

**SAVVY BUDGET  
MANUAL**

# SAVVY

Sample Vital Registration with Verbal Autopsy



**MEASURE Evaluation**  
**U.S. Census Bureau**



# SAVVY Budget Manual

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## Sample Vital Registration with Verbal Autopsy



U S C E N S U S B U R E A U  
*Helping You Make Informed Decisions*

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### Cover

The cover shows a wood carving by Colombian artist Juan de la Cruz Saavedra from a photograph by Alex Trembl of Durham, NC, USA, and is reproduced with permission from Family Health International of Research Triangle Park, NC, USA.

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## LIST OF ACRONYMS

<b>AA</b>	assignment area
<b>AIDS</b>	acquired immunodeficiency syndrome
<b>ANC</b>	antenatal care
<b>CSC</b>	census supervisor coordinator
<b>CSPro</b>	Census and Survey Processing System (software)
<b>DSS</b>	demographic surveillance system
<b>HIV</b>	human immunodeficiency virus
<b>ICD, ICD-10</b>	<i>International Statistical Classification of Diseases and Related Health Problems</i> , second edition, 10th revision
<b>ID</b>	identification
<b>KI</b>	key informant
<b>MCH</b>	maternal-child health
<b>MSS</b>	mortality surveillance system
<b>OJT</b>	on-the-job training
<b>QA</b>	quality assurance
<b>SA</b>	supervisory area
<b>SAVVY</b>	Sample Vital Registration with Verbal Autopsy
<b>SBS</b>	SAVVY budget spreadsheet
<b>TB</b>	tuberculosis
<b>TBA</b>	traditional birth attendant
<b>TT</b>	tetanus toxoid
<b>USAID</b>	U.S. Agency for International Development
<b>VA</b>	verbal autopsy
<b>VAI</b>	verbal autopsy interviewer
<b>WHO</b>	World Health Organization

## SAVVY MANUAL SERIES

This series of SAVVY mortality surveillance system manuals, guides, and other documents is available at the MEASURE Evaluation Web site at:

<http://www.cpc.unc.edu/measure/leadership/savvy.html>

*Sample Vital Registration with Verbal Autopsy  
(SAVVY): An Overview*

### **Central office manuals:**

*Data Processing Manager's Manual*, including SAVVY Data System software  
*SAVVY Budget Manual*, including SAVVY Budget Template software  
*Verbal Autopsy Certifier and Coder's Manual*

### **Field office manuals:**

*Field Office Manager's Manual*  
*Census Interviewer's Manual*  
*Census Supervisor Coordinator's Manual*  
*Census Supervisor's Manual*  
*Census Update Interviewer's Manual*  
*Key Informant's Manual*  
*Verbal Autopsy Interviewer's Manual*  
*Verbal Autopsy Supervisor's Manual*

### **Training guides and materials:**

*Census Interviewer Training Guide*  
*Census Interviewer's Workbook*  
*Census Supervisor Training Guide*  
*Census Update Interviewer Training Guide*  
*Census Update Interviewer's Workbook*  
*Key Informant Training Guide*  
*Verbal Autopsy Interviewer Training Guide*  
*Verbal Autopsy Supervisor Training Guide*

SAVVY methods for verbal autopsy (including forms, certification, and cause of death assignment and coding) have been developed in collaboration with the World Health Organization (WHO). The WHO publication *Verbal Autopsy Standards: Ascertaining and Attributing Cause of Death* is an essential resource for the application of SAVVY methods.

SAVVY stands for “**S**Ample **V**ital registration with **V**erbal autops**Y**.” SAVVY is a library of best practice methods for improving the quality of vital statistics where high coverage of civil registration and/or good cause of death data are not available. SAVVY is not a substitute for universal civil registration. Its components can, however, fill short- to medium-term needs for critical information on births, deaths, and cause of death at the population level.

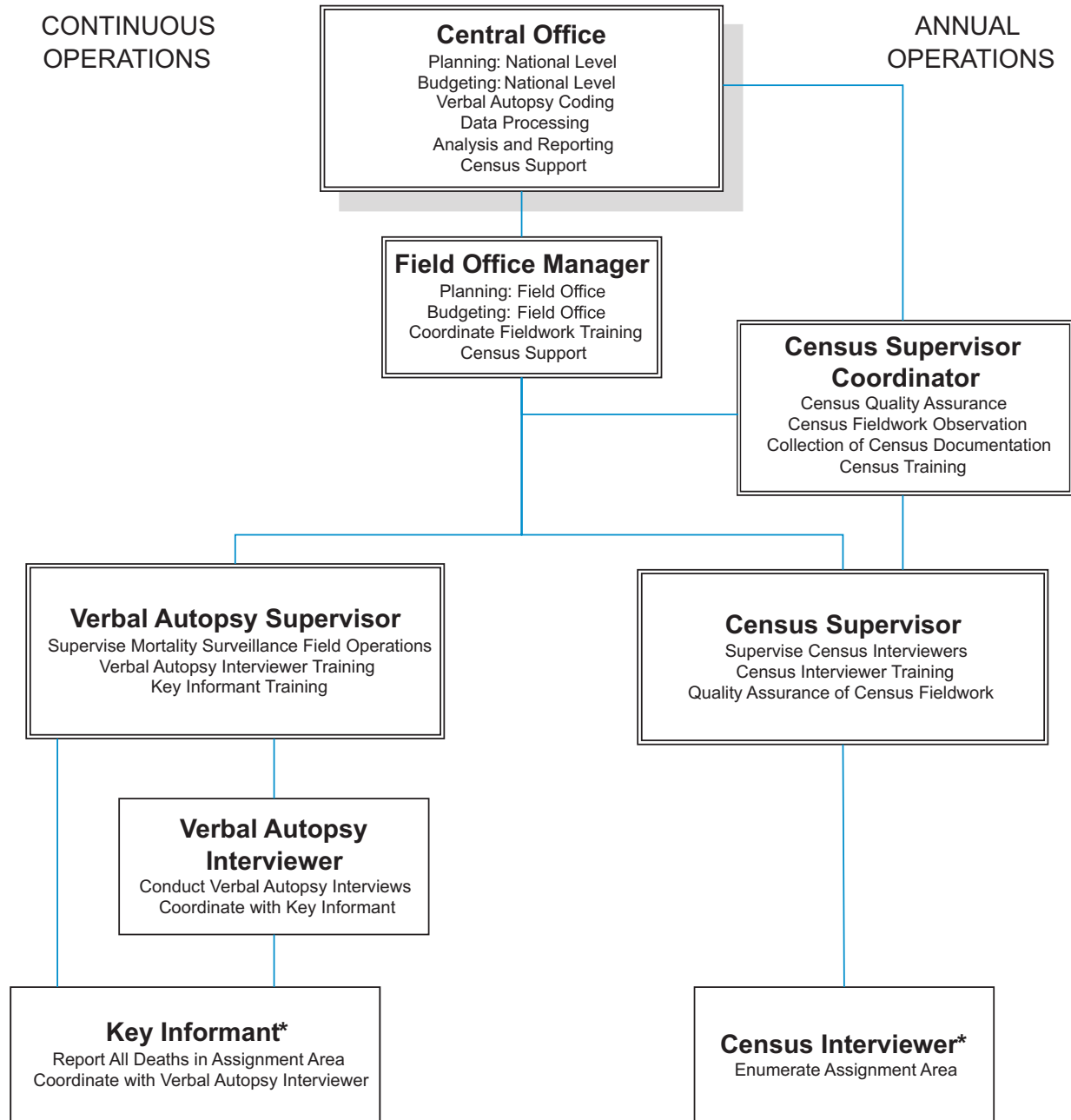
SAVVY can be implemented in many ways. It is not always necessary to implement SAVVY as a complete system. There are many circumstances in which various SAVVY methods might be effectively implemented. One option is to adapt specific modules and manuals in order to attain rapid cause-specific mortality estimates as part of a stand-alone data collection exercise, such as a survey. Another potential use of SAVVY methodologies is to augment existing facility-based or administrative data sources. SAVVY methods are integrated into the Health Metrics Network’s vision of “stepping stones” to better vital events monitoring, and are entirely harmonized to the World Health Organization (WHO) International Classification of Diseases (ICD).

