHR and/or ITN distribution assessment(s) will be included as part of ITN campaign macroplanning and budgeting in Global Fund applications, the PMI Malaria Operational Plan development process, national and other resource mobilization. As these funding decisions are often made months and even years in advance, the decision to include an assessment of the HHR or ITN distribution should also be made well in advance of the

campaign. Where advance planning has not been possible, it will be important to find cost savings, gap funding from campaign financial or implementing partners, or other sources to cover all costs prior to commencing assessment planning and implementation. If resources are limited, consider focusing the assessment on areas known to be at high risk or that have demonstrated previous problems with achievement of campaign targets.

