

THE
KNOW
LEDGE

**USER MANUAL FOR
IMMUNIZATION CAMPAIGN
DATA COLLECTION TOOLS**

December 2021

ABOUT ICAN

This user manual has been developed by the Immunization Costing Action Network (ICAN), which was implemented by ThinkWell with support from the Bill & Melinda Gates Foundation (BMGF).

ICAN was a research and learning network working to increase the visibility, availability, understanding, and use of immunization delivery cost information. ICAN built country capacity to generate cost evidence that is policy-relevant and a priority for the immunization program. ICAN also worked with countries to improve interpretation and translation of cost evidence so that it is used in country decision-making processes and informs routine planning and budgeting. ICAN believed that when equipped with relevant and user-friendly cost evidence, immunization managers, program planners, and policymakers will be empowered in fundraising and advocacy efforts and will make better resource allocation decisions, improving the efficiency and equity of immunization programs, including campaigns.

To learn more about ICAN please click [here](#).

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PURPOSE OF THIS MANUAL

This user manual guides researchers through the process of using the [data collection tools](#) that accompany [methodological guidance](#) on immunization campaign costing.

This guide provides a general overview of each tab in the Excel-based data collection tools, specific details on how to fill out each module, and explains how each input is used for cost calculations. This manual should serve as a reference point for researchers as they aim to adapt the data collection tools to the context of their own immunization campaign costing studies. Towards this end, please also refer to the [practical tips on data collection](#) for immunization campaign costing studies for general advice on how to organize data collection activities, pilot data collection tools, and to prepare data for further analysis.

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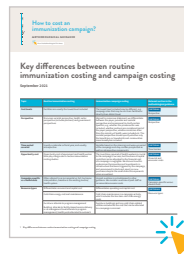
Analysis Tabs

Set of documents included in this guide



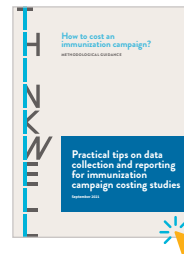
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How to cost an immunization campaign? Methodological guidance



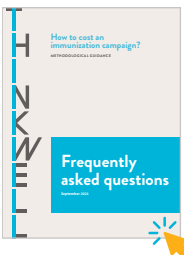
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Key differences between routine and campaign costing (one-pager)



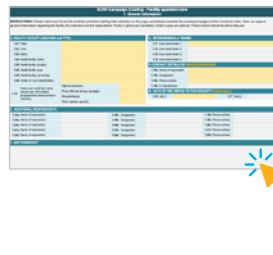
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Practical tips on data collection and reporting for immunization campaign costing studies



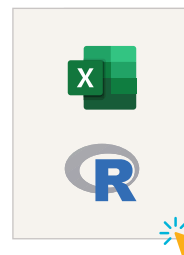
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Frequently asked questions about campaign costing



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Data collection and analysis tools for campaign costing studies and a user manual



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Practical examples in Excel and STATA/R: annualizing capital costs, calculating unit costs, and calibration

OVERVIEW OF THE DATA COLLECTION TOOLS

There are a total of four Excel-based data collection tools for the collection of cost data at each level of the health system: health facility, district, province (or state), and national (or federal) level (Figure 1). This manual walks the user through the health facility level tool. The contents and data entry requirements of the tools for higher administrative levels are only specifically mentioned where these differ from the health facility tool, and these sections are marked with an asterisk. The majority of the

modules and questions are the same for all of the tools, as all collect cost on activities such as campaign planning and training. However, a few areas differ. For example, the tool assumes that service delivery only took place from the health facility level. The tools were designed after campaign experiences in India, Sierra Leone and Nigeria, and may need to be tailored to accommodate different practices in other settings.

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FIGURE 1 Overview of the contents of the data collection tools for each level of the health system

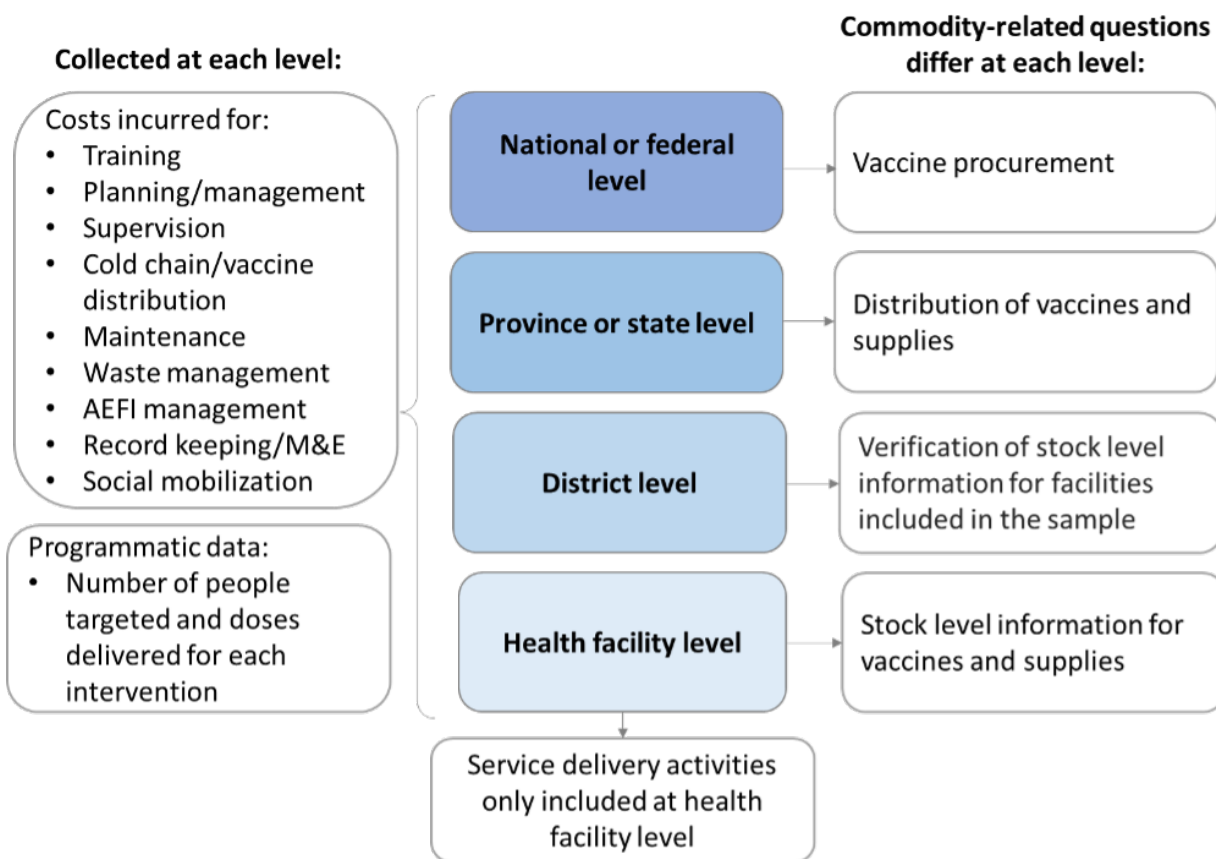
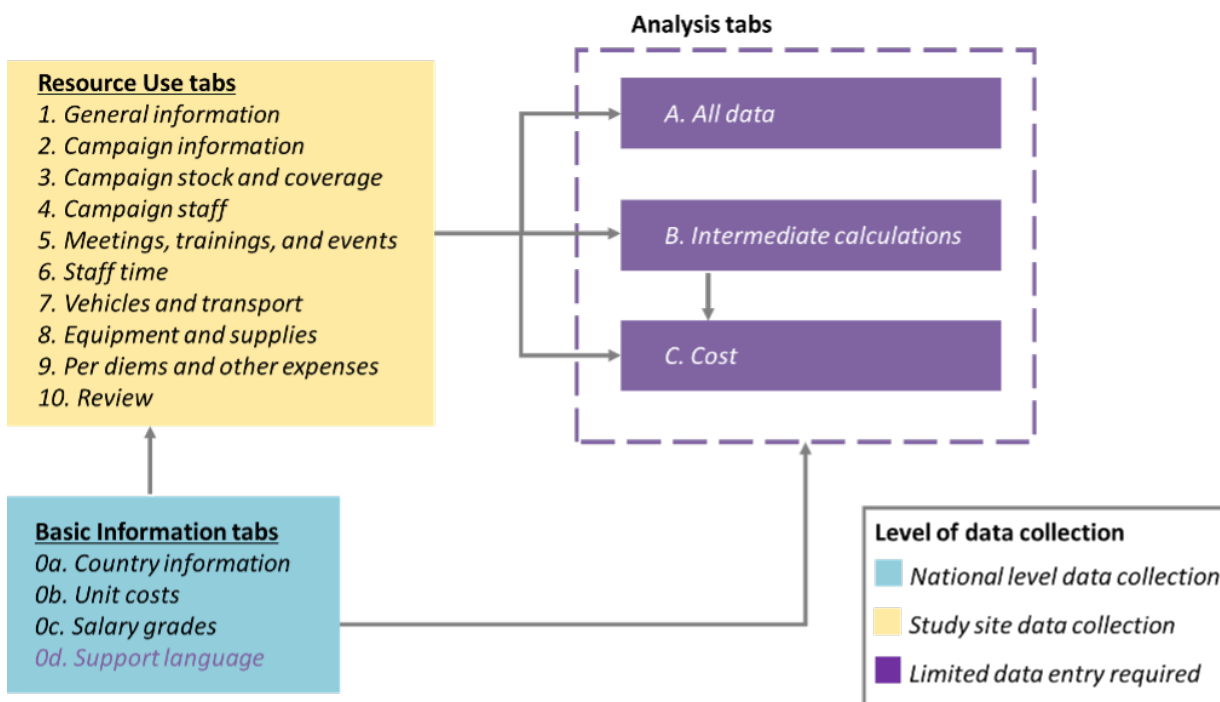


FIGURE 2 Overview of the data collection needs for the different parts of the tools



The data collection tools consist of three parts that are linked together: basic information about the country (including the health system and the campaign), data on resource use collected from sites, and data analysis. The different groups of tabs within the tools are colour coded (Figure 2) and numbered. The Basic Information tabs (which start with 0) contain general information about the country, the health system, and the campaign such as the campaign timing, delivery strategies used, or unit costs of vaccine administration supplies. This information is used to prepare the tools for data collection, and to populate the questions that will be asked in the field. Most of the information required in these tabs should be collected before field level data starts, and can probably be obtained from the Ministry of Health at national level. Some information, such as salary grades, unit costs, and capital equipment information, is not needed before data collection starts. However, as it can take a long time to obtain, requesting this on time is recommended nevertheless. The Resource Use tabs (numbered from 1-10) ask about the resource use and costs incurred at each site such as staff time, per diem expenses, or vehicles used for the campaign. These are questions that should be asked at the sites included in the study. The Analysis tabs (A, B and C), which are only included in the

health facility and district level tool, contain automatic cost calculations based on the data entered into the other tabs. The province-level tool and national-level tool require analysis to be conducted manually.

The tools are designed specifically for data collection from government stakeholders at all levels, but can also be used to collect data from partners and donors that participated in the campaign. A few modifications of the tool may be needed to collect data from partners and donors using the tools, as some sections and tabs may not be relevant. All tools ask specifically about contributions from partners and donors, in order to capture the source of funding of costs incurred at each government level, and to ensure that these contributions are not double counted when collected data from these partners directly. These questions can be removed or ignored and left blank when using the tools to collect data from these partners. In addition, tabs that may not be relevant to partners include the tabs on 8. Equipment and Supplies (all levels), 2. Campaign Information (facility, district, and province-level), 3. Campaign Stock and Coverage (facility-level), 2. Health Facility Data (district-level), 3. Vaccines and Supplies (province-level), and 3. Procurement (national-level).

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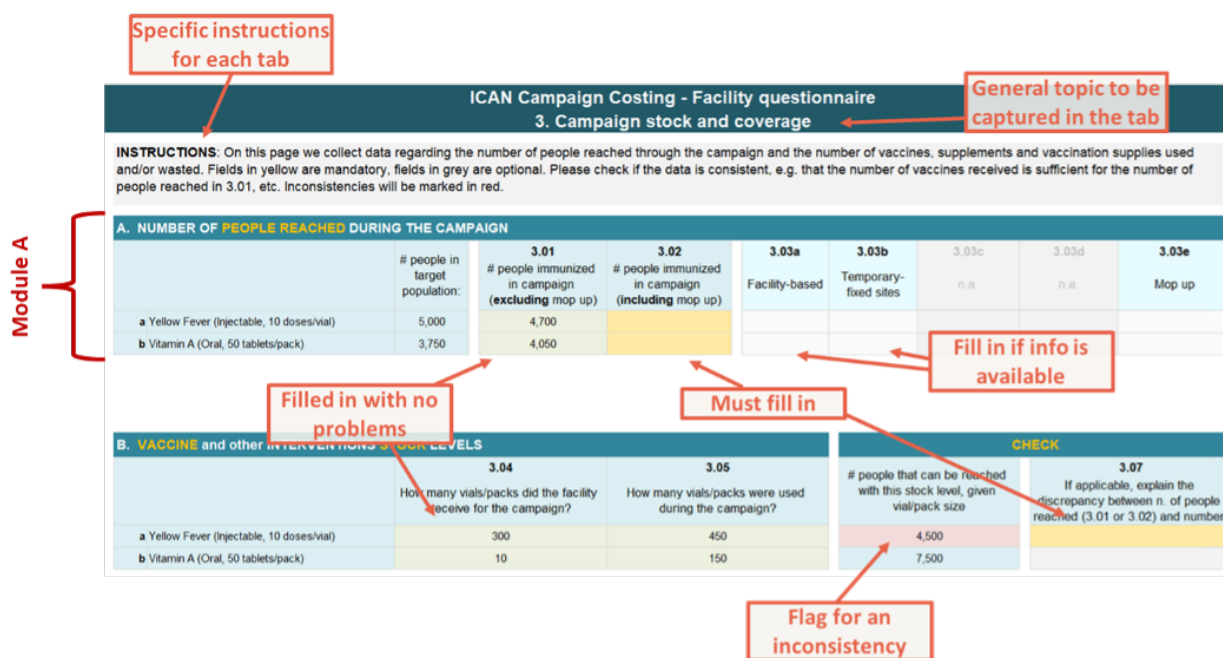
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FIGURE 3 Overview of data entry color coding in the health facility data collection tool



The data collection tools have colour coded cells: yellow cells must be filled in and red cells indicate that there may be a data entry error. Within each Resource Use tab, the title is displayed at the top along with general instructions on how to fill out each tab below the title. These are then followed by a series of questions, which have been organized into modules (grouped questions based on a common theme). The module letter can be found on the upper left corner of each box, with the question numbers located right below the module letter. To better navigate each tab, color coding is used to show the data entry requirements for each module:

- i. **Blue** cells are for questions or pre-defined calculations and should not be overwritten (if you do choose to modify these, make sure you check that all linked cells still work properly).
- ii. **Yellow** cells must be filled in.
- iii. **Gray** cells are for data inputs that may sometimes be relevant. They may turn yellow depending on answers to prior questions, indicating that they are now mandatory to complete.
- iv. **Green** cells shows that the cell has been filled in correctly with no issues.
- v. **Red** cells indicate that the cell should be double checked since there might be an inconsistency.