The remainder of this chapter will describe the structure of a complete SAVVY system, as part of a long-term strategy to attain universal vital registration and the proper medical certification of deaths. When implemented as a complete system, SAVVY can serve to provide nationally representative information about levels and causes of death, as well as generate many other socio-demographic indicators.

SAVVY includes resources to implement the following:

- ❖ **Demographic surveillance system (DSS)** — DSS is a complete and continuous enumeration of births, deaths, and migration in a geographically defined population.
- ❖ **Mortality surveillance system (MSS)** — MSS consists of the active reporting of deaths in a geographically defined population. Verbal autopsy (VA) interviews are used to determine the probable causes of death.

# Organizational Chart of the Full SAVVY System



\*If possible, these roles should be filled by a single individual.

- ✦ **Death certification and ICD coding** — Death certification and ICD coding involves application of the tenth revision of ICD and WHO-approved procedures to certify deaths from verbal autopsy interviews and assign a probable cause of death.
- ✦ **Nested surveys** — Nested surveys consist of focused sets of questions and are included in the census update rounds. Examples include surveys on poverty monitoring, reproductive health, health service coverage, and environmental and behavioral risk factors.

In establishing a full SAVVY system, the first step is to select and define representative sample areas. Then a complete baseline census is conducted of all households and residents in those areas. The census information on the residents of each sample area is updated annually.

Following the baseline census and continuously thereafter, a local key informant (KI) notifies a verbal autopsy interviewer (VAI) of all deaths occurring in the KI's assigned area. The VAI then conducts a verbal autopsy interview at the household where that death occurred. This information is used later to determine the most likely cause of death.

The SAVVY system field operational structure will depend on the sample selection, as well as the availability of local resources and logistical support. The diagram on page 2 provides a general outline of the field operations in a prototypical SAVVY system.

Most of the people who work to implement SAVVY are selected with community input and participation. Ensuring the success and sustainability of SAVVY, and the use of the information it generates, depends upon fostering participation and ownership from the community to the national levels.

Demographic surveillance is designed to collect accurate demographic data for the SAVVY system. The initial step is to conduct a baseline census for the areas within the SAVVY system. During the census, information is collected on age, sex, marital status, and educational attainment for people living within the SAVVY area. Information is also collected about family structures and other socioeconomic characteristics. Typically, interviewers who live within

the community collect the census data and the data are updated annually.

The data collected in the SAVVY censuses are used to calculate many indicators. The census data provide accurate population denominators for calculating rates (e.g., mortality rates). The census data also provide a sampling frame for supplementary surveys that are nested within the system.

## **MORTALITY SURVEILLANCE WITH VERBAL AUTOPSY**

Mortality surveillance is designed to produce accurate community-based information on the levels and causes of death. Mortality surveillance involves continuously and actively identifying all deaths that take place in sample areas soon after they happen. Verbal autopsy interviewers visit households where deaths have occurred and interview relatives or caregivers using the SAVVY VA forms. Once completed, these forms are used to determine probable causes of death.

The data collected by SAVVY mortality surveillance techniques are used to calculate many indicators. Among the most important are mortality by age, sex, and specific causes of death. This information can be used at many levels of the health system for planning, reporting, monitoring, evaluating, and priority setting.

The information collected through SAVVY is generally not available from any other source or on an annual basis. Complete coverage and participation by all communities and the individuals residing in sample areas is extremely important.

## **WHAT IS VERBAL AUTOPSY?**

Verbal autopsy, or VA, is a questionnaire administered to caregivers or family members of deceased persons to elicit signs and symptoms and their durations, and other pertinent information about the decedent in the period before death. SAVVY uses international standards for verbal autopsy forms, death certification and ICD coding procedures developed in collaboration with WHO, the Health Metrics Network, and other stakeholders. Separate verbal autopsy forms are used for the following age groups:

perinatal and neonatal mortality (death of a child under four weeks);

post-neonatal child mortality (age four weeks to 14 years); and

adult mortality (age 15 years and over).

All forms used to conduct these interviews include an open narrative section and a structured symptom duration checklist. There are also questions about the health and status of mothers (in the case of perinatal, neonatal, and child deaths), and questions that specifically relate to all women (15 years of age or older). Additional information is collected about previously diagnosed conditions, medications used, health services used, place of death, and behavioral and environmental risk factors. After the administration of the VA interview, a panel of physicians reviews the forms and assigns a probable cause of death using a method that conforms to international convention.

The purpose of VA is to describe the cause structure of mortality at the community or population level where no better alternative sources exist. VA is not intended to diagnose cause of death at the individual level. While VA has some serious limitations, the shortcomings of the tool are known and quantifiable. These deficiencies, however, should not prevent countries requiring information on causes of death from benefiting from the use of VA when no practical alternative for obtaining these data exist.

The SAVVY Resource Kit has been completely harmonized with WHO recommended tools and procedures. It is understood that there will be a need to carry out a small degree of local adaptation to these materials in each country setting in which they are applied. Certain applications of verbal autopsy may benefit from a shortened or condensed version of the standard WHO VA forms, for example to reduce the amount of paper required. An alternative layout, containing the same questions and content as the standard WHO VA forms, has been designed. Each of these forms fits onto four sides of A4 paper. These forms are available upon request.

This manual and the SAVVY budget spreadsheet (SBS) have been developed to assist in the budgeting process for SAVVY planning. SAVVY builds on the experiences of other demographic surveillance sites, and the SBS has been developed based on this experience. However, circumstances within different countries may vary considerably, and it is therefore imperative that the SBS be adapted to reflect the country-specific context.

## **ABOUT THIS MANUAL**



# Overview of the SAVVY Budget Spreadsheet

The SAVVY budget spreadsheet (SBS) assists in the budgeting process for Sample Vital Registration with Verbal Autopsy (SAVVY) planning. SAVVY builds on the experiences of other demographic surveillance sites.

The direct system costs will depend on several factors. The main ones are the organizational, sampling, and socio-demographic factors. Specific key factors affecting SAVVY direct system costs include the following:

- ✘ extent to which it is possible to embed SAVVY into existing and functional national and local systems
- ✘ size and quantity of sampled surveillance areas
- ✘ population density in sampled areas
- ✘ frequency of update census rounds
- ✘ underlying mortality rates
- ✘ the amount of quality control
- ✘ labor, training, and transportation costs

There are two broad areas in the budget: direct costs related to establishing and running the central office; and direct costs for establishing and running each site.

Indirect costs, overheads, and technical assistance costs will be calculated and completed later by MEASURE Evaluation and the U.S. Census Bureau, based on the final estimates produced by the SBS. Therefore, it is important to note that the totals estimated by the SBS **are not** an accurate representation of the overall *total* system costs. Rather, they should be considered an estimate of the local direct system costs.

There are eight worksheets within the spreadsheet. These worksheets can be accessed by clicking on the labels or tabs along the bottom edge of the SBS (an example of the tabs is shown below).



The first worksheet is called “Title” and gives the title. The second worksheet, “Introduction,” contains a brief introduction to the SBS, and encourages the SAVVY team to refer to this manual when using the SBS.

The next worksheet is entitled “Step 1 Assumptions.” In this sheet, information about the country, sampling strategy, and other assumptions are entered to set the scene and provide background parameters to facilitate the calculations in the main budget. An example is shown below, using a hypothetical country called SAVVYland.

