

Follow-up Survey for the USAID-HARVEST Impact Evaluation

Budget (RC102079 CDRI)

	Description	Quantity	Number of days	Rate (US\$/day)	Total (US\$)
A.	Personnel Costs				39,380
	Research Fellow (1 Team Leader, Sim Sokcheng)	1	79	200	15,800
	Research Associate (team member, Ear Sothy)	1	57	120	6,840
	Research associate (data management, Khiev Pirom)	1	67	120	8,040
	Research associate (field logistic&data management, Phon Dary)	1	60	120	7,200
	Acting Director of Research (Chem Phalla)	1	5	300	1,500
B.	Training and field testing				8,930
	Pre-test DSA for researchers	4	2	10	80
	Room rental, laptop and LCD and refreshments	1	5	250	1,250
	Training fee for enumerators (@ 5days in training room)	40	5	20	4,000
	Pre-test DSA for enumerators (@ 2 times testing)	40	2	30	2,400
	Transportation for field testing (25 sits bus)	2	2	120	480
	Courtesy to interviewees (@ 3HHs/Enr x 1st test x 2nd test)	240	2	1.5	720
C.	Fieldwork (Trt 1680 + ctl 648 = 2328 hhs, @ 3 visits)				95,200
	CDRI staffs : Per diem (preliminary field visit)	2	6	30	360
	CDRI staffs: Transportation (CDRI 4WD)(preliminary field visit)	1	6	120	720
	Enumerators: Per diem (team leaders)	16	53	35	29,680
	Enumerators: Per diem (team members)	24	53	30	38,160
	Enumerators:Transportation (4 vans for four provinces)	4	53	90	19,080
	CDRI staffs : Per diem (field supervisor and quality control)	4	12	30	1,440
	CDRI staffs: Transportation (CDRI 4WD) (12dsx4provs)	4	12	120	5,760
D.	Data Entry (2328 HHs)				23,040
	Data cleaning & coding (@10qest/Enr/day)	16	15	20	4,800
	Data Entry (@ 5.5qest/Enr/day, and double entry)	24	38	20	18,240
E.	Miscellaneous expense: hospitalities, etc.				8,942
	Hospitality expense for Interviewees	2,328	3	1.10	7,682
	Per diem for Local facilitator (treatment 60 & control 24 villages)	84	3	5	1,260
F.	Others				3,480
	Communications				400
	Stationary and supplies including survey tool photocopy				2,480
	Insurance for enumerators during fieldworks				600
G.	Materials for weight and height measurements				2,840
	Electronic digital scales (Seca 803)	16	1	105	1,680
	Stature meters (for adult height measurement)	8	1	15	120
	Stature meters (for child height measurement)	8	1	50	400
	Bags for scale and stature	32	1	20	640
I.	Institutional/Managerial cost (10%)				18,181
J.	TOTAL (A + B + C + D + E + F + G)				199,994

Budget Justification

Name of the Organization: Cambodia Development Resource Institute (CDRI)

Funding Source: MSU

Subcontract Period: June 15 – Nov 2016

Project Name: HARVEST Endline Impact Assessment

1. Personnel (\$39,380):

To successfully implement the project's activities with high quality as proposed to HARVEST/USAID, CDRI has planned 7 of its key staff (1 research fellow as team leader (Sim Sokcheng), 3 Research Associates (Ear Sothy/Chhim Chhun, Khiev Pirom, and Phon Dary), and 1 Acting Director of Research.

- One Research Fellow and Head of Agriculture Unit (Sim Sokcheng) will use 79 days @ \$200 per day as a project team leader who takes responsibility for overall project management and implementation including managing consultation and fieldwork process, review fieldwork instruments, and overseeing fieldwork supervision and data collection process and staffing, and writing field reports including summary statistics of surveyed data.
- One Research Associates (Khiev Pirom) will spend 67 days each @ \$120 per day to support team leader in conducting review project documents, developing fieldwork strategy, engage and supervise fieldwork data collection, data entry design and assist team leaders in field report writing including summary statistics.
- One Research Associates (Ear Sothy) will spend 57 days each @ \$120 per day to support team leader in conducting review project documents, developing fieldwork strategy, engage and supervise fieldwork data collection, final data cleaning and assist team leaders in field report writing including summary statistics.
- One Research Associate (Phon Dary) will spend 67 days each @ \$120 per day to support team leader in conducting review project documents, fieldwork strategy/logistics, engage fieldwork data collection, data processing and management, and assist team leaders in field report writing including summary statistics.

2. Training and field testing (\$8,930):

The training and field testing will be conducted for 40 enumerators with 4 researchers in 7 days; 5 days in room training and 2 days for field testing.

- Per diem for 4 researchers for 2 days to conducting field testing : $4 \text{ prs} \times 2 \text{ days} \times 10\$/\text{day} = 80\$$
- Training facilities including Room, laptop and LCD rental, refreshments, and other supplies ($\$70 + \$50 + \$120 + \$10 = \$250$) for 40 participants: $5 \text{ days} \times 250\$/\text{day} = 1,250\$$
- Per diem for trained enumerators for in room training: $40 \text{ prs} \times 5 \text{ days} \times 20\$/\text{day} = 4,000\$$
- Per diem for trained enumerators for field pre-testing: $40 \text{ prs} \times 2 \text{ days} \times 30\$/\text{day} = 2,400\$$
- Car rental for transporting enumerators: $2 \text{ cars} \times 2 \text{ days} \times 120\$ = 480\$$