Figure 3 shows an example of a tab in the health facility questionnaire, and how the color coding of each cell works in practice. Finally, each tab includes an “Any Remarks” box that can be used to clarify data, take notes for follow up, or explain why certain data could not be obtained.

All data collection tools are Excel-based and unlocked, so that they can be customized to the context of different campaign and country settings. At a minimum, users should have Microsoft Excel 2007 or higher to use the data collection tools. Advanced adaptations of the data collection tools require researchers to have intermediate Excel skills (e.g. logic functions, pivot tables, and data validation). All Excel formulas are accessible and can be customized based on the context of your study.

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HOW TO USE THIS MANUAL

The user manual walks the user through the health facility tool following the order in which the tabs, modules and questions appear in the Excel file. Table 1 summarizes the health facility data collection tool's structure, and the overall scope of each tab. For each tab, module, and question in the health facility data collection tool, an explanation is given to the user as to what data is

required, in what format, and any considerations that may be helpful in filling out the tool. It also mentions whether answering certain questions is mandatory or optional (with mandatory answer fields in yellow and optional ones in gray). Where questions are significantly different in the data collection tools for the other administrative levels, additional sections marked with an asterisk discuss these.

TABLE 1 Description of each Excel tab in the health facility tool

Name of tab	Description
Basic Information tabs	
0a. Country information	Contains basic health system information, currency, measurement systems, delivery strategies, etc.
0b. Unit costs	Contains basic unit cost information on utilities/fuel or vaccine administration supplies, as well as replacement price and useful life information for capital equipment
0c. Salary grades	Contains monthly salary guide information for each salary grade level
0d. Support language	Contains support language in the Excel tool to be used for drop-down menu options (i.e. data validation lists)
Resource use tabs	
1. General Information	General information about the health facility visited including contact details
2. Campaign information	Information on key campaign dates, delivery strategies, and delivered vaccines or interventions
3. Campaign stock and coverage	Information on number of people reached during the campaign, number of doses administered, and vaccine administration supplies used
4. Campaign staff	Detailed information on the campaign roles of each health worker that contributed to the campaign including monthly salary information and funding sources
5. Meetings, trainings, events	Records all costs incurred towards campaign-related events including meetings, trainings, and social mobilization activities
6. Staff time	Records total staff hours spent on campaign activities before, during, and after the campaign
7. Vehicles and transport	Detailed information on the vehicle and other transport expenses incurred for the campaign
8. Equipment and supplies	Detailed information on cold chain equipment and office supplies used for the campaign
9. Per diems and other expenses	Contains detailed breakdown of per diem expenses incurred, as well as waste disposal and communication expenses
10. Review	Used to record follow up questions that researchers may have the data collection team upon review of the collected data

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Name of tab	Description
Analysis tabs	
A. All data	Pulls all of the information provided in the resource use tabs into a clean and tidy table for further analysis if needed
B. Intermediate calculations	Contains intermediary calculations and assumptions to be used in the final cost calculations in the C. Cost tab
C. Costs	Contains disaggregated cost calculations based on the information provided in the basic information tabs and resource use tabs

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BASIC INFORMATION TABS

The Basic Information tabs capture contextual data on the country’s health system and how the campaign was organized (e.g. salary information, unit costs, or delivery strategies used). This information is relevant to the campaign overall, and can therefore typically requested from the ministry of health at the national level. Some data are must-haves before data collection at site level can

start (i.e. the 0a. Country Information tab and 0d. Support language tab), while others can be collected at any other point during the implementation of the study (0b. Unit Costs tab and 0c. Salary grades tab). However, we do recommend starting data collection at the national level first and as soon as possible to obtain these data, as some can take a long time to obtain.

0a. Country Information tab

Module A: Health system information

This module outlines key information on the health system and delivery strategies used for the campaign. This includes information on administrative levels, health facility types, facility ownership, and cadre names of health workers. All of the information in this module should be completed before starting data collection for the questionnaire to function properly.

Question No.	Input	Format	Clarifications
0.01	Fill in the administrative levels included within the health system	Text	These are the different levels that costing data could be collected from using our data collection tools. For example, the levels could include the health facility, district, province, and national level. Outreach-type sites may be considered a separate level depending on the way the immunization campaign was managed
0.02	Fill in the types of health facilities within the health system	Text	For example, this could include hospitals, primary health centers, or health posts. This can be used during the data analysis phase to conduct sub-group analysis
0.03	Fill in the types of facility ownership options within the health system	Text	For example, this could include government, private, or faith-based facilities. This can be used during the data analysis phase to conduct sub-group analysis
0.04	Fill in the cadre names of health workers that were involved in the campaign	Text	For example, this could include doctors, nurses, midwives, community health extension workers, or volunteers. This will be used as the dropdown menu of possible cadre names in the 4. Campaign staff tab

Question No.	Input	Format	Clarifications
0.05	Fill in all possible types of campaign roles	Text	<ul style="list-style-type: none"> • These can be the same or different from official cadre names as they refer to the specific role played by the health worker for the campaign. For example, this could include vaccinators, recorders, crowd controllers, screener, town announcer, etc. • This field is mandatory and will be required later on in the 4. Campaign staff tab to indicate campaign roles for each health worker. The conditional formatting in the 4. Campaign staff tab requires this list to be completed in order to add new staff rows

Module B, C, and D: Currency, measurement system, and delivery strategies

This provides key information on the local currency used, the measurement system used, and the delivery strategies used for the campaign. All of the information in this module should be completed before starting data collection for the questionnaire to function properly.

Question No.	Input	Format	Clarifications
0.06	Fill in the local currency used (mandatory), as well as the USD exchange rate (if desired)	Number	The recommendation is to use the USD exchange rate for the month for when the campaign took place, and if this not available then the rate for the year in which the campaign took place. Monthly average exchange rates can be found at www.x-rates.com/average/
0.07	Fill in the measurement system used within the country for distance	Dropdown menu	Please select kilometers or miles depending on the system used in your setting. The dropdown menu options can be modified in the 0d. Support Language tab in case another unit than kilometers or miles is needed
0.08	Fill in the measurement system used within the country for fuel	Dropdown menu	Please select liters or gallons depending on the system used in your setting. The dropdown menu can be modified in the 0d. Support Language tab in case another unit than liters or gallons is needed
0.09	Fill in all types of delivery strategies used during the campaign	Text	For example, this could be 'facility-based', 'temporary posts', or 'mobile clinics', etc. Please do not include sweeping/mop-up here since this is considered a delivery strategy used after, not during, the campaign to increase the level of coverage if targets are missed during the campaign

Module E: Interventions delivered

This provides key information on the interventions delivered during the campaign including the intervention type, mode of administration, container size, packed volume per dose, and the target population. All of the mandatory fields in this module (in yellow) should be completed before starting data collection for the questionnaire to function properly.

Question No.	Input	Format	Clarifications
0.10i	Fill in the types of interventions delivered	Dropdown menu	Use this column to select if the intervention is a vaccine, nutrition supplement, or other type of intervention (the dropdown menu of type of interventions can be modified in the 0d. Support Language tab). Please only list the interventions of interest for the costing study. Include interventions delivered as part of the campaign only, and not other interventions delivered during regular routine services that may have been delivered during the same timeframe from the same site
0.10ii	Fill in the intervention details such as the name of the vaccines	Text	This could for example be the vaccine antigen, the name of a nutrition supplement such as a vitamin A tablet, or other health interventions such as bed nets
0.10iii	Fill in the mode of administration for each intervention	Dropdown menu	Please select if the intervention is delivered through oral or injectable approaches. This dropdown menu of options can be modified in the 0d. Support Language tab if needed
0.10iv	Fill in the number of doses or tablets per container	Number	For example, this could be the number of doses per vial or number of tablets per packet. This is used to compare shipments against the number of doses delivered
0.10v	Fill in the unit for the container size	Dropdown menu	Please select the unit for container size such as doses/vial or tablets/pack. This dropdown menu of options can be modified in the 0d. Support Language tab if needed
0.10vi	If known, fill in the packed volume per dose (cm ³)	Number	This will be used to allocate cold chain costs based on the space that each intervention has taken up in the cold chain in cm ³ . Information on vaccine cold chain volume can be found in the Gavi Detailed Product Profiles from https://www.gavi.org/news/document-library/detailed-product-profiles
0.10vii	If known, fill in the unit price per dose in local currency units (LCU)	Number	These will be used to calculate the total cost of each delivered vaccine or intervention. Please list the unit price per dose in local currency units
0.10viii	If known, fill in the unit price per dose in US dollars (USD)	Number	The USD column automatically converts the LCU unit cost to USD using the exchange rate listed in question 0.06
0.10ix	Fill in the target population for each intervention	Text	For example, this could be a description of the age group and gender for each intervention delivered. This is for reference on the target profile for each intervention, to inform later questions that ask about the size of the target populations

Module F: Data collection team

Names of the data collection team members who are conducting the interviews and filling in the questionnaire. This is not required before starting data collection, as the questionnaire will function without this information, but it would be a good reference to have when collecting data at study sites.

Question No.	Input	Format	Clarifications
0.11a – 0.11j	Fill in the names of all data collectors who conducted the interviews	Text	This is used to record the names of the data collectors in case there are any follow-up questions on how the questionnaire was filled out. This information should not be compiled in any subsequent summary databases, for privacy considerations

0b. Unit Costs tab**Module A: Utilities and fuel**

This module outlines unit costs for utilities (e.g. water supply and grid electricity), as well as fuel costs (e.g. diesel and generator fuel costs). Additionally, this module includes the replacement price and useful life information for all capital equipment used for the campaign. This 0b. Unit Costs tab is used for the Analysis tabs for cost calculations. The information in this tab can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself. Nevertheless, it is recommended to collect this information early since it can take a long time to obtain.

Question No.	Input	Format	Clarifications
0.11	Fill in an estimate of water supply costs in terms of cost per day	Number	Used to estimate water utility costs. Suggestions for fuel and energy prices can be found at https://www.globalpetrolprices.com/
0.12	Fill in an estimate of grid electricity costs in terms of cost per day	Number	This information will be used later on when calculating the total cost of powering cold chain equipment such as refrigerators. Suggestions for fuel and energy prices can be found at https://www.globalpetrolprices.com/
0.13	Fill in an estimate of bottled gas costs in terms of cost per bottle	Number	
0.14	Fill in an estimate of kerosene fuel costs in terms of cost per liter	Number	
0.15	Fill in an estimate of diesel fuel costs in terms of cost per liter	Number	
0.16	Fill in an estimate of petrol fuel costs in terms of cost per liter	Number	This information will be used later on when calculating the total cost of fuel for vehicle transportation, or the total fuel cost for powering capital equipment such as generators. Suggestions for fuel and energy prices can be found at https://www.globalpetrolprices.com/

Module B: Administration supplies unit costs

This outlines unit costs for vaccine injection and safety supplies, as well as other items such as personal protective equipment (PPE) such as gloves or masks. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself. Nevertheless, it is recommended to collect this information early since it can take a long time to obtain.

Question No.	Input	Format	Clarifications
0.17-0.27	Fill in each vaccine administration supply unit cost according to the item indicated	Number	Used to estimate financial cost of vaccine injection and safety supplies used during service delivery. The cost should align with the indicated unit (e.g. per 1 syringe, per 1 carton, etc.). The unit can also be modified if needed. Unit costs for these items can typically be sourced from the national EPI, UNICEF and/or Gavi
0.28-0.30	Fill in unit costs for any other vaccine administration supplies not included in A.17-A.27	Number	Relevant items may include soap, or hand drying tissues, as well as personal protective equipment (PPE) such as masks and gloves. Unit costs for these items can typically be sourced from the national EPI, UNICEF and/or Gavi

Module C: Discount rate and fuel use rate

This shows the discount rate to be used for depreciation of capital costs, as well as the average fuel use rate of generators. This will be used for depreciating capital equipment and estimating generator fuel use costs. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself, and only used for the analysis.

Question No.	Input	Format	Clarifications
0.31	Fill in the discount rate to be used calculating depreciation costs of capital equipment	Percentage	This discount rate has been set at 3% to depreciate capital equipment such as vehicles, cold chain equipment, office equipment, generators, etc.
0.32	Fill in the average fuel use of generators used for the campaign in liters per hour	Number	This will be used to estimate fuel costs for generators used for the campaign

Module D and E: Vaccine cold chain volume and unit costs

This shows the estimated space (in cm³) each vaccine/intervention takes up within the cold chain equipment, as well as the unit cost for each vaccine/intervention. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself.

Question No.	Input	Format	Clarifications
0.33-0.34	Fill in the cold chain space volume taken up for each vaccine/intervention delivered	Number	This will be used to allocate capital costs for cold chain equipment costs to each vaccine/intervention (see Table 7 in the B. Intermediate Calculations tab). Information on vaccine cold chain volume can be found in the Gavi Detailed Product Profiles from https://www.gavi.org/news/document-library/detailed-product-profiles
0.35-0.36	Fill in the unit cost for each dose of vaccine/intervention	Number	This will be used to estimate the total vaccine/intervention costs for the campaign

Module F and G: Incinerator and generator replacement price and useful life

This shows the average replacement price and useful life for generators and incinerators used for the campaign. This will be used for calculating depreciation costs for any generators or incinerators used. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself. Nevertheless, it is recommended to collect this information early since it can take a long time to obtain.

Question No.	Input	Format	Clarifications
0.37-0.38	Fill in the average replacement price and useful life of incinerators	Number	Please use local currency for the replacement price, and show useful life in years. Useful life estimates are available in Annex C from the methodological guidance .
0.39-0.40	Fill in the average replacement price and useful life of generators	Number	

Module H and I: Cold chain equipment and office equipment replacement price and useful life

This shows the average replacement price and useful life for cold chain equipment and office equipment used for the campaign. This will be used for calculating depreciation costs for all cold chain equipment and office equipment used. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself. Nevertheless, it is recommended to collect this information early since it can take a long time to obtain.

Question No.	Input	Format	Clarifications
0.41-0.53	Fill in the average replacement price and useful life of each cold equipment used	Number	Please use local currency for the replacement price, and show useful life in years. Useful life estimates are available in Annex C from the methodological guidance .
0.54-0.62	Fill in the average replacement price and useful life of each office equipment used	Number	

Module J: Vehicle equipment replacement price and useful life

This shows the average replacement price and useful life for each vehicle used for the campaign. This will be used for calculating depreciation costs for all vehicles.

Question No.	Input	Format	Clarifications
0.63	Fill in the average replacement price for each vehicle used	Number	Fill in the vehicle unit cost and useful life information accordingly in the table since this will be used for calculating the vehicle capital costs in the C. Cost tab. Useful life estimates are available in Annex C from the methodological guidance . For each vehicle listed in the 7. Vehicles and transport tab, the replacement price and useful life information MUST be provided here according to the vehicle number. Please use local currency for the replacement price, and show useful life in years
0.64	Fill in the average useful life for each vehicle used	Number	

Module K: In-kind contributions

This shows the total cost of any in-kind contributions made for the campaign. In-kind contributions refer to any non-monetary contributions that went towards the campaign. If any in-kind contributions were listed in resource use tabs, then fill in the following categories below. This information will be used for costing all in-kind contributions via the Cost tab.