Row	Column A	Column B	Column C	Column D	Column E	Column F
1	<b>ASSUMPTIONS:</b>			<b>IMPLICATIONS:</b>		
2	Adjust the shaded figures to the situation in SAVVYland			Review these to make sure that they seem reasonable		
4	<b>Preliminaries</b>			<b>SAVVY system characteristics</b>		
5	Name of country	SAVVYland		Total population under surveillance	1,100,000	
6	Name or code for currency (eg. USD, TZS, Goats)	SVD		Number of Provinces	11	
7	Exchange rate (1 USD is how many SVD?)	15,915		Estimated number of deaths per Province per year	2,100	
8	Name of the level below the central level that will manage/operate the field activities, e.g. District, cluster, province, site.	Province		Estimated number of deaths in areas under surveillance per year (see note) †	23,100	
9	Uppercase version of name of operational level	PROVINCE		Number of households per Province	20,000	
10				Number of households in areas under surveillance per year	220,000	
13	<b>SAVVY system characteristics</b>			<b>Census interviews (per Province)</b>		
14	Number of people in each Province who will be under surveillance	100,000		Avg. duration of censuses/enumeration rounds (days)	11	
15	Number of segments per Province	5		Litres of fuel needed by one census supervisor during the census	42	
16	Year that surveillance activities will start	2006				
17	Number of Provinces that will be started in 2006	11				
18	Number of Provinces that will be started in 2007					
19	Number of Provinces that will be started in 2008					
20	Number of Provinces that will be started in 2009					
21	Number of Provinces that will be started in 2010					
22	Number of Provinces that will be started in 2011					
23	Estimated crude mortality rate (per 1,000)	21.00				
24	Average household size	5.0				
27	<b>Central level personnel</b>			<b>Census data entry and management (central level)</b>		
28	Number of VA coders	5		Number of census forms to be entered (All Provinces)	242,000	
29	Number of data entry clerks	14		Number of census forms to be entered (One Province)	22,000	
31				<b>VA interviews (per Province) per year</b>		
32				Deaths per Key Informant	11	
33				Days doing VA interviews—per interviewer	26	
34				Litres of fuel needed by one VA interviewer	114	
35				VA supervision reinterviews per supervisor	42	
36				Days VA supervisor spends doing VA re-interviews	21	
37						
38						
41				<b>VA coding (central level) per year</b>		
42				VAs codes	57,750	
43				VAs per coder	11,550	
44				Number of days coding (per coder)	289	
45						
46	<b>Other parameters</b>					

The fourth worksheet is entitled “Step 2 Budget values,” which contains line items for various costs, such as personnel, equipment and consumables. The illustration below only shows the top portion of this budget sheet. The SAVVY team will work together to come up with reasonable estimates of the costs of all relevant line items in this worksheet. Columns A-O of the “Step 2 Budget values” worksheet contain national level and also field-site costs, based on the average costs for one site (rather than the costs for all sites).

Microsoft Excel - SAVVY\_budget\_template.xls

BUDGET INPUT VALUES. THE FIGURES ON THIS WORKSHEET DO NOT REPRESENT COMPLETE SYSTEM COSTS (SEE STEP 3).

ID#	ITEM	Proposed source of resource/funding	SAVVY establishment (1 year)				Recurrent costs per subsequent year per Province				
			No	Unit	Unit Cost (\$VD)	Total Cost (\$VD)	Total Cost (U.S. Dollars)	No	Unit	Unit Cost (\$VD)	Total Cost (\$VD)
TOTAL DIRECT COSTS						4,251,428,113	\$267,133			2,890,640,663	\$181,630
		Govt. SAVVYland				1,150,400,000	\$72,284			905,209,600	\$56,878
		Other partner									
		Other partner 2									
		Other partner 3									
		USG				3,101,028,113	\$194,849			1,985,431,063	\$124,752
		USG-2									
		Not specified					0				
<b>1</b>	<b>NATIONAL/CENTRAL LEVEL</b>					<b>2,991,968,850</b>	<b>\$187,997</b>			<b>1,642,883,400</b>	<b>\$103,229</b>
19	1.1 PERSONNEL					<b>1,175,600,000</b>	<b>\$73,867</b>			<b>921,060,000</b>	<b>\$57,874</b>
20	1.1.1 Managerial					<b>417,380,000</b>	<b>\$26,221</b>			<b>292,000,000</b>	<b>\$18,347</b>
21	1111 National SAVVY Coordinator	Govt. SAVVYland	10	12 m	16,000,000	160,000,000	\$12,064	10	12 m	16,000,000	160,000,000
22	1112 National SAVVY Coordinator per diem (trips per year to Provinces)	USG	10	9 d	1,000,000	9,000,000	\$622	9	9 d	1,000,000	9,000,000
23	1113 Census/Mapping Manager	Govt. SAVVYland	10	10 m	8,000,000	80,000,000	\$503	05	10 m	8,000,000	40,000,000
24	1114 Census/Mapping Manager per diems (trips per year to Provinces)	USG	10	9 d	1,000,000	9,000,000	\$622	9	9 d	1,000,000	9,000,000
25	1115 SAVVY Computer Manager	Govt. SAVVYland	10	12 m	8,000,000	96,000,000	\$6,032	10	12 m	8,000,000	96,000,000
26	1116 SAVVY Computer Manager per diem (trips per year to Provinces)	USG		3 d	1,000,000	3,000,000	\$6,032	3	3 d	1,000,000	3,000,000
27	1117 GIS Manager	Govt. SAVVYland	10	12 m	8,000,000	96,000,000	\$6,032	12	12 m	8,000,000	96,000,000
28	1118 GIS Manager per diems (trips per year to Provinces)	USG	10	5 d	1,000,000	5,000,000	\$346	5	5 d	1,000,000	5,000,000
29	1119										
30	11110										
31	11111										
32	11112										
33	11113										
34	11114										
35	11115										
36	11116										
37	11117										
38	11118										
39	1.1.2 Technical					<b>412,000,000</b>	<b>\$25,888</b>			<b>469,260,000</b>	<b>\$29,495</b>
40	1121 VA data manager salary	Govt. SAVVYland	05	12 m	8,000,000	40,000,000	\$3,016	04	12 m	31,752,000	152,409,600
41	1122 VA manager: per diem (trips per year to ONE Province)	USG	10	5 d	1,000,000	5,000,000	\$346	20	5 d	635,040	6,350,400
42	1123 VA cause-of-death coder salary	Govt. SAVVYland		12 m	1,000,000	1,000,000	\$346	40	12 m	1,000,000	48,000,000
43	1124 VA cause-of-death coders: pay per VA code	USG	2,100	25 u	50,000	262,500,000	\$16,494	2,100	25 u	50,000	262,500,000
44	1125 Survey Statistician	Govt. SAVVYland	1	12 m	8,000,000	96,000,000	\$6,032	12	12 m	14,288,400	14,288,400
45	1126 SAVVY Cartography Specialists	Govt. SAVVYland		1 m	8,000,000	8,000,000	\$6,032	12	12 m	8,000,000	8,000,000
46	1127 SAVVY Cartography Assistants	Govt. SAVVYland		4 m	8,000,000	32,000,000	\$6,032	12	12 m	8,000,000	8,000,000
47	1128 GIS Technician	Govt. SAVVYland		12 m	8,000,000	8,000,000	\$6,032	12	12 m	8,000,000	8,000,000
48	1129 Statistical Assistants	Govt. SAVVYland		12 m	8,000,000	8,000,000	\$6,032	12	12 m	8,000,000	8,000,000
49	11210										
50	11211										
51	11212										

Ready

The next worksheet, “Step 3 Direct SAVVY system cost estimates,” is an output worksheet in which all the parameters (from step 1) and line item costs (from step 2) are summarized, with total direct system costs scaled accordingly and output in U.S. dollars.