- Hospitality expense for interviewees 240 respondents during both first and second pre-test 240 resp. x 1.5\$ = 720\$

3. Fieldwork (\$95,200):

Survey instrument is divided into three Form, i.e. Form-1 (Module A-F), Form-2 (Module G, H & I), and Form-3 (Module J, K & L). Each household will be interviewed by a Form at a time, given three-time visits for each household. It is estimated each Form consumes about 2 hours, and thus each enumerator can complete 3.5 Forms per day. Therefore, each Form of survey instrument need about 15 days to complete with 40 enumerators, given to total of about 53 days for 2328 households (see Excel attached on how to estimate). The field work will be divided into two stages, the stage one will be started in Kg Thom (20 enumerator) and Siem Reap (20 enumerator). The stage two will be started in Battambang and Pursat. The 20 enumerators that completed field data collection in Kg Thom will travel to Pursat, while that in Siem Reap will move to Battambang. The travelling to and from Phnom Penh-Province needs 2 days, and one day between province (from Kg Thom or Siem Reap) and province (to Pursat or Battambang). **Therefore, field work will need around 53 days in total** (See proposal in Section 3.4 for more information).

- Per diem for enumerator interview in Battambang and Siem Reap: (8 prs. x 53 days x 35\$ (team leader)/day) + (12 prs. x 53 days x 30\$(team member)/day) = 33,920\$
- Per diem for enumerator interview in Kampong Thom and Pursat: (8 prs. x 53 days x 35\$/day) + (12 prs. x 53 days x 30) = 33,920\$
- Transportation: four 12-seat cars rented for 53 days to Pursat, Battambang, Siem Reap, and Kompong Thom provinces: 4 vans x 53 days x 90\$/day = 19,080\$
- Per diem for 4 CDRI staff to supervise and control the quality of data for 12 days: 4 prs x 12 days x 30\$/day = 1,440\$. There are two stages in data collection. Stage one will last 24 days including travel from Phnom Peng to provinces, and each household will be interviewed three time with different questionnaires. Therefore, in stage one two CDRI researchers will travel three times to supervise and quality control, which each travel will last 4 days (two days is for work and two is for travel), given in total of 12 days in stage one. In stage two, other two CDRI researchers will do the same way as stage one (see proposal on data collection and supervision).
- Transportation: 4 CDRI 4WD cars including spoken English driver, full operation, insurance, and maintenance cost: 4 cars x 12 days x 120\$ = 5,760\$

4. Data Entry and cleaning (\$23,040):

Data cleaning and coding is expected to be completed for 15 days; one enumerator can cleaning and coding @10 questionnaires a day. Data entry (double entry) need 35 days @ 5.5 questionnaires a day per person, plus 3 days for matching and checking consistence verification. Some households need to call back to seek for more information for consistency and verification.

- Enumerator fee for data cleaning and coding : 16 prs x 15 days x 20\$ = 4,800\$

- Enumerator fee for data entry: 24 prs x 38 days x 20\$ = 18,240\$.

Data processing comprises cleaning and coding, data entry, and match and check typo error. Cleaning and code needs 15 days with 16 enumerators. After cleaning and code, data will be entered which needs 35 days with 24 enumerators (double entry). After data were entered, all data entered by two individual will be matched and checked typo errors, and combined all 24 enterers together. This needs additional 3 days. Therefore, 38 days are needed for double data entry.

5. Miscellaneous expense: hospitalities, etc. (\$8,942):

Hospitality and per diem for local facilitator for 2,328 interviewees/respondents and 84 local village chief facilitators.

- Hospitality expense for 2,328 respondents at 3 times during the field work: 2,328 resp. x 3 times x 1.1\$ = 7,682\$. Each household will be interviewed three time, each time of visit we provide this hospitality in exchange their time to provide information for our enumerators about 2 to 2.5 hours. The baseline survey we provided the different hospitalities in the three visits that benefited to household daily use, such a scarf, two pieces of body soap, a 0.5 kg soap powder for clothes washing. These hospitality encourage farmers/respondent well cooperated to answer the enumerators questions in all three visits.
- Per Diem for Local facilitator 84 prs at 3-time visits during the field work: 84 prs. x 3 times x 5\$ = \$1,260\$. In each village will be interviewed three times, and village chief helps to facilitate and make appointment with farmers to meet with our enumerators. In each visit, village chief spend about half day with our enumerators. Therefore, USD5 has been provided to facilitators in all three to the same person. The facilitation from village has smoothen and consumed less time for our enumerators to find respondents and thus reduce fieldwork duration.

6. Others (\$3,480):

- Communication at lum-sum cost of \$400 for communicating across counterparts, partners and all stakeholders.
- Stationary and supplies including survey tool photocopies @ \$2,480
- A group accidental insurance for 40 enumerators during field work covering 48 days is estimated at \$600.

7. Materials for weight and height measurements (\$2,840):

- Electronic digital scales (seca 803): 16 units x 105\$ = 1,680\$
- Stature meters (for adult height measurement): 8 units x 15\$ = 120\$
- Stature meters (for child height measurement): 8 units x 50\$ = 400\$
- Bags for scale and stature: 32 units x 20\$ = 640\$

8. Institutional Management Overhead Cost (\$18,181): CDRI charges @10% of project budget for institutional management overhead cost, which covers the routine indirect expense for the institution day-to-day functional including two main categories as follows:

- A. Fixed cost – management and administration staff salaries
- B. Running cost - utilities, facilities, office supporting equipment, supplies, consumable, logistic, communication, and building and workspace.