Question No.	Input	Clarifications
0.65-0.69	For each in-kind contribution, fill in the unit cost, quantity, cost activity, operating/ capital category, cost item, and funding source	<p>If there are no in-kind contributions, then please leave this table as blank. If there in-kind contributions were listed, then fill in this table accordingly based on the following:</p> <ul style="list-style-type: none"> • The name of the in-kind contribution (e.g. donated cold boxes or donated vaccine administration equipment such as AD syringes) • The estimated unit cost of this in-kind contribution based on the country average if possible • The quantity received for each in-kind contribution • In-kind contributions are assumed to be shared economic costs by default • The main campaign activity that each in-kind contribution was used for • The type of cost in terms of operating vs capital • The cost item or resource type • The funding source in terms of where the in-kind contribution came from • The relevant resource use tab where the contribution was found • Please list any other additional notes for this contributions

*0b. Sample tab (district level only)

This tab is unique to the [district level tool only](#). This is used to specify all the relevant administrative levels for the costing study given each study site. This will be used in the 2. Health facility data tab later on as a quality check for ensuring that each study site contributed towards the campaign and to identify the focal point facilities if applicable. This tab is thus not required to be filled out, but it can serve as a useful quality check. For each health facility, fill in the higher-level administrative levels such as the name of the ward, district, and state/province or equivalent terms.

Column Name	Input	Clarifications
State/Province	Text	Fill in the name of the state/province that corresponds to each health facility site
District	Text	Fill in the name of the district that corresponds to each health facility
Ward	Text	Fill in the name of the ward (or the level between district and facility level) that corresponds to each health facility site
Health Facility	Text	Fill in the name of the health facility that corresponds to each health facility site

0c. Salary Grades tab

This tab shows the breakdown of the different salary grade levels from the ministry of health, including the associated gross monthly salaries at each grade level. The information provided here will be used to estimate an hourly wage (or equivalent hourly wage for volunteers) for each campaign staff member to help calculate the cost of time spent by health workers on campaign activities. During field data collection, the grades of health workers are collected, which are then linked up with the salary levels in this table. The grade levels help the tool estimate the value of each campaign staff's time without directly asking for individual salaries. The information in this module can be completed after collecting cost data from each study site, as the data is not needed in the questionnaire itself. Nevertheless, it is recommended to collect this information early since it can take a long time to obtain from national level.

Column Name	Input	Clarifications
Salary grade level (GL)	Number	<p>Please insert the entire range of salary grade levels within the ministry of health in this column</p> <p>The tool can accommodate a salary grade level range from 1 to 16. If you require more grade levels, then you will need to adjust the index/match Excel formulas in the staff time tables in the B. Intermediate Calculations tab (specifically columns E and F that pull in the estimated monthly salary amounts for each health worker)</p> <p>It is recommended that you do not change the names of the salary grade levels (e.g. changing grade level “16” to “GL-16”). If you do change the names of the grade levels in this table, then please make sure that the names in the salary grade column under Q4.04 in the 4. Campaign staff tab are changed as well, and that the names are perfectly identical, as otherwise certain formulas in the tool will fail to link up cadres with the right salary levels</p> <p>If you have made any modifications to the number of grades or their names, to double check whether the salary information still links up correctly, please review and double check the staff time tables under the monthly salaries column within the intermediate calculations tab</p>
Monthly salary (in local currency units)	Text	Any salary grade level listed in the 4. Campaign staff tab must have an estimated monthly salary amount in this column since this will be used to calculate staff time costs in the analysis tabs later on. If there are numerous steps within each grade level, then please just list the average amount across all steps for each grade level

0d. Support language tab

This tab shows the lists of possible answers used for the different drop-down menu selections across all the Basic Information tabs, Resource Use tabs, and Analysis tabs. This uses Excel's data validation feature to create lists of drop-down menu options to help standardize the responses within each data collection tool. The drop-down menu lists follow the campaign activities and resource types outlined in our detailed methodological guide, and most should not require changes. However, some may have to be adapted to the country context and study design (e.g. types of events, sources of fundings, geographical characteristics). Therefore, please review and verify this tab before starting data collection since the drop-down menus affect the possible list of answers in the questionnaire itself.

You can adjust the lists of possible responses by overwriting them. When adding options to a drop-down menu, make sure that the data validation range is updated as well. The tool should automatically show updates made to this tab in all other tabs where these lists are used, though as changing the options here has not been field tested, please make sure to check whether the drop-down menus are working as intended within the tool. This can be done by clicking on the various drop-down menu options in the tool (particularly in the Resource Use tabs) and checking whether the entire range of responses have been properly included.

Main drop-down lists	Description
Campaign activities	List of possible campaign activities undertaken by each health worker. As this is aligned to the definitions and classifications in the methodological guidance, recommend keeping this list the same to standardize methods across studies
Resource types	List of possible resource types or cost items used for the campaign. As this is aligned to the definitions and classifications in the methodological guidance, recommend keeping this list the same to standardize methods across studies
Type of events	List of event types to be used in the 4. Meetings, Trainings, and Events tab
Payroll status	List of possible payroll status for each health worker to be used in 4. Campaign staff tab
Sources of funding	List of possible categories for sources of funding
Ownership types	List of ownership types for capital equipment used for the campaign
Vehicle types	List of vehicle types used for the campaign to be used in the 7. Vehicles and transport tab
Fuel types	List of possible fuel types used for the campaign (diesel or petrol)
Modes of administration	List of possible modes of administration for each delivered intervention
Intervention types	List of possible types of intervention used for the campaign (vaccine or supplement)
Intervention packaging	List of possible packaging options for each intervention (e.g. doses/vial, tablets/pack)
Geographical characteristics	See question 1.09 in Module A, tab 1. This optional question can be used to collect additional qualitative information about the sampled site for more disaggregated data analysis. In the data collection tool, it proposes certain geographical characteristics, but the question can be rephrased to ask about any other kind of sample site characteristics, as needed. The contents of this drop-down list can be changed based on the type of qualitative question being asked.

RESOURCE USE TABS

The Resource Use tabs contain the questions to be asked at each site included in the sample, with topics ranging from general health facility information to the total per diem expenses incurred during the campaign. These are the main Excel tabs to be filled out during the data collection process

to gain a detailed picture of the types of costs incurred at each site. All costs should be recorded in the local currency – if costs can only be found in USD, then you will need to convert them to local currency using the USD exchange rate recorded in the 2. Country Information tab.

SECTION I.

Introduction

SECTION II.

Basic Information Tabs

SECTION III.

Resource Use Tabs

SECTION IV.

Analysis Tabs

1. General Information tab

Module A: Health facility location and type

This provides basic information on health facility (e.g. administrative level and facility type), geographical terrain, as well as details on the interviewers that filled out the questionnaire for this site.

Question No.	Input	Format	Clarifications
1.01	Fill in the state or province where this site is located	Text	This can be used later on for descriptive analysis by state or province. Please make sure that the state/province names are spelled consistently across study sites
1.02	Fill in the district (or one level below state/province) for this site	Text	This can be used later on for descriptive analysis by district. Please make sure that the district names are spelled consistently across study sites
1.03	Fill in the district (or one level below state/province) for this site	Text	This may not be relevant if there are no levels between the facility and district. If so, please leave blank. If applicable, please make sure that the ward name is spelled consistently across study sites
1.04	Fill in the health facility name	Text	Please provide the formal name of the health facility here
1.05	Fill in the general location of this health facility	Text	This could be the town or village where the facility is located
1.06	Fill in the health facility type	Dropdown menu	Select from the dropdown menu, which is pre-filled based on the health facility types included in the 0a. Country Information tab. If needed, this is may be used for descriptive analysis later on if you want to conduct a sub-group analysis by health facility type
1.08	Fill in the ownership type of the facility	Dropdown menu	These will be used to calculate the total cost of each delivered vaccine or intervention. Please list the unit price per dose in local currency units
1.09	Fill in the geographical characteristics of the site	Yes/No	This optional question can be used to collect additional qualitative information about the sampled site for more disaggregated data analysis. In the data collection tool, it proposes certain geographical characteristics, but the question can be rephrased to ask about any other kind of sample site characteristics, as needed. Four options with yes/no responses are provided here, and these can be adjusted in 0d. Support language cells E49-E52. You could also remove the data validation, and allow for inputting a free text response depending on the type of question

Module B, C, D, and E: Interviewers, respondents, and date of visit

This provides basic personal information of the interviewers, the respondents that were interviewed, and the dates for when the site was visited.

Question No.	Input	Format	Clarifications
1.11-1.14	Fill in the names of the interviewers who visited the site	Dropdown menu	Select from the dropdown menu, which is pre-filled based on the interviewer names included in the 0a. Country Information tab
1.15	Fill in the contact details of the main respondent including name, position, phone number, and email address	Text	These can be used to follow-up with the respondent on questions which arise during data review
1.16-1.17	Fill in the date of visit(s) to the health facility	Date (dd/mm/yyyy)	Fill in the first date of visit, as well as any follow-up visits to the health facility
1.18-1.22	Fill in the details (name, position, and phone number) for any additional respondents interviewed	Text	This will mainly be used for reference only in case there is a need to follow up with the respondents. Please make sure that these contact details are kept confidential

2. Campaign Information tab**Module A: Health facility and routine immunization coverage**

This module includes optional questions relating to the facility's total catchment population and routine immunization program performance.

Question No.	Input	Format	Clarifications
2.01	Fill in the facility's total catchment population	Number	This is used for reference to understand the size of the health facility and how the target of the campaign relates to the catchment area. Can also be used for sub-group analysis by catchment area size
2.02	Fill in the facility's routine coverage for measles first dose (MCV1)	Percentage	This can be used for later analysis to better understand the routine program's performance of each health facility, and to compare routine coverage to campaign coverage levels
2.03	Fill in the facility's routine coverage for pentavalent third dose (Penta-3)	Percentage	This can be used for later analysis to better understand the routine program's performance of each health facility, and to compare routine coverage to campaign coverage levels

Module B: Key campaign dates

This module asks for key campaign dates such as the start and end dates of the immunization campaign, as well as the dates for the first and last campaign activity.

Question No.	Input	Format	Clarifications
2.04	Fill in the date of the first campaign activity (e.g. planning meeting)	Date (dd/mm/yyyy)	This is used to assess when campaign preparation activities started such as the first meeting of the national or sub-national planning committee (see methodological guidance). Make sure the definition of this first campaign activity or meeting used across sites is consistent
2.05	Fill in the date for when campaign immunization activities first started	Date (dd/mm/yyyy)	The first date for when campaign officially started is defined as the day in which the first person was vaccinated. The last day of the campaign is when the last person was vaccinated. This should exclude the number of days dedicated for mop-up activities, as this is treated separately in Q2.09a
2.06	Fill in the facility's routine coverage for pentavalent third dose (Penta-3)	Date (dd/mm/yyyy)	These are used to estimate the duration of the actual immunization campaign. This period may therefore include days during which no vaccination activities took place. The start and end date of the campaign is used for subsequent questions asking about resource use during the 'actual' campaign period, and for a cost disaggregation by phase (before/planning phase, during/vaccination phase, after/wrap-up and reporting)
2.07	Fill in the date of the last campaign activity (e.g. presentation of report)	Date (dd/mm/yyyy)	The last date of campaign activities is defined as the day when final programmatic and financial reporting were submitted to a higher administrative level (see methodological guidance). This is used to assess the number of days spent on wrap-up activities (including mop-up and reporting) after the end of the campaign. Make sure the definition of this 'end date' is used consistently across sites

Module D: Vaccines/interventions distributed during the campaign

This module outlines the vaccines or interventions that were delivered during the campaign including details about the target population for each intervention.

Question No.	Input	Format	Clarifications
2.04	Fill in the interventions delivered at the health facility	Dropdown menu	Select from the dropdown menu, which is pre-filled based on the interventions included in the 0a. Country Information tab
2.05	Fill in the size of the target population for each intervention	Number	<ul style="list-style-type: none"> Please include the total number of people that were targeted by this health facility for each intervention. This will be used to calculate the coverage achieved at this health facility If this information cannot be obtained at the health facility level, then this can sometimes be obtained from the district level (or above) To ensure this data point is plausible, you can compare this number to the stocks delivered to the facility in Q3.05, and to the number of people immunized in Q3.01 Potential issues with the recorded target population numbers can be clarified in the Any Remarks box at the bottom of the tab

*2. Health Facility Data tab (district level only)

Module A: Health facility data on campaign stock and coverage

This tab is unique to the district level tool only. This is used as a quality check to ensure that each study site actually participated in the campaign. If relevant to your context, it can also be used to confirm what facility served as the focal point facility, and to ensure this facility is included in the sample. This tab is thus not required to be filled out, but it can serve as a useful quality check if needed.

Question No.	Input	Format	Clarifications
2.01	Please confirm whether each health facility site participated in the campaign	Yes/No	The health facility names are linked to the list of study sites from the 0b. Sample tab. If any facility did not participate, then the facility will need to be replaced for the study, and the 0b. Sample tab would need to be updated
2.02	Fill in whether each health facility site is considered the district focal point	Yes/No	Sometimes, facilities may be grouped for the purpose of the campaign, with one facility functioning as the focal point for that group. If not relevant in a given context, this question can be ignored. If relevant, this can be used to confirm that all the focal point facilities of the study sites are included in the study sample
2.03	Please confirm whether the 3. Campaign Stock and Coverage tab in the facility-level questionnaire for each health facility has been completed	Yes/No	This is a check to ensure that the 3. Campaign Stock and Coverage tabs in the facility-level questionnaires have been completed in full, and if not, this can serve as a reminder for the data collector to request the district to complete any information that was missing at facility level
2.04	If the 3. Campaign Stock and Coverage tab has not yet been completed for the facility-level questionnaire, please explain why	Text	

3. Campaign Stock and Coverage tab

Module A: Number of people reached during the campaign

This module outlines the number of people reached during the campaign for each delivery strategy used. This tab is specific to the facility-level tool only since it contains stock information to be used for service delivery activities.

Question No.	Input	Format	Clarifications
3.01	Fill in the total number of doses delivered during the campaign for each intervention (<u>excluding</u> mop-up activities)	Number	<ul style="list-style-type: none"> This field only refers to the number of doses delivered during the campaign. This <u>does not</u> include doses delivered during mop-up activities If this number is higher than the number of people immunized including mop-up in Q3.02, then the cells will turn red to indicate an error since Q3.02 should always be the larger number Based on this response, the tool calculates the cost per dose delivered, which in the case of a single dose, single intervention campaign equals the cost per person reached. For a two-dose campaign or a campaign administering multiple interventions with overlapping target populations, you may need to adapt the tool and add in extra fields to separately ask about the number of individuals reached

Question No.	Input	Format	Clarifications
3.02	Fill in the total number of doses delivered during the campaign for each intervention (including mop-up activities)	Number	<ul style="list-style-type: none"> This also refers to the number of doses delivered during the campaign, but now <u>includes</u> doses delivered during mop-up activities If this number is lower than the number of people immunized without mop-up in Q3.01, then the cells will turn red to indicate an error since Q3.01 should always be the smaller number
3.03a-3.03d	Fill in the number of doses delivered for each delivery strategy for each intervention	Number	<ul style="list-style-type: none"> For example, providing the number of people immunized using facility-based delivery or temporary posts for each delivered intervention. The delivery strategies are pre-filled based on the 0a. Country Information tab The number of people immunized listed in Q3.03a-Q3.03d within each row must add up to the total listed in Q3.01 This information will be used to allocate costs towards each delivery strategy for service delivery activities for each intervention If this information is not available, you can leave these fields as blank. However, if you would like to analyze data by delivery strategy, proportions of delivery volume by delivery strategy are needed for Table 6 in the B. Intermediate Calculations tab. If this is the only site for which data is unavailable, you can consider using an estimate based data from other health facilities to complete this
3.03e	Fill in the number of doses delivered through mop-up activities for each intervention	Number	<ul style="list-style-type: none"> Mop-up activities are sometimes organized to administer vaccine to targets that were missed during the campaign at that location. This refers to the total number of doses delivered after the end of the official campaign period as indicated in Q2.06 (i.e. doses delivered in mop-up activities) This number should be the difference between the figures listed in Q3.01 and Q3.02

Module B: Vaccines or other interventions stock levels

This module shows the stock levels available within the health facility for each delivered intervention.