## Step 3 Direct SAVVY System Cost

Country: SAVVYland		2006	2007	2008	2009	2010	2011
Year		11	11	11	11	11	11
Total number of Provinces/field offices		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Total population participating in surveillance		23,100	23,100	23,100	23,100	23,100	23,100
Estimated number of deaths per year							
<b>TOTAL DIRECT COSTS</b>		<b>\$1,646,386</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>
Govt. SAVVYland		\$230,625	\$215,219	\$215,219	\$215,219	\$215,219	\$215,219
Other partner							
Other partner-2							
Other partner-3							
USG		\$1,415,761	\$1,231,936	\$1,231,936	\$1,231,936	\$1,231,936	\$1,231,936
USG-2							
Not specified							
ID#							
18	1	NATIONAL/CENTRAL LEVEL	\$775,083	\$584,740	\$584,740	\$584,740	\$584,740
19	1.1	PERSONNEL	\$261,615	\$233,714	\$233,714	\$233,714	\$233,714
73	1.2	SENSITIZATION	\$1,395				
84	1.3	CENTRAL OFFICE EQUIPMENT (INCL. TRANSPORT)	\$47,456	\$499	\$499	\$499	\$499
118	1.4	CENTRAL LEVEL OFFICE SPACE		\$4,788	\$4,788	\$4,788	\$4,788
128	1.5	CENTRAL LEVEL OFFICE UTILITIES	\$3,615	\$3,615	\$3,615	\$3,615	\$3,615
142	1.6	VEHICLE MAINTENANCE AND RUNNING COSTS	\$628	\$628	\$628	\$628	\$628
153	1.7	SAVVY COMMITTEE MEETING	\$11,309	\$483	\$483	\$483	\$483
186	1.8	CARTOGRAPHY					
211	1.9	SAVVY INSTRUMENT PREPARATION	\$4,020				
226	1.10	FIELD MATERIALS (PER PROVINCE)	\$377,002	\$273,687	\$273,687	\$273,687	\$273,687
266	1.11	DATA PROCESSING	\$64,788	\$63,871	\$63,871	\$63,871	\$63,871
304	1.12	DISSEMINATION	\$3,456	\$3,456	\$3,456	\$3,456	\$3,456
338	1.13	OTHER CENTRAL LEVEL COST					
372	2	PROVINCE LEVEL (ALL PROVINCES)	\$870,503	\$862,415	\$862,415	\$862,415	\$862,415
373	2.1	SENSITIZATION	\$12,303				
397	2.2	FIELD ENUMERATION STAFF	\$455,614	\$386,496	\$386,496	\$386,496	\$386,496
483	2.3	PROVINCE OFFICE EQUIPMENT (PER PROVINCE)	\$58,345				
523	2.4	PROVINCE OFFICE SPACE					
531	2.5	PROVINCE OFFICE UTILITIES	\$4,562	\$9,829	\$9,829	\$9,829	\$9,829
548	2.6	TRAINING (FIELD OPERATIONS)	\$298,413	\$298,413	\$298,413	\$298,413	\$298,413
689	2.7	VEHICLE MAINTENANCE AND RUNNING COSTS	\$41,267	\$167,676	\$167,676	\$167,676	\$167,676
728	2.8	OTHER PROVINCE LEVEL COST					
789							
790		Exchange rate 15915 SVD to \$1 USD					
791							
792							
793							

The next two worksheets present similar cost information as the step 3 worksheet, except the output can be presented in local currency, or also as a percentage of total direct cost. The top portions of these pages, from the template, are shown on the facing page.

As previously mentioned, the template version of the SBS that you have received has been completed for a hypothetical country called SAVVYland. Consequently, the cost figures shown are intended for illustration purposes only and are completely arbitrary. These figures should NOT be used to complete the SBS for any specific country. They are provided only to help show how a completed SBS should appear.

# Direct Costs in Local Currency

		Country: SAVVYland						
		Year	2006	2007	2008	2009	2010	2011
Total number of Provinces/field offices			11	11	11	11	11	11
Total population participating in surveillance			1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Estimated number of deaths per year			23,100	23,100	23,100	23,100	23,100	23,100
<b>TOTAL DIRECT COSTS (SVD)</b>			<b>26,202,230,745</b>	<b>23,031,467,295</b>	<b>23,031,467,295</b>	<b>23,031,467,295</b>	<b>23,031,467,295</b>	<b>23,031,467,295</b>
Govt. SAVVYland			3,670,400,000	3,425,209,600	3,425,209,600	3,425,209,600	3,425,209,600	3,425,209,600
Other partner								
Other partner-2								
Other partner-3								
USG			22,531,830,745	19,606,257,695	19,606,257,695	19,606,257,695	19,606,257,695	19,606,257,695
USG-2								
Not specified								
<b>NATIONAL/CENTRAL LEVEL</b>			<b>12,348,178,850</b>	<b>9,306,137,400</b>	<b>9,306,137,400</b>	<b>9,306,137,400</b>	<b>9,306,137,400</b>	<b>9,306,137,400</b>
PERSONNEL			4,163,600,000	3,719,564,000	3,719,564,000	3,719,564,000	3,719,564,000	3,719,564,000
SENSITIZATION			22,200,000					
CENTRAL OFFICE EQUIPMENT (INCL. TRANSPORT)			755,267,250	7,938,000	7,938,000	7,938,000	7,938,000	7,938,000
CENTRAL LEVEL OFFICE SPACE				76,204,800	76,204,800	76,204,800	76,204,800	76,204,800
CENTRAL LEVEL OFFICE UTILITIES			57,525,600	57,525,600	57,525,600	57,525,600	57,525,600	57,525,600
VEHICLE MAINTENANCE AND RUNNING COSTS			10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
SAVVY COMMITTEE MEETING			479,000,000	7,680,000	7,680,000	7,680,000	7,680,000	7,680,000
CARTOGRAPHY								
SAVVY INSTRUMENT PREPARATION			63,000,000					
FIELD MATERIALS (PER PROVINCE)			6,009,531,000	4,355,725,000	4,355,725,000	4,355,725,000	4,355,725,000	4,355,725,000
DATA PROCESSING			1,031,100,000	1,016,500,000	1,016,500,000	1,016,500,000	1,016,500,000	1,016,500,000
DISSEMINATION			55,000,000	55,000,000	55,000,000	55,000,000	55,000,000	55,000,000
OTHER CENTRAL LEVEL COST								
PROVINCE LEVEL (ALL PROVINCES)			<b>13,854,051,895</b>	<b>13,725,329,895</b>	<b>13,725,329,895</b>	<b>13,725,329,895</b>	<b>13,725,329,895</b>	<b>13,725,329,895</b>
SENSITIZATION			495,800,000					
FIELD ENUMERATION STAFF			7,251,000,000	6,451,000,000	6,451,000,000	6,451,000,000	6,451,000,000	6,451,000,000
PROVINCE OFFICE EQUIPMENT (PER PROVINCE)			929,554,000					
PROVINCE OFFICE SPACE								
PROVINCE OFFICE UTILITIES			72,600,000	156,425,280	156,425,280	156,425,280	156,425,280	156,425,280
TRAINING (FIELD OPERATIONS)			4,745,250,000	4,745,250,000	4,745,250,000	4,745,250,000	4,745,250,000	4,745,250,000
VEHICLE MAINTENANCE AND RUNNING COSTS			656,757,895	2,668,564,615	2,668,564,615	2,668,564,615	2,668,564,615	2,668,564,615
OTHER PROVINCE LEVEL COST								
Exchange rate 15915 SVD to \$1 USD								

