



Practical Requirements for CMAM Coverage Assessments

Completing a coverage assessment such as a SQUEAC is known to be a valuable and effective tool for CMAM programmes to rapidly identify areas for improvement, increase programme performance and ultimately, save more lives. Since implementation quality of an assessment is critical to obtaining the most accurate and useful results, this document is designed to present practical lessons learned by experts in the field, and to provide guidance on effective operational preparation and requirements.

1. Information

i. Terms of Reference (ToR)

A ToR document should be developed outlining the background of the programme, including justification for a coverage assessment as well as the assessment's objectives, conditions and schedule of work, as well as all expected outputs.

ii. Area Map

A map of the working area is an essential requirement to conduct a coverage assessment. Ideally, the map will have the following specifications:

- 1:50,000 scale
- Indication of administrative divisions, village locations, roads and rivers
- If possible, the map will be on A0 paper or, if not, on A1

If a detailed map is not available, essential details will need to be added during training.

iii. Programme data

The SQUEAC/SLEAC methodology relies on the availability of accurate and up to date programme data. The following programme data should be made available, in electronic format, at least two weeks before the assessment commences:

a) Routine programme data

- Number of OTP and SFP sites in the working area
- Monthly data, i.e. admission, cure, death, defaulter rates, length of stay, MUAC at admission etc.

b) Demographic data for target area

- List of villages with village population figures and average percentage of children aged 6-59 months (<5 years) in the area.

2. Survey Team

As one of the aims of a coverage assessment is to build capacity, it is important to specify who and how many participants will attend the training to carry out the assessment.

The team should comprise:

- One or two lead persons who are computer literate and whom will be able to conduct an assessment independently after one or two surveys completed with on-the-job training.
- In total, 12 to 16 participants who are responsible for the CMAM programme for training and carrying out the survey, including from the host agency staff and the community mobilisation

team. It is also essential that the survey team includes staff from MoH and partner organisations.

- All participants with computer access need to use it throughout the assessment period. They are also advised to download (for free) the following essential software needed for the assessment:
 - a) X-mind: <http://www.xmind.net>
 - b) Bayesian calculator: <http://www.brixtonhealth.com/bayessqueac.html>

3. Finance / Budget

Costs for a coverage assessment are broken down into two parts:

- a) Costs for field work (host agency). See section 6. Logistics for more detail on each requirement.
- b) Costs for consultant (covered in the Contract for Services).

Example of Estimated Budget (Full SQUEAC assessment)

Part A Expenses for field work

	Item	Unit	Quantity	Days	Rate	Total (USD)
1	Vehicle to programme site	pers	1	2	60	120
2	Fees for Surveyors (approx. 8 x 2 person teams)	pers	16	10	15	2,400
3	Food (light snacks Tea Coffee /Lunch) (CORE TEAM)	pers	5	21	3	315
4	Vehicles for field visit	pcs	4	6	50	1,200
5	Training venue (if no facilities available already)	day	1	10	50	500
6	Training stationery and printing					100
7	Power point projector (rental) (if not available)	day	1	6	30	180
	Total					4,815
	Contingency (10%)					482
	Total					5,297

Part B Expenses for Consultant

	Item	Unit	Quantity	Days	Rate	Total (USD)
1	Visa cost	pers	1		50	50
2	International flights	pers	1		1,250	1,250
3	Domestic flights	pers	1		250	250
4	Daily Subsistence Allowance	pers	1	21	40	840
5	Accommodation	pers	1	21	40	840
6	HR cost	pers	1	21	350	7,350
	Total					10,580

N.B. The above costs are estimated and are will vary depending on a number of factors including programme location and conditions, the existing local facilities of the host agency and local costs.

Part A	5,297	USD
Part B	10,580	USD
Grand Total	15,877	USD

4. Arrangements for Consultant

- An invitation letter for visa application or any other arrangements to obtain visa on arrival
- Arrangements for internal flights from and to capital, if needed
- Airport collection and drop-off
- Accommodation (secure and suitable for expats)
- Security briefing on arrival in field
- Local SIM card for communication with the team

5. Timeframe

Generally, training and survey take between 10 to 20 working days, depending on conditions and the methodology used to conduct the survey. Below illustrates a typical schedule:

Day	Activity
Day 1	Travel to programme base
Day 2 & 3	<p><i>Classroom training & field exercises</i></p> <p><u>Classroom</u> training:</p> <ul style="list-style-type: none"> • Opening session, including introductions and schedules • Methodology review • Distribution of tasks to the assessment team <p>Collection of some contextual data from the <u>field</u></p> <p>Analysis of Quantitative Data</p>
Day 4 - 8	<p><i>Field data: Collection and analysis</i></p> <p>Stage One:</p> <ul style="list-style-type: none"> • OTP data collection for additional data • Contextual data analysis (qualitative) • Identification of potential barriers and boosters of coverage • Mindmaps
Day 9	<p><i>Data analysis</i></p> <ul style="list-style-type: none"> • Preparation for Small Area Survey
Day 10 - 12	Conduct Small Area Survey by active case findings
Day 13 - 14	<ul style="list-style-type: none"> • Data analysis for Small Area Survey • Preparation for Wide Area Survey
Day 15 - 18	Conducting Wide Area Survey
Day 19 - 20	<ul style="list-style-type: none"> • Data compilation of wide area survey • Estimations of coverage • Recommendation • Action plan
Day 21	Travel back to departure city

6. Logistics

The following suggests, in detail, the practical provisions required for training, fieldwork and completion of a coverage assessment.

i. Vehicles/transport

- The assessment team will require drivers and vehicles to be available full time for a number of days (approx. 5 to 6) during fieldwork, depending on the geographical spread and conditions
- Each vehicle must carry a First Aid kit

ii. Training venue/work facility

The assessment team will require a place for training and to work with survey data. This needs to be a room large enough for group work, with table and chairs, and with electricity and a power point projector.

iii. Materials

a) For training/classroom work

- Power point projector
- Flip chart - for writing

- Marker pens-at least 4 different colours, (4 dozens)
- Stapler & staples
- Sticking tape and blu-tak
- Stick notes – at least in 4 different colour
- Notepads for the participants
- Pencils, sharpeners, erasers, rulers and drawing pins

b) For field work per team (approx. 8 teams of 2 people)

- Clip boards
- Plastic folder for loose papers
- MUAC bands
- RUTF packets
- Some OTP/SFP referral slips
- Any other logistics equipment necessary for the teams in the field (satellite telephones etc...)

iv. Other provisions

- Ample water should be made available for field work
- Lunch for training days and lunch allowance for surveyors during field work

7. Notification to Interested Parties

- As a courtesy, and in the interests of ensuring those targeted by the survey are available at the time of the visit, it is important to notify village chiefs, camp leaders or other key community figures of the survey's intention.
- Arrange a debriefing with all key stakeholders (including donors) with the coverage advisor.