Question No.	Input	Format	Clarifications
3.04	Fill in the total number of vials or packs that the facility received for the campaign for each intervention	Number	<ul style="list-style-type: none"> This refers to the number of vials/packs that were received specifically for the campaign period to reach a specific target population This is used to estimate the use of cold chain for the campaign specifically, wastage rate of vaccines, or undersupply/ oversupply
3.05	Fill in the total number of vials or packs that the facility used for the campaign for each intervention	Number	<ul style="list-style-type: none"> Make sure you exclude doses that were received and used for the routine program, if possible
3.06	Fill in (if applicable) the reason why there may be discrepancies in available stock levels and the number of people immunized for each intervention	Text	This should explain any discrepancies between the reported number of people immunized and available stock at the health facility. Examples of situations where this may be relevant: if the number of doses cannot have been sufficient to cover the number of people immunized, if shipments were much larger than the target reached during the campaign, etc.

Module C: Supplies for administration stock levels

This module shows the stock levels available for administering the vaccines/interventions in terms of how much was received and used for the campaign.

Question No.	Input	Format	Clarifications
3.07	Fill in the total number that the facility received for the campaign for each supply item	Number	<ul style="list-style-type: none"> This information is used to cost the supplies used during the campaign. Please ensure that the unit of quantity used aligns with the unit for the cost in 0b. Unit costs. The unit column is prepopulated based on table B in the 0b. Unit costs tab. For example, if in the Unit cost tab it is specified that auto-disable (AD) syringes will be captured in boxes of 10, then the unit column here should display 10 syringes, and if 50 syringes were received/used, this should be reflected as 5. If you want to record additional types of supplies that were used, fill in their name, unit, and cost into the 0b. Unit Cost tab under Q0.28-Q0.30 and they will appear here. Please do not overwrite the formulas in here because in that case the Analysis tabs cannot link up the names of the supplies in this list with the prices listed in the 0b. Unit costs tab
3.08	Fill in the total number that the facility used for the campaign for each supply item	Number	

***3. Vaccines and Supplies tab (state/province level only)**

Module A: Vaccine and other interventions distribution to lower levels

This module is unique to the state/province level tool only. This is used to ensure that the number of vials/packs reported in lower levels are consistent with the number distributed from the state/province level. This tool estimates the cost of vaccines and supplies used at service delivery level (in the health facility tool), and so filling out this tab at state/province level is not mandatory, but can serve as a useful reference for how vaccines were distributed.

Question No.	Input	Format	Clarifications
3.01	Fill in how many vials/packs were distributed to the state/province level from the national/federal level for each intervention	Number	This can be reported in vials/packs (see 0d. Support language tab if other options are needed), and will be used to get the number of doses delivered for each intervention at the state level. This tool estimates vaccine and supplies costs at service delivery level. However, if information at service delivery level is missing, or depending on the study design, this information could also be used for estimations of the cost of vaccines and supplies
3.02	Fill in how many vials/packs were distributed to each district from the state/province level for each intervention	Number	The total sum for each row in Q3.02 should equal the number in Q3.01

Module B: Supplies for administration – distribution to lower levels

This module is unique to the state/province level tool only. This module is used for data triangulation to ensure that the number of vaccine administration supplies reported in lower levels are consistent with the number distributed from the state/province level. This tool estimates the cost of vaccines and supplies used at service delivery level (in the health facility tool), and so filling out this tab at state/province level is not mandatory, but can serve as a useful reference for how vaccines were distributed.

Question No.	Input	Format	Clarifications
3.03	Fill in how many units were distributed to the state/province level from the national/federal level for vaccine administration supply/item	Number	This tool estimates vaccine and supplies costs at service delivery level, and so by default, data entered here is not utilized for this purpose. However, if such information is not available at service delivery level, data collected here could be used to calculate the total cost of vaccine administration supplies received at the state level based on the number of units
3.04	Fill in how many units were distributed to each district from the state/province level for each vaccine administration supply/item	Number	The total sum for each row in Q3.04 should equal the number in Q3.03

***3. Procurement tab (national level only)**

Module A: Vaccine and other commodity procurement

This module is unique to the national level tool only. This module is used to calculate the total cost of procurement for each intervention and vaccine administration supply across three states/provinces. You will need to add additional fields if you would like to account for more than three states/provinces in this tab.

Question No.	Input	Format	Clarifications
3.01	Fill in how many vials/packs were distributed to the state/province level, plus how much was spent on procurement for each intervention	Number	The total cost refers to the entire expense incurred for each intervention for each state/province as a whole, including for sites that are not part of the study sample

Module B: Supplies for administration procurement (national/federal questionnaire only)

This module is used to calculate the total cost of the vaccine administration supplies across three states/provinces.

Question No.	Input	Format	Clarifications
3.03	Fill in how many vials/packs were distributed to the state/province level, plus how much was spent on procurement for each vaccine administration supply/item	Number	The total cost refers to the entire expense incurred for each vaccine administration supply/item for each state/province

4. Campaign Staff tab

Module A: All campaign staff

This module outlines key details on the health workers at the facility that contributed to the campaign (at least 50% of their time during the campaign). This does not include kitchen staff, cleaners, security staff and other workers who made minimal or indirect contributions to the campaign. The module is designed to only enter **one person per row**.

Question No.	Input	Format	Clarifications
4.01a	Please specify the campaign roles fulfilled by each health worker at the facility	Dropdown menu	<ul style="list-style-type: none"> These can be the same or different from official cadre names as they refer to the specific role played by the health worker for the campaign. For example, this could include vaccinators, recorders, crowd controllers, screener, town announcer, etc. Select from the dropdown menu that has been pre-filled by campaign roles provided in the 0a. Country information tab. Please revise the 0a. Country information tab under Q0.05 if needed based on your setting New rows will appear in the bottom row of the table when a campaign role is selected. Up to 80 rows are available to record campaign staff
4.01b	Please specify which campaign team each health worker worked under	Number	This is an optional question. If campaign staff are organized in teams, it can be useful to capture this for further sub-group analysis. If used, indicate here which team each health worker belonged to under during the campaign (e.g. Team 1, Team 2, etc.). Otherwise, please leave this field blank
4.02	Please specify the cadre names of each health worker at the facility	Dropdown menu	Select the cadre for each individual health worker that was engaged in the campaign at the respective facility. Cadres are selected from a dropdown menu that has been pre-filled by the cadre names provided in the 0a. Country Information tab question 0.04. Please revise the 2. Campaign Information tab if needed so that all cadre names are reflected in the dropdown menu
4.03	Please specify if each health worker was used exclusively for the campaign, or was a regular worker at the facility	Dropdown menu	Select from the dropdown menu whether or not each campaign staff was a regular worker at the facility or was only engaged for the campaign. This is used to determine whether or not the health worker's time was campaign-specific or shared via existing staff resources from the facility. The dropdown menu of options can be modified in the 0d. Support Language tab
4.04	If known, fill in the salary grade of each health worker. If the health worker is unpaid, please estimate an equivalent grade level	Number	<ul style="list-style-type: none"> This is used to estimate the cost of each health worker time for the campaign. The tool requires either an estimate of the salary grade level (under Q4.04) or an estimate of their gross monthly salary (under Q4.05). If both fields are filled in, then the gross monthly salary information will be used. If such data is unavailable, you could use an estimate based on available information from similar positions at other health facilities If a health worker is unpaid, please enter an estimate of their equivalent grade level in Q4.05 if they would be on payroll, based on their training and experience
4.05	If known, fill in each health worker's gross monthly salary plus any additional funds through stipends, allowances, or top-ups	Number	<ul style="list-style-type: none"> For Q4.05, if a health worker receives additional funds in addition to their monthly salaries, then please list the total sum of their monthly salary plus any additional funds through monthly stipends/allowances/top-ups. Please make sure that this only includes regular payments and does not include per diems that were specific to the campaign, which are captured in Tab 9.

Question No.	Input	Format	Clarifications
4.06	Please indicate the funding source for each health worker (i.e. who pays for this person's time)	Dropdown menu	Select from dropdown menu to indicate whether each health worker is paid by the health facility/MOH payroll, donor/partner payroll, unpaid or other. This information is used to determine whether labor costs should be grouped under the Paid or Unpaid Labor cost category. The dropdown menu of options can be modified in the 0d. Support Language tab
4.07	If the health worker is paid by a donor/partner, please specify the donor or partner organization's name	Text	Please indicate the name of the donor/partner and any relevant information, e.g. if the organization only covers part of the salary amount given

5. Meetings, Trainings, and Events tab

Module A: General info on campaign-related events

This module outlines details on any campaign-related events held before the campaign including any training, planning meetings, or social mobilization events.

Question No.	Input	Format	Clarifications
5.01a	Fill in whether the event was a training, meeting, or social mobilization event	Text	Select from dropdown menu on the type of event held. This will determine what campaign activity the costs incurred for the meeting will be allocated to. 'Meetings' are allocated to campaign management. The dropdown menu of options can be modified in the 0d. Support Language tab
5.01b	Fill in the duration of the event in terms of number of days	Number	This will be used to calculate the vehicle costs (a share of the vehicle's annual capital cost) incurred for attending training events. This field accepts decimal responses, so if an event lasted for a day and a half, please enter 1.5
5.02	Please indicate whether or not there were expenses for venue hires or refreshments for this event	Yes/No	Please only answer 'Yes' if such costs were incurred at the level at which data is being collected. Please pay attention to potential double counting of costs: if for example costs are being collected at the facility, but the district paid for the venue hire and refreshments, then these costs would be captured at district level as well
5.02a	If yes, please indicate how much was spent on venue hires or refreshments for this event	Number	This question should only be filled out if 'Yes' was answered in 5.02. Please only include costs that were incurred at the level of the data collection. Please pay attention to potential double counting of costs: if for example costs are being collected at the facility, but the district paid for the venue hire and refreshments, then these costs would be captured at district level as well
5.03	Please indicate whether or not there were any printing expenses for this event (e.g. training manuals, flyers, etc.)	Yes/No	Please only answer 'Yes' if such costs were incurred at the level at which data is being collected. Pay attention to potential double counting: if for example costs are being collected at the facility, but the district paid for these printing expenses, then these costs should be captured at district level

Question No.	Input	Format	Clarifications
5.03a	If yes, please indicate how much was spent on printing expenses for this event	Number	This question should only be filled out if 'Yes' was answered in 5.03. This is used to calculate overall printing costs for each type of event held
5.04	Please indicate whether or not there were other expenses not included above for this event	Yes/No	Please exclude any per diem costs or transport costs here since there are separate tabs dedicated to per diems and transport costs only
5.04a	If there are other expenses, please indicate how much was spent	Number	Please give the total amount spent and provide additional details in 5.04b on how they were used. Costs recorded in other tabs (e.g. per diems, transport) should not be repeated here to avoid double counting
5.04b	Please also indicate what the other expenses were used for	Text	Please give as much detail as possible, including if the amount was spent on several items. This will allow the amount to be separated by campaign activities in the analysis stage if needed

Module B: Contributions from partners and donors

This module outlines details on any additional contributions from donors and partners to the events outlined in module A. Please exclude any per diem costs here since there is a separate tab focused solely on per diems only.

Question No.	Input	Format	Clarifications
5.05a	Please provide details on the financial contributions received from donors/partners to pay for event-related expenses recorded in this tab	Number	<ul style="list-style-type: none"> This is only relevant if the study wants to disaggregate costs by source of funding The financial contributions should be a part of the costs already captured in this tab. If additional contributions are captured here, they should also still be recorded in the earlier sections of this tab This should only include financial support towards the trainings, meetings, or social mobilization activities, as other donor/partner contributions would be captured in other tabs. For example, this can include money to hire venues or pay for refreshments, money to print training material, money to pay for transport, etc.) This can also be used to check for any potential double counting between donor/partner financial contributions collected from them directly and contributions captured from government stakeholder questionnaires
5.05b	Please indicate the source of these financial contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of funds
5.06a	Please list any in-kind contributions received in relation to these events	Text	For example, this can include any trainers provided for training, or free use of venues to host meetings/trainings
5.06b	Please indicate the source of these in-kind contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of the contribution

6. Staff Time tab

Module A and B: Standard working hours during the campaign

This first module outlines the working hours during the campaign, as well as the standard working hours outside of the campaign.

Question No.	Input	Format	Clarifications
6.01	Fill in the time that health facility staff normally start their workday	Time (hh:mm)	This refers to an average, non-campaign working day. For example: 08:00
6.02	Fill in the time that health facility staff normally end their workday	Time (hh:mm)	This refers to an average, non-campaign working day. For example: 17:00
6.03	Fill in the time that campaign staff start the workday during the campaign	Time (hh:mm)	<ul style="list-style-type: none"> Campaign staff may have had longer working days during the campaign by starting earlier or later than on a usual working day Comparing 6.03-6.04 to 6.01-6.02 allows the tool to determine what share of their working day was allocated to the campaign If campaign days were longer than regular working days, then this indicates overtime hours for the health workers. Overtime is considered a campaign-specific economic cost
6.04	Fill in the time that campaign staff end the workday during the campaign	Time (hh:mm)	
6.99a	How many hours do staff members work in an average week?	Number	The average number of hours that an average staff member will work per week, not the number of hours the facility operates. This will be used to calculate staff overtime due to the campaign
6.99b	On how many days do staff members work in an average week?	Number	The average number of days that an average staff member will work per week, not the number of days the facility operates. This will be used to calculate staff overtime due to the campaign

Module C: Staff time before the campaign

This module shows the total number of hours each health worker spent on each campaign activity within 30 days BEFORE the campaign. This also includes time spent in meetings, trainings, and events. These tables only show one row per health worker.

Question No.	Input	Format	Clarifications
Q6.05-Q6.14	Fill in the total hours spent on each campaign activity 30 days before the campaign for each health worker	Number	<ul style="list-style-type: none"> The tool asks about the 30 days before vaccination activities started, as it assumes that preparatory activities ramped up during this period, and therefore resource use and time spent will have been more significant than during the rest of the period leading up the campaign Pre-campaign hours should include the time spent in any trainings, meetings, or events as recorded in the 5. Meetings, Trainings, and Events tab For Q6.14, other activities include any campaign activities not included among the campaign activities outlined in Q6.05-Q6.13. If so, please specify the name of the activity. This should ideally be left as blank since most campaign activities should fit into existing categories

Module D: Staff time during the campaign

This module shows the total number of hours each health worker spent on each campaign activity DURING the campaign. These tables only show one row per health worker.