# Direct Costs Percent of Total

		Country: SAVVYland						
		Year	2006	2007	2008	2009	2010	2011
Total number of Provinces/field offices			11	11	11	11	11	11
Total population participating in surveillance			1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Estimated number of deaths per year			23,100	23,100	23,100	23,100	23,100	23,100
<b>TOTAL DIRECT COSTS</b>			<b>\$1,646,386</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>
Govt. SAVVYland			14.0%	14.9%	14.9%	14.9%	14.9%	14.9%
Other partner								
Other partner-2								
Other partner-3								
USG			86.0%	85.1%	85.1%	85.1%	85.1%	85.1%
USG-2								
Not specified								
<b>NATIONAL/CENTRAL LEVEL</b>			<b>47.1%</b>	<b>40.4%</b>	<b>40.4%</b>	<b>40.4%</b>	<b>40.4%</b>	<b>40.4%</b>
PERSONNEL			15.9%	16.1%	16.1%	16.1%	16.1%	16.1%
SENSITIZATION			0.1%					
CENTRAL OFFICE EQUIPMENT (INCL. TRANSPORT)			2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
CENTRAL LEVEL OFFICE SPACE				0.3%	0.3%	0.3%	0.3%	0.3%
CENTRAL LEVEL OFFICE UTILITIES			0.2%	0.2%	0.2%	0.2%	0.2%	0.2%
VEHICLE MAINTENANCE AND RUNNING COSTS			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
SAVVY COMMITTEE MEETING			0.7%	0.0%	0.0%	0.0%	0.0%	0.0%
CARTOGRAPHY								
SAVVY INSTRUMENT PREPARATION			0.2%					
FIELD MATERIALS (PER PROVINCE)			22.6%	18.9%	18.9%	18.9%	18.9%	18.9%
DATA PROCESSING			3.9%	4.4%	4.4%	4.4%	4.4%	4.4%
DISSEMINATION			0.2%	0.2%	0.2%	0.2%	0.2%	0.2%
OTHER CENTRAL LEVEL COST								
PROVINCE LEVEL (ALL PROVINCES)			<b>52.9%</b>	<b>59.6%</b>	<b>59.6%</b>	<b>59.6%</b>	<b>59.6%</b>	<b>59.6%</b>
SENSITIZATION			0.7%					
FIELD ENUMERATION STAFF			27.7%	26.7%	26.7%	26.7%	26.7%	26.7%
PROVINCE OFFICE EQUIPMENT (PER PROVINCE)			3.5%					
PROVINCE OFFICE SPACE								
PROVINCE OFFICE UTILITIES			0.3%	0.7%	0.7%	0.7%	0.7%	0.7%
TRAINING (FIELD OPERATIONS)			18.1%	20.6%	20.6%	20.6%	20.6%	20.6%
VEHICLE MAINTENANCE AND RUNNING COSTS			2.5%	11.6%	11.6%	11.6%	11.6%	11.6%
OTHER PROVINCE LEVEL COST								
Exchange rate 15915 SVD to \$1 USD								

## WHO SHOULD COMPLETE THE SAVVY BUDGET SPREADSHEET?

The SBS should be completed by the primary in-country SAVVY team, including a representative from the financial office of the host organization. The person in charge of manipulating the spreadsheet should be comfortable using spreadsheet computer software. It is preferable that representatives from the local stakeholders (e.g. ministry of health, national statistics office, etc.) participate, as well. If at all possible, a representative of the SAVVY team from MEASURE Evaluation or the U.S. Census Bureau should provide assistance in the early stages of the budgeting process and in using the SBS. Other stakeholders may also need to participate. It is crucial that an inclusive, participatory approach by all stakeholders be used in developing the SBS to create inclusive ownership and sustainability.

## AT WHAT STAGE SHOULD THE BUDGET SPREADSHEET BE COMPLETED?

Before the spreadsheet can be completed correctly, the sampling strategy must have already been determined. This is done in a collaborative process that involves in-country representatives and technical assistance from MEASURE Evaluation and the U.S. Census Bureau. This step is important because it will decide the number, size, and distribution of sites. Ideally, once this sampling strategy has been discussed, a SAVVY technical assistance team can visit the local SAVVY team and start to assist with the budgeting process. See Appendix A for a more complete list of documentation that may be useful in completing the SBS. It would be useful for the SAVVY team to all have copies of the documents listed in Appendix A before attempting to complete the SBS.

## HOW LONG DOES IT TAKE TO COMPLETE THE BUDGET SPREADSHEET?

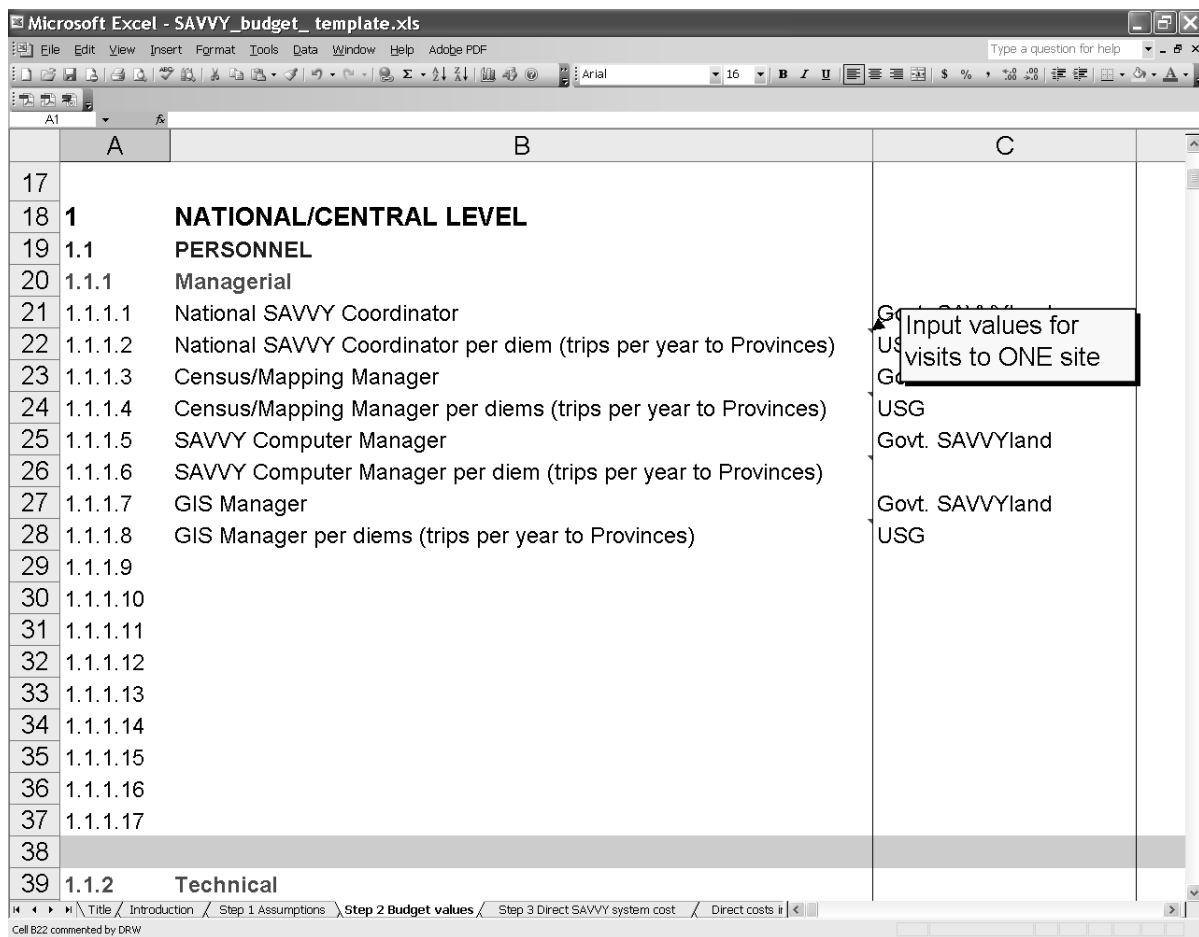
It is advisable to complete the SBS in sections; it may take two or three hours to complete step 1, whereas completion of step 2 may be more time consuming, perhaps taking a full day or more. Although the budgeting process can be time-consuming, previous experience has shown that by the end of the budgeting process all participating stakeholders will have a clear vision of how the SAVVY system will function, and what each stakeholder's role and contribution to the system will be.

