

How to come up with a realistic survey budget

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1) Wages of interviewers

Sample size: 1,000 (Cai Be: 600, Cai Lay: 400)

No. of interviews that can be completed/day/person: 5 to 6

$1,000/6 = 167$ man-days

Option 1 (hire 10 interviewers):

$167 \text{ man-days}/10 \text{ interviewers} = 18 \text{ days/interviewer}$

OR

Option 2 (hire 20 interviewers):

$167 \text{ man-days}/20 \text{ interviewers} = 9 \text{ days/interviewer}$

Daily wage: _____ x 18 days x 10 interviewers = _____ VND

OR

Daily wage: _____ x 9 days x 20 interviewers = _____ VND

2) Wages of survey supervisors – estimate wages, honorarium or overtime of staff directly supervising the enumerators

3) Supplies

No. of pages of the questionnaire x 1,000 respondents = _____ pages for reproduction

Cost of reproduction per page x total number of pages = _____ VND

Interviewing kit for enumerators (ballpen, plastic envelope, clipboard, raincoat, etc.)

4) Training of enumerators

No. of persons: 10 enumerators

5 staff, including driver

2 resource persons

Total: 17

Coffee break + lunch x 17 = _____ VND

5) Transport – estimate number of trips and distance and fuel costs.

6) Other expense items – communication, data entry costs, etc.

Illustration

(see next page)

Budget Request for Baseline Survey		
Cost items	Amount	Matching
	(in USD)	
Personnel		3,000.00
Wages of interviewers		
Sample size: 1,000 (Cai Be: 600, Cai Lay: 400)		
No. of interviews that can be completed/day/person: 5 to 6		
1,000/6 = 167 man-days		
167 man-days x USD 15	2,700.00	
Wages of district staff for survey supervision (10 x 9 days x USD10)	900.00	
Data entry	280.00	
Supplies	350.00	
No. of pages of the questionnaire x 1,000 respondents		
Cost of reproduction per page x total number of pages		
Interviewing kit for enumerators (ballpen, plastic envelope, etc.)		
Training of enumerators	1,680.00	
Transportation	1,060.00	
Use of SRPPC vehicle		3,000.00
Use of office facilities -- computer, printer, photocopying machine		500.00
Total	\$6,970.00	\$6,500.00