Question No.	Input	Format	Clarifications
Q6.15-Q6.25	Fill in the total hours spent on each campaign activity during the campaign for each health worker	Number	<ul style="list-style-type: none"> This is the total number of hours spent during the campaign and not the number of hours per day. For example, campaign staff that worked for 7 days at 8 hours per day on administering vaccines would equal 56 hours (i.e. 7 days * 8 hours = 56 hours) 'Other campaign activities' refer to any campaign activities not included among those already outlined in Q6.15-Q6.23. This should ideally be left as blank since most activities should fit into the existing categories. If used, please specify the name of the activity in Q6.24 'Other non-campaign activities' refer to any major activities undertaken not related to the campaign, e.g. delivering other health services or facility management. If completed, please specify the name of the activity in Q6.25

Module E: Vaccination staff during the campaign

This module outlines the health facility's staff allocation (i.e. number of dedicated staff) to each type of delivery strategy for each day of the campaign.

Question No.	Input	Format	Clarifications
Q6.26 -Q6.29	Fill in the number of staff allocated towards each delivery strategy for each day of the campaign	Number	<ul style="list-style-type: none"> This table is used to estimate the % of time that staff spent on each delivery strategy, by taking the proportion of staff allocated towards each delivery strategy out of the total number of staff (see Table 5 in the B. Intermediate Calculations tab) Mop-up days should not be included here since this only refers to delivery strategies used during the campaign and the mop-up is considered as an activity that took place after the 'actual' campaign had ended The delivery strategies are pre-filled based on the delivery strategies outlined in the 0a. Country Information tab This table has been set up to accommodate for a 10-day campaign. If the campaign is longer, additional days can be added to this table, though such a change would require a lot of modifications in cost calculations elsewhere in the tool. An easier way to accommodate for a longer campaign would be to enter an average number of staff dedicated towards each delivery strategy under the Day 1 column as an assumption to be used over the entire duration of the campaign

Module F: Staff time after the campaign

This module shows the total number of hours each health worker spent on each campaign activity 30 days AFTER the campaign ended. These tables only show one row per health worker.

Question No.	Input	Format	Clarifications
Q6.30-Q6.39	Fill in the total hours spent on each campaign activity (e.g. mop-up) 30 days after the campaign	Number	<ul style="list-style-type: none"> 'Other campaign activities' refer to any campaign-related activity not already included among those outlined in Q6.30-Q6.38. This should ideally be left as blank since most campaign activities should fit into the existing categories. If used, please specify the name of the activity

Module G: Other labor expenses

This module shows the total cost of any other labor expenses (e.g. casual labor) for each campaign activity before, during, and after the campaign.

Question No.	Input	Format	Clarifications
6.40	Fill in total hours spent on other labor expenses for each campaign activity	Number	Other labor expenses refer to casual labor expenses (for laborers other than health worker staff or volunteers receiving per diems, etc.), such as if a laborer is paid to unload vaccines from trucks or dig a pit for waste disposal
6.40a	Specify what the other labor expenses were used for	Text	This is for reference only to better understand the purpose of any other labor expenses

Module H: Contributions from partners and donors

This module outlines details on any additional contributions from donors and partners in terms of staff support for the campaign. Please exclude any per diem costs here since there is a separate tab focused solely on per diems only.

Question No.	Input	Format	Clarifications
6.41a	Please provide details on the financial contributions received from donors/partners to pay for any staff support recorded in this tab	Number	<ul style="list-style-type: none"> This is only relevant if the study wants to disaggregate costs by source of funding The financial contributions should be a part of the costs already captured in this tab. If additional contributions are captured here, they should also still be recorded in the earlier sections of this tab This refers to financial support from donors towards additional staff support related to this tab. For example, this can include money to pay for additional staff to support the campaign. Any per diems paid for by donors should be captured in the 9. Per diems and other expenses tab This can also be used to check for any potential double counting between donor/partner financial contributions collected from them directly and contributions captured from government stakeholder questionnaires
6.41b	Please indicate the source of these financial contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of funds

Question No.	Input	Format	Clarifications
6.42a	Please list any in-kind contributions received from donors/partners related to staff support	Text	For example, this can include providing transportation of staff, or providing laborers to help loading and unloading
6.42b	Please indicate the source of these in-kind contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of the contribution

7. Vehicles and Transport tab

Module A: General vehicle information

This module shows basic information on the types of vehicles that were used for the campaign including the ownership type of each vehicle.

Question No.	Input	Format	Clarifications
7.01	Please indicate the vehicle type for each vehicle used for the campaign	Dropdown menu	Select from the dropdown menu of vehicle type options. The dropdown menu of options can be modified in the 0d. Support Language tab
7.02	Please indicate the brand or model of the vehicle	Text	For example, this could be vehicle brands such as Suzuki, Toyota, Honda, Mitsubishi, etc. If needed, the brand and model provide the information needed to estimate the vehicle's replacement price and useful life
7.03	Please select the type of fuel that was used for each vehicle	Dropdown menu	Select from the dropdown menu of fuel types (i.e. petrol or diesel). The dropdown menu of options can be modified in the 0d. Support Language tab
7.04	Please indicate whether the vehicle was owned by the facility/MOH, rented, purchased, donated/borrowed from donors/partners, or a personal vehicle	Dropdown menu	Select from the dropdown menu of vehicle ownership types. This indicates if the vehicle cost for the campaign is financial or economic. The dropdown menu of options can be modified in the 0d. Support Language tab

Module B: Vehicle expenses

This module outlines any vehicle-related expenses for each ownership type including purchase costs, rent costs, or vehicle maintenance costs.

Question No.	Input	Format	Clarifications
7.05	If the vehicle was purchased or donated/borrowed for the campaign, please indicate the financing source	Dropdown menu	Select from dropdown menu if the vehicle was purchased or donated by the health facility, MOH/state/province, or partner/donors. The dropdown menu of options can be modified in the 0d. Support Language tab

Question No.	Input	Format	Clarifications
7.05a	If purchased by the health facility, please list how much was spent	Number	This is used to calculate the total cost of any purchased vehicles used specifically for the campaign
7.05b	If the vehicle was donated/ borrowed from partners/ donors, then please list the name of the partner/donor	Text	This is for reference to better understand the donors/partners that contributed to vehicle support at each site and to inform where the cost info can be obtained from. This is also used to avoid double counting when such information is separately requested from donors/partners
7.06	Please indicate if the vehicle received maintenance within 30 days before, during, and 30 days after the campaign	Yes/No	This is for vehicles that are owned by the facility/MOH, lent by donors/ partners and personal vehicles. This assumes that no maintenance costs were incurred for rental vehicles (and that that would be included in the rental fee), though if this is the case please record
7.06a	If there were vehicle maintenance costs, then please specify how much was spent	Number	If vehicle maintenance was paid for by donors/partners please ensure that this only recorded in one data collection tool and not double counted
7.07	If the vehicle was rented, please indicate for how many days it was rented	Number	This is for rented vehicles only
7.08	If the vehicle was rented, please indicate the total rent cost for the vehicle	Number	Please indicate the total cost for renting the vehicle across all days it was used for, not the cost per day
7.09	If the vehicle was rented, please indicate whether or not fuel was included in the rent price	Yes/No	If the fuel cost is included in 7.08, please indicate 'Yes' here and do not fill a fuel cost amount in 7.10

Module C: Vehicle use for the campaign

This module outlines the fuel costs of each vehicle during the campaign, including estimates of the percentage breakdown of how each vehicle was used for each campaign activity.

Question No.	Input	Format	Clarifications
7.10	Please list the total fuel cost for each vehicle used during the campaign	Number	Please provide an estimate of how much was spent on fuel for each vehicle. Do not complete if the vehicle is rented and the fuel costs are included in 7.08
7.11	Please provide a % breakdown of how each vehicle was used for each campaign activity listed	Percentage	<ul style="list-style-type: none"> Please provide an estimate of how the vehicle was used during the campaign in terms of % use (such as % of total distance travelled) for each campaign activity If there are any other campaign activities not included here, then please specify the activity name in 7.11n. Ideally, this should be left as blank since most campaign activities should fit into existing categories Vehicle use at facility level refers to the use of vehicles for activities that took place from the facility to service delivery sites, social mobilization locations, etc. Facility-based service delivery is therefore not included as this would not have required travel. The delivery of vaccines from higher levels to health facilities should be categorized under vaccine distribution and storage as opposed to service delivery The % vehicle usage across all campaign activities must equal 100% for each vehicle, even if the vehicle wasn't exclusively used for the campaign. If the percentages do not add up to 100%, then the red text font will remain to indicate an error until the column equals 100% This is used to estimate how the fuel costs and vehicle maintenance costs should be allocated towards each campaign activity

Module D: Other transport expenses

This module outlines any other transport expenses (e.g. public transportation expenses) incurred for each campaign activity. Other transport costs are defined as expenses not already accounted for in the previous modules.

Question No.	Input	Format	Clarifications
7.12	Fill in how much was spent on other transport costs (e.g. public transport expenses) for each campaign activity	Number	<ul style="list-style-type: none"> For example, this could include transport costs related to using public transportation (taxis, cabs, buses, etc.) for campaign activities If these other transport expenses cannot be further disaggregated by campaign activity, then you can indicate the total lump sum in Q7.12o under column O in this module. These costs will then be disaggregated later on using allocation rules based on staff time spent on campaign activities that required some form of transportation (see Table 12 in the B. Intermediate Calculations tab) Please include costs that were incurred at the level of the data collection. Please pay attention to potential double counting of costs: if for example costs are being collected at the facility, but the district paid for transport expenses, then these costs would be captured at district level as well

Module E: Contributions from partners and donors

This module outlines details on any additional contributions from donors and partners in terms of vehicle-related support for the campaign.

Question No.	Input	Format	Clarifications
7.13a	Please provide details on the financial contributions received from donors/partners to pay for any vehicle-related support recorded in this tab	Number	<ul style="list-style-type: none"> This is only relevant if the study wants to disaggregate costs by source of funding The financial contributions should be a part of the costs already captured in this tab. If additional contributions are captured here, they should also still be recorded in the earlier sections of this tab This refers to financial support from donors/partners towards transport related activities related to this tab. For example, this can include money to buy fuel for the campaign or money to repair vehicles before the campaign This can also be used to check for any potential double counting between donor/partner financial contributions collected from them directly and contributions captured from government stakeholder questionnaires
7.13b	Please indicate the source of these financial contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of funds
7.14a	Please list any in-kind contributions received from donors/partners related to vehicle support	Text	For example, this can include donated fuel, donated spare parts, etc. for the campaign
7.14b	Please indicate the source of these in-kind contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of the contribution

8. Equipment and Supplies tab

Module A: Cold chain power

This module shows how the health facility's cold chain was powered during the campaign including grid electricity, solar energy, or generators.

Question No.	Input	Format	Clarifications
8.01	Please indicate whether or not the facility's cold chain was used for the campaign	Yes/No	This is to confirm whether the facility cold chain was used in some way to help maintain the vaccines to be administered for the campaign
8.01a	If the facility's cold chain was not used, then please explain how the cold chain was maintained	Text	For example, on the campaign days the facility could have collected the vaccines directly from higher administrative levels or from other facilities that did have cold chain capacity
8.02a	Fill in how many days of the campaign was the cold chain powered using grid electricity	Number	This is used to estimate total costs for grid electricity used for the campaign. This is done by multiplying the grid electricity cost per day from the 0b. Unit costs tab with the total number of days indicated here. This is likely an overestimation in the sense that not all grid electricity costs will have been campaign-specific, but an underestimation in the sense that vaccines will likely have arrived, and have required use of electricity, several days or weeks before the campaign started
8.02b	Fill in how many days of the campaign was the cold chain powered using generators	Number	This allows the tool to estimate capital costs for any generators used for the campaign since this estimates the % of time for which the generators were used for the campaign. See the Calculation Examples section for how capital costs are calculated
8.02c	Fill in how many days of the campaign was the cold chain powered using solar energy	Number	The tool assumes zero operating costs for solar energy sources, other than maintenance costs (captured in later questions)
8.03	If generators were used, fill in how much was spent on fuel (e.g. kerosene, gas, diesel, or petrol) to power the generator during the campaign	Number	If known, please list the total fuel cost for using generators in the campaign. If the cost is not known, then please complete the number of hours each generator was used for and type of fuel used in Q8.15 and Q8.16, since these metrics can be used to estimate generator fuel costs

Module B: Cold chain equipment and accessories

This module outlines the cold chain equipment used for the campaign including ownership type, quantity, funding source, and total rent or purchase cost.

Question No.	Input	Format	Clarifications
8.05	Fill in the quantity used for the campaign for each cold chain equipment listed	Number	This only includes equipment that was used for the campaign. Do not include any equipment that was not used for the campaign (e.g. broken refrigerators or cold boxes used for routine outreach)
8.06	Please indicate the brand or model of each listed cold chain equipment	Text	<ul style="list-style-type: none"> For the cold room, please indicate the total volume of the cold room in cubic meters (m3), instead of the brand or model The brand/model information is not used in the tool but could be useful if the replacement price for a type of equipment is considered too generic and further tailoring by brand and model is desired. Replacement prices for each type of equipment can be entered in 0b. Unit costs table H
8.07	Please estimate the % capacity that each cold chain equipment was used during the campaign	Percentage	If the item was used exclusively for the campaign during the campaign days, please state 100%, if not please estimate the capacity used for the campaign compared with the routine immunization program or the delivery of other health services
8.08	Please indicate the ownership type of each cold chain equipment (e.g. purchased, rented, already owned by facility/MOH or partners/donors)	Dropdown menu	Select from the dropdown menu of ownership types. The dropdown menu of options can be modified in the 0d. Support Language tab
8.09	Please specify the name of the entity (e.g. donor/partner name) that purchased, rented, or donated/borrowed each cold chain equipment	Text	<ul style="list-style-type: none"> If you are using a payer perspective including donors/partners, then please be careful about double counting contributions from donors/partners here if you are also requesting donor/partner information separately. For more details on study perspectives, please see the full methodological guidance document here You can also indicate here if cold chain equipment came from a community member or campaign staff (e.g. refrigerator to store vaccines came from a community member)
8.10	Fill in how much was spent to purchase or rent each cold chain equipment	Number	This should be the total purchase/rent cost of the cold chain equipment where the total quantity is already accounted for

Module B: Cold chain equipment and accessories

This module outlines the cold chain equipment used for the campaign including ownership type, quantity, funding source, and total rent or purchase cost.