## GENERAL SPREADSHEET INFORMATION

When using the spreadsheet you should note the following general points:

- ☒ Cells with a small red triangle in the upper-right corner contain comments to help in either entering information

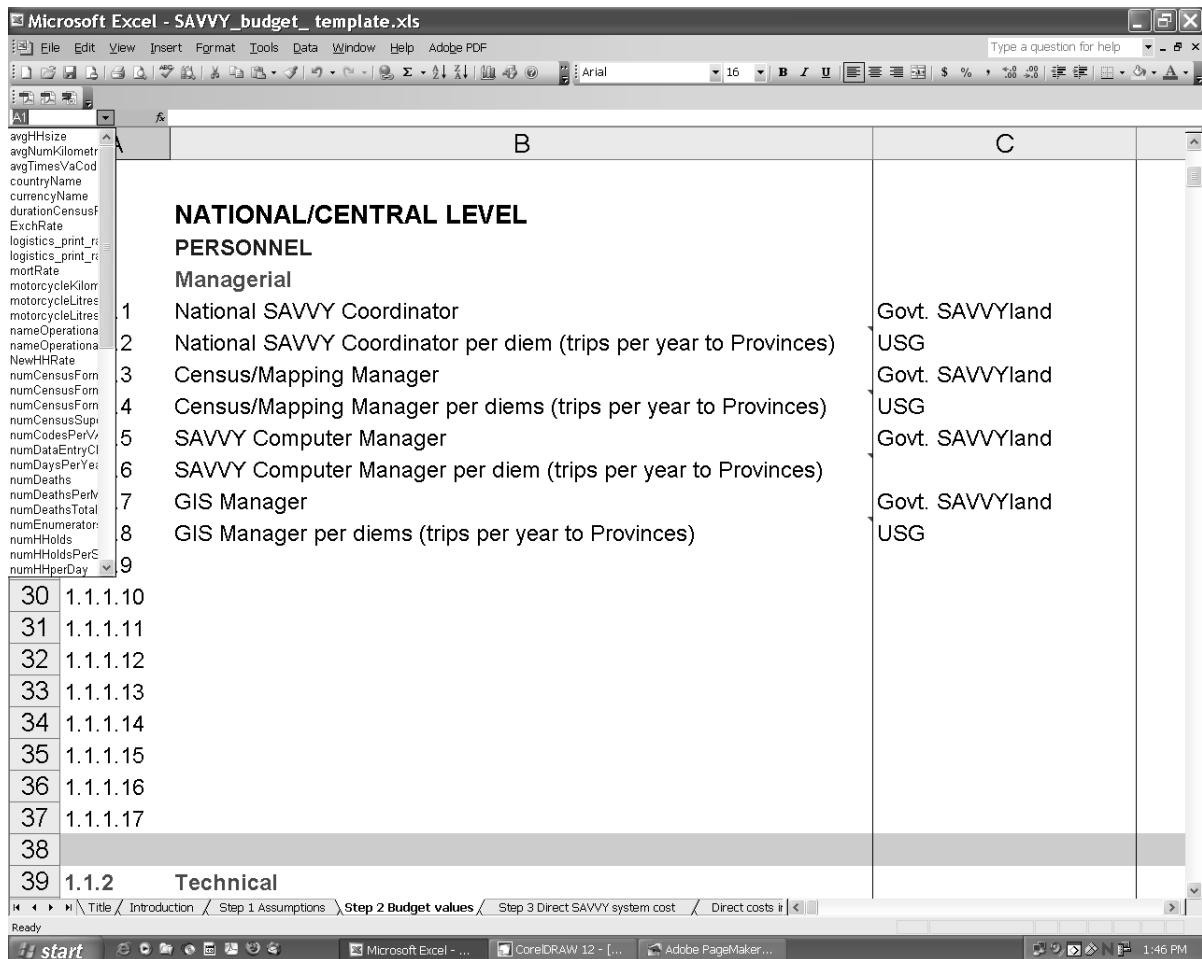
or interpreting the information in that cell. To view a comment, hold the mouse over the cell, or select the cell. Many of the cells, especially in the step 1 and step 2 sheets, have lengthy notes to guide the user in selecting appropriate values. The illustration below shows a comment box from the first page of the step 2 sheet, cell B22, “National SAVVY Coordinator per diem (trips per year to Provinces).” In this example, the comment box appearing when the mouse is over the cell reads: “Input values for visits to ONE site.”



- ☒ In the top left-hand corner there is a rectangular white box (the name box), which shows the location of the cell currently outlined. If you click the down-arrow next to this box, you will find all variables (named cells) that have been used in the spreadsheet. Selecting one will take you to the place where that variable is defined. A list of all named cells and their definitions can be found

in Appendix B. The illustration below shows the name-box list for the step 2 sheet.

- ☒ Because the budgeting process often requires review and changes, it is highly recommended that users keep an original version of the SBS, save the versions being used frequently, and even save as different versions!



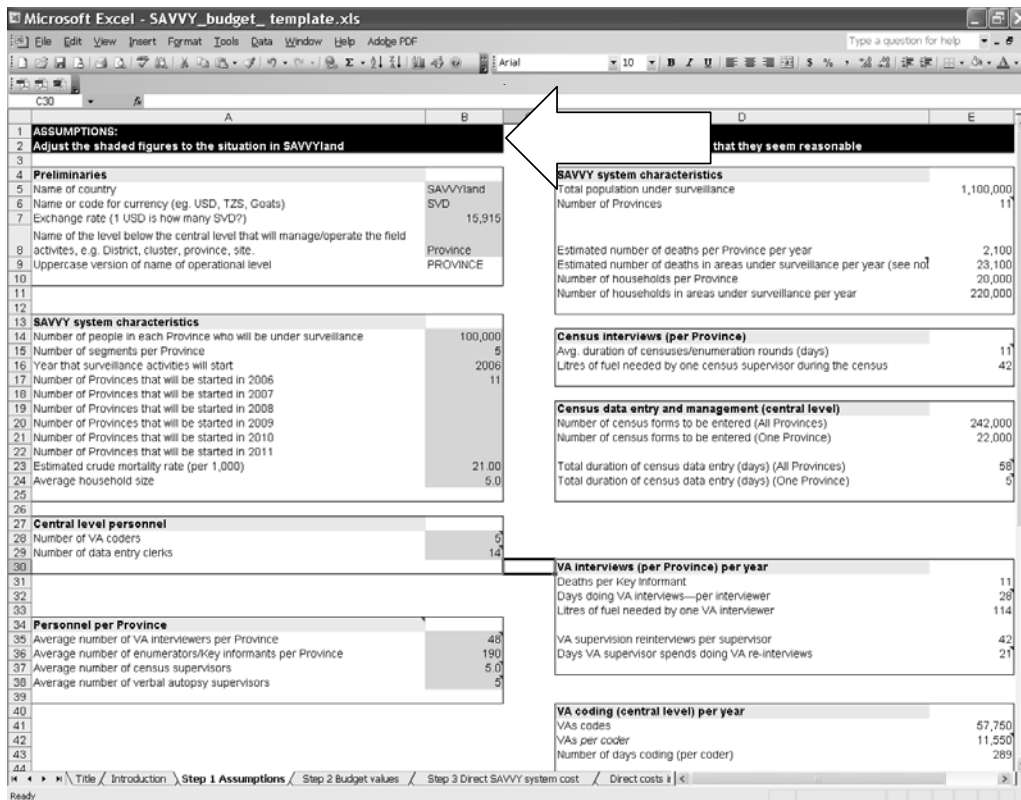
# The “Step 1 Assumptions” Worksheet

## “ASSUMPTIONS” — COLUMNS A AND B

The “Step 1 Assumptions” worksheet contains two sections, one on the left and one on the right. The section on the left (columns A and B) is the assumptions section, where you enter details that are related to the operational conditions in your country and the implementation model chosen. In the illustration below, a white arrow points to the assumptions section.