Question No.	Input	Format	Clarifications
8.05	Fill in the quantity used for the campaign for each cold chain equipment listed	Number	This only includes equipment that was used for the campaign. Do not include any equipment that was not used for the campaign (e.g. broken refrigerators or cold boxes used for routine outreach)
8.06	Please indicate the brand or model of each listed cold chain equipment	Text	<ul style="list-style-type: none"> For the cold room, please indicate the total volume of the cold room in cubic meters (m3), instead of the brand or model The brand/model information is not used in the tool but could be useful if the replacement price for a type of equipment is considered too generic and further tailoring by brand and model is desired. Replacement prices for each type of equipment can be entered in 0b. Unit costs table H
8.07	Please estimate the % capacity that each cold chain equipment was used during the campaign	Percentage	If the item was used exclusively for the campaign during the campaign days, please state 100%, if not please estimate the capacity used for the campaign compared with the routine immunization program or the delivery of other health services
8.08	Please indicate the ownership type of each cold chain equipment (e.g. purchased, rented, already owned by facility/MOH or partners/donors)	Dropdown menu	Select from the dropdown menu of ownership types. The dropdown menu of options can be modified in the 0d. Support Language tab
8.09	Please specify the name of the entity (e.g. donor/partner name) that purchased, rented, or donated/borrowed each cold chain equipment	Text	<ul style="list-style-type: none"> If you are using a payer perspective including donors/partners, then please be careful about double counting contributions from donors/partners here if you are also requesting donor/partner information separately. For more details on study perspectives, please see the full methodological guidance document here You can also indicate here if cold chain equipment came from a community member or campaign staff (e.g. refrigerator to store vaccines came from a community member)
8.10	Fill in how much was spent to purchase or rent each cold chain equipment	Number	This should be the total purchase/rent cost of the cold chain equipment where the total quantity is already accounted for

Module C: Cold chain maintenance

This module shows the total maintenance costs for the cold chain at the health facility.

Question No.	Input	Format	Clarifications
8.11	Please indicate whether or not cold chain repairs were carried out 30 days before, during, and 30 days after the campaign	Yes/No	<ul style="list-style-type: none"> This is to confirm whether there were any costs incurred for maintaining or repairing the cold chain used for the campaign The 30-day period was chosen here under the assumption that repairs in the time period immediately running up or immediately after the immunization campaign could be considered specific to the campaign. However, if expenses were incurred specifically for the campaign outside of this 30-day period either side of the campaign, these should also be recorded.
8.12	Fill in the total amount spent on cold chain maintenance or repair	Number	This is used to calculate the total cold chain maintenance costs for the campaign. This amount is allocated in full to the campaign, even though such repairs will serve the routine system afterwards, and in that sense may overestimate these expenses. The assumption is that certain repairs would have been triggered by the campaign that may otherwise not have taken place. Additionally, as the time period is limited to 30 days ahead of the campaign, this may underestimate the amount incurred for the campaign

Module D: Generators

This module shows additional details on how generator(s) were used during the campaign to power the cold chain.

Question No.	Input	Format	Clarifications
8.13	Please indicate whether or not cold chain repairs were carried out 30 days before, during, and 30 days after the campaign	Dropdown menu	Select from the dropdown menu of ownership type options. The dropdown menu of options can be modified in the 0d. Support Language tab
8.14	Fill in the total amount spent on cold chain maintenance or repair	Number	This is used to calculate total costs for any generators purchased or rented specifically for the campaign
8.15	Please specify the type of fuel used for each generator	Dropdown menu	Please specify if petrol or diesel was used to power each generator. This can be used to estimate total fuel costs for running each generator
8.16	Fill in how many hours in total was the generator used during the campaign	Number	This is used to estimate capital costs for each generator used for the campaign

Module E: Office equipment and other items

This module outlines the office equipment used for the campaign including ownership type, quantity, funding source, and total rent or purchase cost.

Question No.	Input	Format	Clarifications
8.17	Fill in the quantity used for the campaign for each office equipment item listed	Number	This only includes equipment items used for the campaign and not others at the facility that were not used during the campaign. Not that capital costs for office equipment will be very low, and this module can be left empty to speed up the study
8.18	Please indicate the brand or model of each piece of listed office equipment	Text	This is for reference only to better understand what replacement price would be suitable for each office equipment used
8.19	Please estimate the % capacity that each office equipment was used during the campaign	Percentage	If the item was used exclusively for the campaign during the campaign days, please state 100%, if not please estimate the capacity used
8.20	Fill in the main activity that each equipment was used for	Dropdown menu	Select from the dropdown menu of campaign activities. The dropdown menu of options can be modified in the 0d. Support Language tab
8.21	Please indicate the ownership type of each office equipment (e.g. purchased, rented, already owned by facility/ MOH or partners/donors)	Dropdown menu	Select from the dropdown menu of ownership types. If it was owned by a member of campaign staff, please select 'Already owned by facility/MOH'. The dropdown menu of options can be modified in the 0d. Support Language tab
8.22	Please specify the name of the entity (e.g. donor/partner name) that purchased, rented, or donated/borrowed each office equipment	Text	<ul style="list-style-type: none"> If relevant, you can also indicate here if any office equipment was provided or by a community member or campaign staff If you are using a payer perspective including donors/partners, then please be careful about double counting contributions from donors/partners here if you are also requesting donor/partner information separately. For more details on study perspectives, please see the full methodological guidance document here
8.23	Fill in how much was spent to purchase or rent each office equipment	Number	This should be the total purchase/rent cost of all of the office equipment (i.e. not the cost per item). Do not include airtime or data costs for mobile phones, these should be recorded in 9.07

Module F: Supplies

This shows the expenses incurred for stationery and printing supplies for the campaign.

Question No.	Input	Format	Clarifications
8.24a	Fill in the total costs for stationery supplies	Number	This includes costs for pens, scissors, and other stationery supplies used specifically for the campaign
8.24b1	Fill in the total printing costs for record-keeping activities	Number	This includes printing costs for tally sheets, vaccination cards, etc.

Question No.	Input	Format	Clarifications
8.24b2	Fill in the total printing costs for social mobilization activities	Number	This includes printing costs for banners or posters to promote the immunization campaign
8.24b3	Fill in the total printing costs for campaign management activities	Number	This includes printing costs for checklists or target population lists
8.24b4	Fill in the total printing costs for other activities	Number	This includes any other printing costs not already captured above such as project reports or final reports. Please record what these were for in the 'Any remarks' box

Module G: Contributions from partners and donors

This module outlines details on any additional contributions from donors and partners in terms of equipment-related support for the campaign

Question No.	Input	Format	Clarifications
8.25a	Fill in the quantity used for the campaign for each office equipment item listed	Number	<ul style="list-style-type: none"> This is only relevant if the study wants to disaggregate costs by source of funding The financial contributions should be a part of (and not in addition to) the costs already captured in this tab. If additional contributions are captured here, they should also still be recorded in the earlier sections of this tab This refers to financial support from partners/donors towards equipment/supplies outlined in this tab. For example, this can include money to buy fuel for generators, or to repair cold chain equipment This can also be used to check for any potential double counting between donor/partner financial contributions collected from them directly and contributions captured from government stakeholder questionnaires
8.25b	Please indicate the source of these financial contributions and what they were used for	Text	If known, please indicate the name of the donor or partner and purpose of funds. This is to ensure that there is no double counting in case data is collected from the donors/partners themselves
8.26a	Please list any in-kind contributions received from donors/partners related to equipment support	Text	This can include any equipment donated by donors or partners to facilitate the campaign
8.26b	Please indicate the source of these in-kind contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of the contribution

9. Per Diems and Other Expenses tab

Module A: Per diem expenses

This module outlines all per diems, incentives, and travel allowances received by facility staff specifically for the campaign.

Question No.	Input	Format	Clarifications
9.01	Please list the total amount received by all staff for all days for each activity	Number	<ul style="list-style-type: none"> For each campaign activity, list the total per diem amounts received by all workers for the entire campaign If the total per diem amounts cannot be further disaggregated by campaign activity, then please list the lump sum amount in Q9.01k. These lump sum amounts will be allocated to campaign activities later on based on staff time spent on each campaign activity (see Table 10 in the B. Intermediate Calculations tab). Please include costs that were incurred at the level of the data collection. Pay attention to potential double counting of costs: if for example costs are being collected at the facility, but the district paid for per diem expenses, then these costs would be captured at district level as well
9.02	Fill in the total number of staff that received a per diem for each campaign activity listed	Number	<ul style="list-style-type: none"> The Analysis tabs use the amount in Q9.01. If not available, you can use Q9.02 and Q9.03 to calculate an amount to enter into Q9.01. For example, to get an estimated per diem cost (Q9.01), you can manually multiply the number of staff that received a per diem (Q9.02) with the average per diem per person (Q9.03) Even though this field is not required, as per diems are such a big cost driver in campaigns, it is strongly recommended to probe and ask for an approximate breakdown of per diems by activity
9.03	Fill in the average per diem amount received per person for all days of the campaign	Number	<ul style="list-style-type: none"> The Analysis tabs use the amount in Q9.01. If this is not available you can use Q9.02 and Q9.03 to calculate an amount to enter into Q9.01. For example, to get an estimated per diem cost (Q9.01), you can manually multiply the number of staff that received a per diem (Q9.02) with the average per diem per person (Q9.03)
9.04	Fill in the main source of funding for each per diem amount (or travel allowance) listed	Dropdown menu	Select from the dropdown menu if the funds were received from the facility/MOH or from donors/partners. The dropdown menu of options can be modified in the 0d. Support Language tab
9.04a	If the funds came from donors/partners, then please specify the name of the organization	Text	This is for reference only to better understand if donors or other partners contributed to per diem expenses for the campaign. This is also used to help avoid double counting if the same data is being separately collected from donors/partners

Module B: Waste disposal

This module outlines all expenses related to waste disposal due to the campaign.

Question No.	Input	Format	Clarifications
9.05a	Fill in how waste from the campaign (e.g. safety boxes with used syringes) was disposed	Dropdown menu	Select from the dropdown menu if waste was collected by higher level staff (i.e. district-level staff) or other third party or disposed of incinerators or burn pits. Select 'other' if the waste disposal method was not included in the dropdown menu. The dropdown menu of options can be modified in the 0d. Support Language tab
9.05b	If other was selected, then please specify how the waste was disposed of during the campaign	Text	Please include notes here on any other methods that were used for waste disposal during the campaign
9.06	Please list the total expense incurred for waste disposal for the entire campaign	Number	Please record the total waste disposal amount for the entirety of the campaign. If fuel was disposed of in a burn pit, this amount will automatically be costed as fuel for the pit under the 'transport and fuel' resource type. If incinerator is selected, further questions will appear. If waste was collected by a higher level, this will be automatically costed as paid labor for waste disposal and captured at that level.
9.06a	How many times was the incinerator used during the campaign?	Number	The number of times the incinerator was used for the purpose of disposing of campaign materials. This will be used to calculate Incinerator cost per use (see Table 8 in B. Intermediate Calculations tab)
9.06b	How many times is the incinerator used in a regular, non-campaign month?	Number	The number of times the incinerator is typically used during a non-campaign month. This will be used to calculate Incinerator cost per use (see Table 8 in B. Intermediate Calculations tab), and to determine what share of the incinerator use should be allocated to the campaign as opposed to the routine system
9.06c	What is the average running cost for the incinerator in a non-campaign month?	Number	This refers to the total cost per month, and not the cost per use. This will be used to calculate Incinerator cost per use (see Table 8 in B. Intermediate Calculations tab) , and to determine what share of the incinerator cost should be allocated to the campaign as opposed to the routine system

Module C: Communication during the campaign

This module shows all communication-related expenses incurred during the campaign.

Question No.	Input	Format	Clarifications
9.07	Fill in the total amount spent on airtime/ mobile data/other communication expenses specifically for the campaign	Number	This should include expenses incurred for professional as well as personal mobile phones/smartphones used for the campaign

Question No.	Input	Format	Clarifications
9.08a	Please select which campaign activity used up most of the communication expenses in terms of airtime / data	Dropdown menu	Select from the dropdown menu of campaign activities. The dropdown menu of options can be modified in the 0d. Support Language tab
9.08b	If other was selected, then please specify the name of the campaign activity	Text	Please specify here if there are other campaign activities that were not captured in Q9.08a

Module D: Any other expenses

This module shows any other expenses from the campaign that have not already been accounted for in the questionnaire modules.

Question No.	Input	Format	Clarifications
9.09	Fill in the total amount of additional expenses related to the campaign	Number	Fill in the total amount of any other expenses that have not yet been accounted for in previous modules
9.10	Please specify the purpose of these additional or other expenses	Text	Please explain what these other expenses were used for, if they were not already captured in previous modules. This is also helpful for classifying the cost activity and resource type that these additional expenses should be categorized under

Module E: Contributions from partners and donors

This module outlines details on any additional contributions from donors and partners in terms of per diems, waste disposal, or communication expenses.

Question No.	Input	Format	Clarifications
9.11a	Please provide details on the financial contributions received from donors/partners to pay for per diems, waste disposal, or communication support recorded in this tab	Number	<ul style="list-style-type: none"> This is only relevant if the study aims to disaggregate costs by source of funding The financial contributions should be a part of the costs already captured in this tab. If additional contributions are captured here, they should also still be recorded in the earlier sections of this tab This refers to financial support from partners/donors towards per diems and other expenses related to this tab. For example, this can include money to buy fuel for the incinerators, or money to buy airtime This can also be used to check for any potential double counting between donor/partner financial contributions collected from them directly and contributions captured from government stakeholder questionnaires
9.11b	Please indicate the source of these financial contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of funds

Question No.	Input	Format	Clarifications
9.12a	Please list any in-kind contributions received from donors/ partners related to per diems, waste disposal, or communications support	Text	This can include any equipment or items donated by donors or partners to facilitate the campaign
9.12b	Please indicate the source of these in-kind contributions and what they were used for	Text	Please indicate the name of the donor or partner and purpose of the contributions

10. Review tab

The 10. Review tab can be used to track any issues or follow-up questions that follow from a review of the collected data. There are fields to record any inconsistencies spotted, missing data or follow-up questions, as well as responses to those. This will allow the study team to keep a track record of any revisions during the finalization of the datasheets as seen in Figure 4. Systematically tracking queries throughout the data review process also helps to expose which questions have consistently been misunderstood or misinterpreted across all questionnaires, and potentially inform improvements to the data collection tools for use in subsequent data collection rounds.

FIGURE 4 Screenshot showing the main structure of the Review tab

Reviewer name				
Tab	1. Comment/question (DATE)	1. Clarification	2. Comment/question (DATE)	2. Clarification
1. General information				
2. Campaign information				
3. Campaign stock and coverage				
4. Campaign staff				
5. Meetings, trainings, events				
6. Staff time				
7. Vehicles and transport				
8. Equipment and supplies				
9. Per diem and other expenses				

ANALYSIS TABS

The Analysis tabs contain calculations to estimate the costs of the immunization campaign at a given study site.

The A. All Data tab compiles data from the Resource Use tabs to summarize all responses provided in the questionnaire. The B. Intermediate Calculation tabs pulls data from the Resource Use tabs and Basic Information tabs to calculate allocation rules and other metrics required for the cost calculations. Lastly, the C. Cost tab contains the finalized cost calculations. The final cost calculations contained within the C. Cost tab are disaggregated by campaign activity, resource type, and campaign-specific or shared costs. It also specifies whether costs are considered financial or opportunity costs, assuming a payer perspective as per the definition used in the [methodological guidance](#). If a different perspective is used for the study, some of the classifications may need to be modified.

Although many cost components are calculated automatically, some require manual adjustments. For example, if data needed for certain allocation rules are missing, assumptions need to be filled in manually for the calculations to work. Additionally, if any additional information regarding costs was provided in a 'Remarks' box in any of the tabs, the costs from that narrative will need to be added in manually as well.