Notice that on this worksheet, you are only to enter information into cells that are colored orange when viewed on-screen (in the illustration below, these appear gray, under column B). These cells are important because they are parameters, and they require input. For example, the currency, exchange rate (to U.S. dollars or USD), and the average population size of a surveillance site will all be entered in Column B.

Certain system characteristics may seem difficult to figure out or confusing to the budgeting team at first – remember that many of the input cells have help guide notes that appear when you move the mouse pointer over the cell.



It is unlikely that countries will be able to establish all desired field sites in one year, and therefore sites are likely to be added incrementally. This allows time for skills to be developed and spreads the cost over a longer time period. A full Sample Vital Registration with Verbal Autopsy (SAVVY) system is likely to consist of a number of sites and quite a large total population. The number of clusters/segments that can be established each year will depend on the availability of technical support and experience in conducting mortality and demographic surveillance.

Rows 16-22 of this worksheet in the SBS permit the SAVVY team, using the results from the sampling strategy exercises, to choose the most appropriate implementation schedule. Since the first year will involve setting up the national and district infrastructure necessary to carry out field operations, it is advisable that the number of sites that are to be established in the first year should be conservative. This approach will also allow SAVVY implementers to gain experience on the ‘nuts and bolts’ of SAVVY operations without compromising quality.

## “IMPLICATIONS” — COLUMNS D AND E

The Implications section on the right (columns D and E, indicated with the arrow in the illustration on the next page) consists of values calculated from the inputs you have entered. For example, if you have input a mortality rate of 17 deaths per 1,000 population per year and an average surveillance site population size of 50,000 people in the assumptions section on the left, then on the implications section on the right you will see the expected number of deaths per site calculated as 850 (17 deaths per 1,000 times 50 thousand people).

Some of these values are used in the next section of the spreadsheet, while others are listed to help you “get a feel” for the workload. If you accidentally enter extremely incorrect values, it is likely that some of the results on the right side will be obviously incorrect and alert you to the need to check the numbers you have input on the left side of the sheet. Many of these values become named cells, and are used to define the parameters and costs of the entire SAVVY system. It is therefore very important to review the figures on the right hand side obtained after the calculations to make sure that they are meaningful and plausible.

Spend some time altering the orange cells in the assumptions section, and notice how these changes affect the values in the implications section.

Microsoft Excel - SAVVY\_budget\_template.xls

File Edit View Insert Format Tools Data Window Help Addge PDF

Type a question for help

Arial 10

C30

ASSUMPTIONS:		IMPLICATIONS:	
<b>Adjust the shaded figures to the situation in SAVVYland</b>		<b>Review these to make sure that they seem reasonable</b>	
<b>4 Preliminaries</b>			
5 Name of country	SAVVYland	<b>SAVVY system characteristics</b>	
6 Name or code for currency (eg. USD, TZS, Goats)	SVD	Total population under surveillance	1,100,000
7 Exchange rate (1 USD is how many SVD?)	15,915	Number of Provinces	11
8 Name of the level below the central level that will manage/operate the field activities, e.g. District, cluster, province, site.	Province	Estimated number of deaths per Province per year	2,100
9 Uppercase version of name of operational level	PROVINCE	Estimated number of deaths in areas under surveillance per year (see note)	23,100
10		Number of households per Province	20,000
11		Number of households in areas under surveillance per year	220,000
12			
<b>13 SAVVY system characteristics</b>			
14 Number of people in each Province who will be under surveillance	100,000	<b>Census interviews (per Province)</b>	
15 Number of segments per Province	5	Avg. duration of censuses/enumeration rounds (days)	11
16 Year that surveillance activities will start	2006	Litres of fuel needed by one census supervisor during the census	42
17 Number of Provinces that will be started in 2006	11		
18 Number of Provinces that will be started in 2007		<b>Census data entry and management (central level)</b>	
19 Number of Provinces that will be started in 2008		Number of census forms to be entered (All Provinces)	242,000
20 Number of Provinces that will be started in 2009		Number of census forms to be entered (One Province)	22,000
21 Number of Provinces that will be started in 2010		Total duration of census data entry (days) (All Provinces)	58
22 Number of Provinces that will be started in 2011		Total duration of census data entry (days) (One Province)	5
23 Estimated crude mortality rate (per 1,000)	21.00		
24 Average household size	5.0		
25			
26			
<b>27 Central level personnel</b>			
28 Number of VA coders	5	<b>VA interviews (per Province) per year</b>	
29 Number of data entry clerks	14	Deaths per Key Informant	11
30		Days doing VA interviews—per interviewer	26
31		Litres of fuel needed by one VA interviewer	114
32		VA supervision reinterviews per supervisor	42
33		Days VA supervisor spends doing VA re-interviews	21
<b>34 Personnel per Province</b>			
35 Average number of VA interviewers per Province	48	<b>VA coding (central level) per year</b>	
36 Average number of enumerators/key informants per Province	190	VAs codes	57,760
37 Average number of census supervisors	5.0	VAs per coder	11,550
38 Average number of verbal autopsy supervisors	5	Number of days coding (per coder)	289
39			
40			
41			
42			
43			
44			

Ready



# The "Step 2 Budget Values" Worksheet

The "Step 2 Budget values" worksheet consists of line items (on the left-hand side, columns A-O) where costs per activity or item are entered by the SAVVY budgeting team. The worksheet is further subdivided into costs that are incurred in the first year (columns D-I) during establishment (of either the central office or one new field site), and costs that are incurred in subsequent years (columns J-O). Line items are grouped by categories and sub-categories.

It is important to note that the budget line items have been made as inclusive as possible to capture all costs or mechanisms of paying for the work to be done. For example, in one country it might be desirable and appropriate to pay salaries for some personnel, while in others personnel already employed by the government may be assigned to perform the work. In this latter