A. All Data tab

The A. All Data tabs pulls all of the answers to each question from the Resource Use tabs into a single table that is pivotable. The A. All Data tab can be useful to analyze the responses given at a study site, when developing descriptive statistics on non-cost related information data collected from a study site. Moreover, the standardized format allows for easy compilation of data across sites. Copying the full contents of this tab for each site below the next in a separate Excel file (make sure you paste as values to prevent issues with broken data links) results in a database from which summary statistics and pivot tables can be produced for the entire sample. Examples of such summary statistics include:

- i. Showing the composition of health facility types and ownership types included within the study.
- ii. Calculating the average number of doses delivered per site or per staff member at each site.
- iii. Visualizing the distribution of doses delivered across sites or disaggregated even further by delivery strategy.
- iv. Comparing time spent on social mobilization across sites included in the study.

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TABLE 2 Overview of the column names within the A. All Data tab

Column Name	Description
#	Shows the row number of each entry
ID	This is a unique identifier using the state, district, facility name, and question number
State/Province	Shows the name of the province or state (or equivalent) that the study site comes from. This is automatically pulled from the 1. General information tab
District	Shows the name of the district (or equivalent) that the study site comes from. This is automatically pulled from the 1. General information tab
Ward	If applicable, this shows the name of the ward (or one administrative level below district). This is automatically pulled from the 1. General information tab
HF Name	Shows the name of the health facility site. This is automatically pulled from the 1. General information tab
HF Location	Shows more details on the location of the health facility. This is automatically pulled from the 1. General information tab
HF Type	Shows the type of health facility the study site falls under. This is automatically pulled from the 1. General information tab

Column Name	Description
HF Ownership	Shows the ownership type of the health facility. This is automatically pulled from the 1. General information tab
Tab	This shows which Resource Use tab each data point comes from. This is manually entered as text
Question #	Shows the question number from each Resource Use tab
Question Text	Shorter version of the type of question asked in each Resource Use tab
Answer	Shows the linked question answers pulled from the Resource Use tabs

B. Intermediate Calculations tab

This tab contains intermediary calculation steps needed to estimate the costs. It uses data from the Resource Use tabs and Basic Information tabs to calculate certain data points that are needed for multiple of the final cost calculations in the C. Cost tab. Examples include the duration of the campaign and the share it takes up out of the total year, as well as the allocation weights that are used to distribute costs across activities, interventions and cost types. This tab is organized into different tables, which all feed into the

Excel formulas used in the C. Cost tab. If all of the Resource Use tabs have been filled in correctly, then the intermediate calculations are automatically calculated, and require very limited data entry. The only table that may require data entry is under [Table 14](#), which needs to be changed if per diems were given separately for mop-up activities. The cost calculation formulas currently assume that no per diems were given separately for mop-up unless indicated otherwise in [Table 14](#).

TABLE 3 General intermediate calculations

This table shows intermediate calculations related to the duration of the campaign and average working hours for campaign staff. The figures in this table are automatically calculated based on the information provided in the Resource Use tabs, which will be used later on for cost calculations in the C. Cost tab. These intermediate numbers are useful for a number of cost calculations related to staff time and capital equipment.

Relevant tab	Intermediate Calculation	Value
General	Number of days in campaign year	366
General	Number of business days in campaign year	263
General	Number of hours in campaign year	8784
General	Number of regular working hours in campaign year	1841
General	Number form of the month of campaign	2
General	Number of days in month of campaign	29
General	Campaign as % of month of campaign	41%
General	Campaign as % of total number of days in the year	3%
General	Campaign as % of total number of working days in th	5%
2. Campaign information	Campaign start date	2/28/2020
2. Campaign information	Campaign end date	3/10/2020
2. Campaign information	Campaign duration total days	12
2. Campaign information	Campaign duration before days	23
2. Campaign information	Regular working days 30 days before campaign	22
2. Campaign information	Regular working hours 30 days before campaign	154
2. Campaign information	Campaign duration during days	12
2. Campaign information	Regular working days during campaign	8
2. Campaign information	Regular working hours during campaign	56
2. Campaign information	Campaign duration after days	3
2. Campaign information	Regular working days 30 days after campaign	22
2. Campaign information	Regular working hours 30 days after campaign	154
2. Campaign information	Average number of working hours per month	153
2. Campaign information	Average number of working hours per day	7
2. Campaign information	Hours spent working in total during the campaign	4047
2. Campaign information	Overhours compared to normal workweek	35

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THINKWELL

TABLE 4 Allocation rules for interventions delivered

This shows the assumptions that will be used to allocate costs to each delivered intervention (i.e. intervention weights). The majority of cost components are allocated towards each intervention using these intervention weights with a few exceptions such as capital costs of cold chain equipment, which uses the volume taken up by vaccines within the cold chain to allocate capital costs. These intervention weights are automatically populated based on the % share of the doses delivered by intervention in the 3. Campaign Stock and Coverage tab. These intervention weights are used as a proxy to allocate costs towards each intervention by using the breakdown of doses delivered at the study site. As such, these intervention weights are used to split most of the costs outlined in the C. Cost tab (see Box 1 for an example). Please refer to the Excel formulas within this table for more details on the calculation steps.

TABLE 5 Allocation rules for staff time spent on each delivery strategy

This shows how staff was generally allocated to each delivery strategy to help calculate staff time costs. More specifically, these weights are used to split costs towards each delivery strategy (e.g. facility-based, temporary posts, mop-up) for service delivery activities. This table uses the information provided in module E within the 6. Staff time tab to estimate these weights. This is done by calculating the proportion of staff dedicated towards each delivery strategy across all days of the campaign. Within the C. Cost tab, you can see that service delivery cost activities are disaggregated by delivery strategy (ex. rows 166-169). These intervention weights allow you to further disaggregate service delivery costs towards each delivery strategy. See the calculation steps column in the C. Cost tab for more details (also see Box 2 for an example).

BOX 1 Example of using intervention weights to allocate social mobilization costs

Assume a campaign co-delivered both yellow fever and meningitis A vaccines during the campaign. At a given health facility, 100 doses of the yellow fever vaccine and 500 doses of the meningitis A vaccine were delivered. The tool will then automatically calculate the intervention weights to be 17% (i.e. 100/600) for yellow fever and 83% (i.e. 500/600) for meningitis A.

Intervention weights using number of doses delivered	
Yellow Fever - intervention weight	17%
Meningitis A - intervention weight	83%

For example, if the cost of social mobilization for this health facility was \$1000, the tool will then allocate 17% (\$170) of these costs to yellow fever, and 83% (\$830) to meningitis A.

BOX 2 Example of using staff allocation rules to disaggregate service delivery costs by delivery strategy

At a given facility, if a total of 100 staff were mobilized for the campaign, and 60 of them spent their time administering vaccines at the facility, while 40 spent their time at temporary posts, then the delivery strategy weights here would be 60% and 40%, respectively.

Delivery strategy weights for service delivery activities	
Facility-based - staffing weight	60%
Temporary posts - staffing weight	40%

These weights are then used to allocate staff costs. If the total staff time spent on the campaign is valued at \$1,000, then 60% (\$3,000) will be allocated towards facility-based delivery and 40% (\$400) will be allocated towards temporary posts.

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TABLE 6 Allocation rules for interventions delivered by strategy

This outlines the assumptions made on how much each of the interventions were delivered through each delivery strategy. These weights will be used in later cost calculations when allocating costs for vaccine injection and safety supplies towards each delivery strategy (see Box 3 for an example and rows 4-9 in the C. Cost tab for more details). This is based on the information provided in the 3. Campaign Stock and Coverage tab, from the percentage breakdown of the doses delivered for each delivery strategy used. This template has only been optimized for the delivery of two interventions and two delivery strategies during the campaign. You will need to directly modify the template to add additional interventions and delivery strategies. In cases where there is no available data on doses delivered by strategy to automatically calculate this breakdown, you will need to fill in reasonable % estimates into this table and directly overwrite the Excel formulas. To develop reasonable estimates, you may need to use data from other sites or health facilities to infer reasonable assumptions for this % breakdown.

TABLE 7 Cold chain space for vaccines/ interventions

This table automatically calculates the total amount of space taken up by each delivered vaccine/intervention within the cold chain, which is then used to allocate capital costs of cold chain equipment towards each vaccine/intervention. The total amount of space taken up by each intervention is calculated by multiplying the total number of doses received by the health facility with the individual volume size of each vaccine/intervention (i.e. per dose volume size), and then calculating the % of total breakdown. These weights are then used to allocate capital costs for all cold chain equipment used in the campaign as seen in Box 4 (see also the [Calculation Examples](#) section for a detailed example and also rows 1874-1899 in the Cost tab).

BOX 3 Example of allocation rules to disaggregate vaccine injection and safety supplies by delivery strategy

Within a given health facility that delivered yellow fever and meningitis A vaccines, if 350 yellow fever vaccines were delivered at facilities while 100 doses were delivered at temporary posts and 50 doses via mop-up activities, then the delivery strategy weights would be 70% (350/500) for facility-based, 20% (100/500) for temporary posts, and 10% (50/500) for mop-up.

Delivery strategy weights based on number of doses delivered	
% YF given for facilities	70%
% YF given for temporary posts	20%
% YF given for mop up	10%
% MenA given for facilities	60%
% MenA given for temporary posts	20%
% MenA given for mop up	20%

These weights are then used to allocate certain types of costs. For example, if \$500 was spent on vaccine injection and safety supplies at this health facility, then 70% (\$350) will be allocated towards facility-based service delivery, 20% (\$100) will be allocated towards temporary posts, and 10% (\$50) will be allocated towards mop-up activities.

BOX 4 Example of allocation rules to allocate capital costs for cold chain equipment by intervention

Within a given health facility for a co-delivery campaign, if yellow fever vaccines and meningitis A vaccines took up about 71% and 29% of the total space within the cold chain respectively, then this % breakdown would be used to allocate cold chain capital costs.

Space in the cold chain (cm3)	
Yellow Fever	32,452
Meningitis A	13,207
YF as % of total	71%
Meningitis A as % of total	29%

For example, if \$100 was the estimated capital costs for cold chain equipment within the health facility, then 71% (\$71) of the capital cost will be allocated towards yellow fever and 29% (\$29) will be allocated towards meningitis A.

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TABLE 8 Cost per incinerator use

This table automatically calculates the number of times the incinerator was used during the campaign, the incremental increase in use of the incinerator due to the campaign, and the cost per incinerator use. These are key metrics to be used in the final cost calculations for the shared and campaign-specific costs for incinerators. The numbers in the table are calculated based on data provided in module B for waste disposal in the 9. Per diems and other expenses tab. By using the number of uses in an average month and the total running cost per month, it estimates an incinerator cost per use.

Waste disposal - Incinerator use	Value
Regular incinerator use during time of campaign	1.3
Increased number of times used due to campaign	8.7
Cost per incinerator use (LCU)	250

The estimated incinerator cost per use is then pulled into the C. Cost tab (rows 1786-1789) to calculate the shared economic costs (the cost of using the incinerator equivalent to what would have been incurred during the same time frame in a non-campaign period) and campaign-specific costs (incremental cost due to the additional use of the incinerator during the campaign) for incinerators used in the campaign.

TABLE 9 Vaccine administration supply costs

This is a summary table that shows the total costs incurred by the health facility for each vaccine administration supply included here. This is calculated by multiplying the quantity of supplies used in 3. Campaign stock and coverage tab under Q3.08 and their respective unit costs provided in 0. Unit costs tab in module B. In the C. Cost tab, these total costs of vaccine administration supplies are then allocated towards specific campaign activities such as service delivery, AEFI management, and record-keeping depending on the type of supply used (see rows 4-13 in the C. Cost tab). The majority of supplies are allocated towards service delivery activities, with the exception of AEFI kits (AEFI management) and indelible ink finger markers (record-keeping).

Vaccine supplies total costs	Unit	Total Cost (LCU)
AD Syringes	(1 syringe)	114,473.46
Reconstitution syringes	(1 syringe)	8,496.52
Safety box carton	(1 carton)	672.12
Hand sanitizer / detergent	(1 bottle)	14,400.00
Biohazard plastic bags	(1 roll)	-
Black bags	(1 roll)	3,500.00
Disinfectant	(1 bottle)	1,900.00
Cotton wool	(1 roll)	500.00
AEFI Kit	(1 kit)	3,000.00
Indelible ink finger markers	(1 marker)	8,400.00
Gloves	(1 box)	3,500.00
Face mask	(1 packet)	10,000.00
Bucket	(1 piece)	21,424.00
Other (specify)	(specify unit here)	-

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TABLE 10 Per diem allocation rules

In this table, the allocation rules for non-disaggregated (or lump sum) per diems listed under Q9.01k in the 9. Per Diems and Other Expenses tab are calculated. These allocation rules are based on the proportion of total staff time spent on each campaign activity based on the 6. Staff time tab. This assumes the lump sum only covers payment for activities during the campaign, so none of this will be allocated towards training since this typically occurs before the campaign. These allocation rules are then used to split up the lump sum per diem costs by cost activity and by intervention in the C. Cost tab (see Box 5 for an example and rows 1750-1771 in the C. Cost tab for more details).

BOX 5 Example of allocation rules to disaggregate lump sum per diem amounts by cost activity

If a health facility spent a total lump sum of \$1,000 for per diems, and is unable to provide further detail to what activities these per diems were covering exactly, then this will be distributed based on the proportional breakdown of total staff time hours spent on each campaign activity.

Per diem allocation rules	Administering vaccines	Campaign management	Supervision
% allocation	25%	10%	5%
Estimated per diem cost	29,500	11,800	5,900

For example, the lump sum per diem amount would be allocated accordingly if 25% (\$250) of total staff time was spent on administering vaccines, 50% (\$500) for campaign management, 20% (\$200) for social mobilization, and 5% (\$50) for AEFI management.

TABLE 11 Per diem allocations for mop-up

This table is used to estimate per diem costs to allocate for mop-up activities. This requires you to answer some questions around per diem amounts for mop-up activities.

Please determine whether per diem amounts were given specifically for conducting mop-up activities and included in the amounts recorded in Q9.01b or Q9.01k in the 9. Per diems and other expenses tab. If yes, then please list the total amount that were given to all staff for mop-up per diems in this table. If not known, then please leave as blank. This information is then used to allocate costs towards mop-up activities for per diem expenses based on whether or not per diems were given separately for mop-up (ex. see rows 1728-1730 in the C. Cost tab for more details).

Total per diems received for mop-up	
Does the per diem amount in Q9.01b or Q9.01k include mop-up (Y/N)?	No
If known, please list the total per diem amount for mop-up for all staff here:	

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TABLE 12 Other transport expenses allocation rules

This automatically calculates allocation rules for any non-disaggregated (or lump sum) amounts given for other transport expenses such as public transportation under Q7.12o in the 7. Vehicles and Transport tab. These estimated % breakdowns are calculated based on the proportion of staff time spent on specific campaign activities that typically required some form of transportation (similar in approach to Box 5). The tool assumes 0% for public transportation expenses for cold chain maintenance and AEFI management, based on transport cost data observed from all sites in a campaign costing study conducted in Nigeria. Please amend manually to your context if needed, ensuring that the row adds up to 100%. These allocation rules are then used to split total lump sum costs for other transport expenses towards each cost activity (see rows 1704-1725 in the C. Cost tab for more details).

Administering vaccines - Temporary posts	Administering vaccines - Mop up	Training	Campaign management
20%	5%	10%	10%

TABLE 13 Adjusted % vehicle use table

This table is an adjusted version of the table in module C, question 7.11 in the 7. Vehicles and Transport tab, which asks about the activities that vehicles were used for. This table in the Intermediate Calculations tab uses and modified the data provided there to allocate capital vehicle costs during the campaign. Because training is assumed to have only taken place before, and not during the campaign, the table adjusts the percentages such that any share assigned to training is re-allocated proportionally to the other campaign activities.

Activity	Vehicle 1	Vehicle 2
Administering vaccines- Temporary posts	43.3%	0.0%
Administering vaccines- n.a.	0.0%	0.0%
Administering vaccines- n.a.	0.0%	0.0%
Campaign management	0.0%	0.0%
Supervision	33.3%	0.0%
Vaccine distribution and storage	0.0%	0.0%
Cold chain maintenance	0.0%	0.0%
Waste management	0.0%	0.0%
AEFI management	0.0%	0.0%
Record keeping, HMIS, M&E	0.0%	0.0%
Social mobilization	13.3%	0.0%
Other campaign activity	0.0%	0.0%

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TABLE 14 Staff time before, during, and after the campaign

These tables shows the intermediate calculation steps needed to estimate staff time costs incurred before the campaign, during the campaign, and after the campaign. Depending on the timing of campaign activities, these three intermediate tables estimate the hourly wage (or equivalent wage if unpaid) of each health worker, which will then be multiplied by the total hours spent on each campaign activity in the C. Cost tab. These tables also estimates the percentage of time spent on the campaign during regular working hours, and the overtime hours for each health worker. Please see the [Calculation Examples](#) section for a more detailed walkthrough example of how the tool calculates staff time costs.

Before the campaign - salary grade info				
Staff name	Salary grade	Funding source	Paid labor - monthly total (MOH/facility staff and donor staff)	Unpaid labor - equivalent monthly total (MOH/facility staff)
Ward Focal person (Community health extension worker)	7	Health facility or MOH payroll	139,454.61	-
Supervising Vaccinator 1 (Community health extension worker)	6	Health facility or MOH payroll	98,229.57	-
Vaccinator (Volunteer)	6	Unpaid	-	98,229.57
Recorder 1 (Volunteer)	5	Unpaid	-	67,062.52
Recorder 2 (Volunteer)	5	Unpaid	-	67,062.52
Crowd controller 1 (Volunteer)	4	Unpaid	-	48,550.15
Crowd controller 2 (Volunteer)	4	Unpaid	-	48,550.15
House to House Mobilizer (Volunteer)	4	Unpaid	-	48,550.15
Town announcer 1 (Volunteer)	4	Unpaid	-	48,550.15
Supervising Vaccinator 1 (Community health extension worker)	6	Unpaid	-	98,229.57
Vaccinator (Volunteer)	6	Unpaid	-	98,229.57
Recorder 1 (Volunteer)	5	Unpaid	-	67,062.52
Recorder 2 (Volunteer)	5	Unpaid	-	67,062.52
Crowd controller 1 (Volunteer)	4	Unpaid	-	48,550.15

C. Cost tab

Overall structure

The C. Cost tab contains all the final cost calculations, based on the data entered into the Resource Use tabs and the B. Intermediate Calculations tab. As seen in Table 15, the cost calculations are disaggregated by campaign activity, resource type, intervention type, campaign-specific vs shared cost, and financial vs economic cost (as per the payer perspective as defined in the [methodological guide](#)). These cost calculations are listed in the order in which the data were collected in the Resource Use tabs, and the rows are colored by cost item or resource type. These cost calculations are organized in a table, which can be used for further analysis or for compilation of the data across study sites.

Changes to cost calculation formulas

All of the Excel formulas mainly used for cost calculations are contained in the “Cost in local currency” column. Please also refer to this detailed list of formulas for more details on specific calculation steps. If you need to edit the formulas, please be careful by ensuring that the formulas do not break and are still properly working. We recommend doing hand calculations to double check if any edited formulas are working as intended (i.e. doing calculations manually and then cross-checking them with the formula’s outputs). If you need to add additional rows in the C. Cost tab (e.g. to

add more interventions or delivery strategies), then please use the Excel formulas in this column as a template for these additional rows. You can copy/paste the formulas in this column as a baseline template for adapting new formulas.

Manual entries needed in the Cost tab

The C. Cost tab has minor data entry requirements. While most cost calculations are automatic, there are a couple of exceptions:

- i. For the cost calculations for “other expenses” recorded in the 9. Per Diems and Other Expenses tab – if module D (i.e. any other expenses) within the 9. Per Diems tab is filled out, then you will need to specify a) the campaign activity and b) the cost item (i.e. resource type) for this other expense. These direct edits can be made in rows 1780-1781.
- ii. The funding source column contains assumptions on the funding source (either pre-filled or Excel formulas that populate the funding source based on the information provided in the Resource Use tabs), under the assumption that the study uses a payer perspective. If disaggregating costs by source of funding is relevant to your study, please review and double check the funding sources column to ensure that these are correct.

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TABLE 15 Detailed description of all columns used within the C. Cost tab

Column Name	Description
State/Province	Contains the name of the province where each study site is located. This is automatically pulled from the 1. General information tab
District name	Contains the name of the district where each study site is located. This is automatically pulled from the 1. General information tab
Ward name	Contains the name of the ward (or one administrative level below the district level) where each study site is located. This is automatically pulled from the 1. General information tab
Facility name	Contains the name of the health facility where each study site is located. This is automatically pulled from the 1. General information tab
Relevant tab/theme	Used for reference only to better understand which tab each cost calculation pulls data from
Campaign-specific/shared	Identifies whether the cost is specific to the campaign (i.e. campaign-specific) or shared across the existing immunization program or health system (i.e. shared cost)
Financial/economic	Identifies whether the cost is financial or an opportunity cost, and thus whether it will be included as part of the financial or as part of the economic costs.
Cost activity	Used to specify which campaign activity each cost calculation is being allocated towards
Operating/capital cost	Used to specify whether the cost is classified as an operating cost or capital cost
Resource type of cost	Used to specify which resource type or cost item each cost calculation is being allocated towards
Intervention	Used to specify which resource type or cost item each cost calculation is being allocated towards
Cost in local currency	This shows the calculated cost of each line item using the local currency. This is the main column that contains the Excel formulas used to calculate costs while pulling input data from the Resource Use tabs, B. Intermediate Calculations tab, and the Basic Information tabs
Cost in USD	Converts the cost from local currency to US dollars, using the exchange rate listed in 0a. Country information tab
Funding source	Shows the source of funding for each cost calculation, either from the MOH/Facility or Donor/Partner. The assumptions are pre-filled or populated based on the information provided in the Resource Use tabs, and may need to be adapted (see 'Manual entries needed in the Cost tab'.
Calculation Steps	This column shows the specific steps used in Excel to calculate each disaggregated cost. It offers a general explanation of each Excel formula in the "Cost in local currency" column, and what data sources are used for it

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Resource types

Table 16 shows how each resource type or cost item is calculated. This provides a general overview of how each resource type is disaggregated by type of cost and whether it is campaign-specific or shared, along with general guidance on the calculation steps. For more specific details

on how each row in the C. Cost tab is calculated, please refer to the “Calculations steps” column in the C. Cost tab.

For more details on the definitions of the cost activities and resource types used in these tools, please see the full [methodological guide](#).

TABLE 16 Overview of resource type calculations

Resource type or cost item	Type of cost	Campaign-specific vs Shared	Calculation steps
Operational Cost			
Paid labor	Economic cost	Shared-cost	Hourly wage * number of regular working hours during the campaign Please see the Calculation Examples section for a walkthrough example of calculating staff time costs
	Economic cost	Campaign specific	Hourly wage * number of overtime hours worked during the campaign
	Financial	Campaign specific	Total financial payment for casual labor allocated to each cost activity specifically for the campaign
Volunteer labor	Economic cost	Campaign specific	Equivalent hourly wage * number of hours worked during the campaign
Per diem and travel allowances	Financial	Campaign specific	Total per diems allocated to each cost activity or lump sum * % allocated to cost activity
Vaccine injection and safety supplies	Financial	Campaign specific	Financial cost of vaccine injection and safety supplies as allocated to each cost activity
Stationery and other supplies	Financial	Campaign specific	Financial cost of stationary supplies as allocated to each cost activity
Transport and fuel	Financial	Campaign specific	Total fuel or rental cost for each vehicle * % of time the vehicle was used for each cost activity
		Campaign specific	Cost of public transport for each campaign activity
Vehicle maintenance	Financial	Campaign specific	Total vehicle maintenance costs * % of time the vehicle was used for each cost activity
Cold chain repairs and energy costs	Financial	Campaign specific	Energy costs for cold chain equipment (in cost per day) * number of days used during the campaign Amount spent on cold chain maintenance/repair
IEC and other printing costs	Financial	Campaign specific	Financial cost of printing as allocated to each cost activity
Communication	Financial	Campaign specific	Financial cost of communication activities to each campaign activity
Workshops and meetings	Financial	Campaign specific	Financial costs of running workshop or meetings (e.g. venue hire, refreshments, etc.)

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Resource type or cost item	Type of cost	Campaign-specific vs Shared	Calculation steps
Capital Cost			
Cold chain equipment	Economic cost	Shared-cost	Annualized and discounted capital value of existing cold chain equipment used for the campaign. Please see the Calculation Examples section for a walkthrough example of calculating capital costs for cold chain equipment -PMT('discount rate of 3% annually, useful life in years, replacement price) * % of year for which campaign was running * capacity used during the campaign
	Financial cost	Campaign-specific cost	Purchase price of equipment * % capacity used during the campaign. This can also be annualized using the number of useful life years and a proportion allocated to the campaign. Purchase price of equipment / useful lives * % of year for which campaign was running * capacity used during the campaign
Vehicles	Economic cost	Shared-cost	Annualized and discounted capital value of existing vehicles used for the campaign -PMT('discount rate of 3% annually, useful life in years, replacement price) * % of year for which campaign was running * % of time the vehicle was used for each cost activity
	Financial cost	Campaign-specific cost	Purchase price of vehicle * % of time the vehicle was used for each cost activity This can also be annualized using the number of useful life years and a proportion allocated to the campaign Purchase price of vehicle / useful lives * % of year for which campaign was running * capacity used during the campaign
Incinerators	Economic cost	Shared-cost	Annualized and discounted capital value of existing incinerators used for the campaign -PMT('discount rate of 3% annually, useful life in years, replacement price) * % of year for which campaign was running
Other equipment (e.g. generators)	Economic cost	Shared-cost	Value of other equipment, such as generators, computers, printers, phones, furniture, and other medical equipment used for campaign-related activities -PMT('discount rate of 3% annually, useful life in years, replacement price) * % of year for which campaign was running * capacity used during the campaign
	Financial cost	Campaign-specific cost	Purchase price of equipment * % capacity used during the campaign. This can also be annualized using the number of useful life years and a proportion allocated to the campaign. Purchase price of equipment / useful lives * % of year for which campaign was running * capacity used during the campaign

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D. Calculation Examples

Lastly, for your reference, please see below for more detailed walkthroughs of how capital equipment costs are calculated, and how staff time costs are also estimated.

1. Capital equipment costs

This example walks you through the calculation process used for the annualized and discounted costs for the ice-lined fridges used for the campaign using the formula below:

$$\frac{(-PMT(\text{Discount rate, useful lives, cost of item}) * (\text{number of campaign days} / \text{number of days in the year}) * \text{capacity used}) * \text{number used}}$$

1 Discount rate in 0b. Unit costs Q0.31

C. Discount rate and fuel use rate		
0.31	Equipment discount rate	3%

2 Replacement price and useful life data in 0b. Unit costs Q0.42, either use standard amount for all ice-lined fridges or you can tailor it to the specific model in Q8.06 if data is available.

H. Cold chain equipment information	Replacement price	Useful life (years)	Source
0.42 Ice-lined fridge	50,000	10	EPI

4 The length of the campaign is calculated in 2. Campaign information from the dates given in Q2.05 and Q2.06

Campaign duration
10 DAYS

5 The number of days in the campaign year is calculated in Intermediate calculations tab cell D6

Relevant tab	Intermediate Calculation	Value
General	Number of days in campaign year	366

6 The quantity of items used for the campaign and the capacity used can be found in 8. Equipment and supplies Q8.05 and Q8.07. Capacity used refers to whether they were used exclusively for the campaign while the campaign was ongoing, or whether they were also used for routine immunization or other health facility programs.

B. COLD CHAIN EQUIPMENT and ACCESSORIES				
	8.05	8.06	8.07	8.08
	Quantity used for campaign	Brand/Model For the cold room, please provide capacity (in m3) instead of brand/model	% capacity used in campaign	Was this item already owned by the facility/MOH, or borrowed, rented or purchased especially for the campaign?
b Ice-lined fridge	2	Vestfrost	100%	Already owned by facility/MOH

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2. Staff time costs

This second example demonstrates how the tool costs the amount of time a vaccinator spent on administering vaccinations during the campaign.

1
2
3

Monthly wage / number of working hours per month * number of hours spent on activity * % of campaign hours within normal working time

4

1 The monthly wage is taken from either the amount given in tab 4. Campaign staff Q4.05 or if the amount is not available, the grade given in Q4.04 will be used to pull the corresponding amount from 0c. Salary grades.

A. ALL CAMPAIGN STAFF						
4.01a	4.01b	4.02	4.03	4.04	4.05	4.06
Select campaign role of the health worker	Specify campaign team (if applicable)	Select cadre of the health worker	Was this health worker used exclusively for the campaign or was he/she a regular worker at the health facility?	What is the grade (if paid) or equivalent grade (if unpaid) of this health worker?	What is this health worker's gross monthly salary plus any additional stipends/allowances/top-ups? (in LCU)	Who pays this health worker?
1 Vaccinator	1	Nurse	Regularly used outside of the campaign	1		Health facility or MOH payroll

Salary grade level (GL)	Monthly salary (in LCU)
1	30,000

2 The number of working hours per average month is asked in Q6.99a

6.99 How many hours do staff members work in an average month?

3 The total number of hours spent on each activity is taken from the hours recorded in 6. Staff time. The number of hours the vaccinator spent on administering vaccines would be pulled from 6.15

D. STAFF TIME DURING THE CAMPAIGN	
Specify the total number of hours spent on each activity by each worker during the campaign (Between 05-Jan-2020 and 14-Jan-2020)	6.15
1 Vaccinator (Nurse)	Administering vaccines 100

4 If the number of hours spent on campaign activities is more than the number of regular working hours for the campaign timeframe, then all hours worked over this are considered to be overtime, or campaign-specific, while hours worked within are allocated as shared costs. In this case, there are 56 normal working hours during the campaign timeframe, equal to the normal working hours per day (8, from 6. Staff time cell AC8) multiplied by the number of normal working days (7, as calculated from the number of working days in an average week in 6. Staff time Q6.99b). As the vaccinator has worked 100 hours, 56% are considered normal hours and 44% are considered as overtime hours.

Relevant tab	Intermediate Calculation	Value
2. Campaign information	Regular working days during campaign	7
2. Campaign information	Regular working hours during campaign	56

FEEDBACK

These data collection tools are meant to help researchers apply [standardized costing methods](#) for immunization campaign costing studies. The data collection tools have been developed and finetuned based on experiences from three campaign costing studies, and experiences using these tools during other types of campaigns will be valuable to improve the tools further. If you have any feedback on these data collection tools, or lessons learned to share, then please fill out the feedback form on the website [here](#).

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