## BUDGET LINE ITEMS

BUDGET INPUT VALUES. THE FIGURES ON THIS WORKSHEET DO NOT REPRESENT COMPLETE SYSTEM COSTS (SEE STEP 3)														
SAVVY establishment (1 year)														
Recurrent costs per subsequent year per Province														
ID#	ITEM	Proposed source of financing	No	Unit	Unit Cost (USD)	Total Cost (USD)	Total Cost (U.S. Dollars)	No	Unit	Unit Cost (USD)	Total Cost (USD)	Total Cost (U.S. Dollars)		
<b>TOTAL DIRECT COSTS</b>						4,251,428,113	\$267,133						2,090,640,663	\$181,630
Govt. SAVVYland						1,150,400,000	\$72,204						905,209,600	\$56,878
Other partner														
Other partner 2														
Other partner 3														
USG						3,101,028,113	\$194,849						1,985,431,063	\$124,752
Not specified														
<b>NATIONAL/CENTRAL LEVEL</b>						2,091,968,858	\$187,987						1,642,883,488	\$183,229
<b>PERSONNEL</b>						1,175,000,000	\$73,987						821,000,000	\$87,874
1111 Managerial						417,368,000	\$24,231						293,000,000	\$18,347
1112 National SAVVY Coordinator						10	12 m	\$1,000,000	\$12,000	10	12 m	\$1,000,000	\$12,000	\$12,000
1113 National SAVVY Coordinator per dem (trips per year to Provinces)						10	9 d	1,000,000	\$9,000	9 d	1,000,000	\$9,000	\$9,000	
1114 Census/Mapping Manager						10	10 m	\$,000,000	\$100,000	0.5	10 m	\$,000,000	\$50,000	\$201
1115 Census/Mapping Manager per dem (trips per year to Provinces)						10	9 d	1,000,000	\$9,000	9 d	1,000,000	\$9,000	\$9,000	
1116 SAVVY Computer Manager						10	12 m	\$,000,000	\$120,000	10	12 m	\$,000,000	\$120,000	\$120,000
1117 SAVVY Computer Manager per dem (trips per year to Provinces)						10	3 d	\$,000,000	\$30,000	3 d	\$,000,000	\$30,000	\$30,000	
1118 GIS Manager						10	12 m	\$,000,000	\$120,000	12 m	\$,000,000	\$120,000	\$120,000	
1119 GIS Manager per dem (trips per year to Provinces)						10	5 d	\$,000,000	\$50,000	5 d	\$,000,000	\$50,000	\$50,000	
<b>Technical</b>						412,000,000	\$35,988						483,200,000	\$33,485
1121 VA data manager salary						0.5	12 m	\$,000,000	\$1,000,000	0.4	12 m	21,752,000	\$2,418,800	\$8,576
1122 VA manager per dem (trips per year to ONE Province)						10	5 d	1,000,000	\$50,000	2.0	5 d	625,000	\$1,250,000	\$1,250
1123 VA case-of-death coder salary						2,102	12 m	\$,000,000	\$21,020,000	4.0	12 m	1,000,000	\$4,000,000	\$13,076
1124 VA case-of-death coder per paper VA code						2,102	2.5 u	\$,000,000	\$21,020,000	2,100	2.5 u	\$,000,000	\$21,000,000	\$18,434
1125 Survey Station						1	12 m	\$,000,000	\$1,000,000	12 m	\$,000,000	\$1,000,000	\$1,000,000	
1126 SAVVY Cartography Specialists						1	1 m	\$,000,000	\$1,000,000	12 m	\$,000,000	\$1,000,000	\$1,000,000	
1127 SAVVY Cartography Assistants						4	1 m	\$,000,000	\$4,000,000	12 m	\$,000,000	\$1,000,000	\$1,000,000	
1128 GIS Technician						12	12 m	\$,000,000	\$12,000,000	12 m	\$,000,000	\$1,000,000	\$1,000,000	
1129 Statistical Assistants						12	12 m	\$,000,000	\$12,000,000	12 m	\$,000,000	\$1,000,000	\$1,000,000	

case, these people may require per diems for days spent traveling or working in the field, rather than salaries. The spreadsheet allows both possibilities. Items that do not apply can be set to zero so that they do not contribute to the totals. Blank rows have been left in each section to allow users to add other items that have not been included in the spreadsheet. It is hoped that this approach means that users will not have to make substantial changes to the structure of the spreadsheet or item lines, because changing the structure can easily alter the spreadsheet's ability to calculate and aggregate the costs correctly.

It should also be remembered that one of the key principles of SAVVY is to use existing systems and structures as much as possible. This means that some of the budget line items will have to be modified to reflect the effect of embedding SAVVY into the existing system. Note that column C allows the SAVVY team to

ID#	ITEM	Proposed source of resource/funding
		<b>TOTAL DIRECT COSTS</b>
		Govt. SAVVYland Other partner Other partner-2 Other partner-3 USG USG-2 Not specified
1	<b>NATIONAL/CENTRAL LEVEL</b>	
1.1	<b>PERSONNEL</b>	
1.1.1	<b>Managerial</b>	
1.1.1.1	National SAVVY Coordinator	Govt. SAVVYland
1.1.1.2	National SAVVY Coordinator per diem (trips per year to Provinces)	USG
1.1.1.3	Census/Mapping Manager	Govt. SAVVYland
1.1.1.4	Census/Mapping Manager per diems (trips per year to Provinces)	USG
1.1.1.5	SAVVY Computer Manager	Govt. SAVVYland
1.1.1.6	SAVVY Computer Manager per diem (trips per year to Provinces)	
1.1.1.7	GIS Manager	Govt. SAVVYland
1.1.1.8	GIS Manager per diems (trips per year to Provinces)	USG

indicate the proposed source of the funding for each line item. This could be stated generally (for example, "Govt. SAVVYland" or "U.S. government (USG)," etc.) but could also be more specific to the individual source/stakeholders (such as "SAVVYland Ministry of Health" or "MEASURE Evaluation," etc.). These costs can then be aggregated by the SAVVY budget spreadsheet (SBS) to produce total direct cost estimates for each funding source. In the illustration at left, some costs are from "Govt. SAVVYland" and others are from "USG."

## ENTERING DETAILED COST ESTIMATES

The budget consists of item, lines, and subtotals. The subtotals are calculated automatically and should not be changed. Values should only be entered in the detail lines.

For each item, the user enters a quantity (number), a unit and unit qualifier, and a cost per unit. For example, consider row 41 of the SBS, I.D. number 1.1.2.2, where the item is "VA manager: per diem (trips per years to ONE Province)" and there is expected to be one trip made by one person per year, each trip lasting five days, then the quantity is "1," the unit is "5," the unit qualifier is "d" for "days," and the cost is the usual per diem rate. If the per diem rate is 1,100,000 SAVVYland dollars, then the total will be 1 \* 5 \*

1,100,000 = 5,500,000 SAVVYland dollars per year, as shown in the illustration below of row 41 from the template:

ID#	ITEM	Proposed source of resource/funding	SAVVY establishment (1 year)					
			No	Unit	Unit Cost (SVD)	Total Cost (SVD)	Total Cost (U.S. Dollars)	
1.1.2.2	VA manager: per diem (trips per years to ONE Province)	USG		1.0	5 d	1,100,000	5,500,000	\$346

Costs should be entered using local currency values. Totals are converted automatically to U.S. dollars (USD) using the exchange rate entered in the “Step 1 Assumptions” worksheet.

Common unit qualifiers include:

- d days
- m months
- u units
- p people
- l liters of fuel
- f forms
- r reams of paper

Note that, especially for staff time, fractions may be entered. For example, if a census/mapping manager is needed at the central level, but only about 50% of his or her work time would be needed for SAVVY, then 0.5 should be entered in the number field.

Wherever possible, named cells have been used. As discussed earlier, named cells are variables, and they allow the user to give assigned values to cells. Many of the values entered or calculated in the step 1 sheet are named cells, and are used either as default quantities or as unit qualifiers in the “Step 2 Budget values” sheet. This helps to make the spreadsheet easier to read and also means that it is easy (and safe) to change numbers in the step 1 sheet to see what the impact will be on the total cost and workload. To see where a particular named cell is defined, click on the name box in the top left of the spreadsheet and select a name. The cursor will jump to that value.

If you find that you need to add additional line items that do not exist anywhere in the SBS, do so in the extra spaces below existing line items under the appropriate subheading. Please avoid

inserting rows into the worksheets, as this can alter the SBS's ability to correctly subtotal the direct costs.

There are two main groups of costs: national level and site level (province level). Before entering any cost estimates, scan through these two sections and look at the similarities and differences. Focus on the organization of the spreadsheet at first, not the individual line items — at first, it is more important to grasp the structure of the SBS.

Once you have an understanding of the structure of the SBS, you can begin entering cost estimates on individual line items, starting with the central/national level estimates.

## NATIONAL LEVEL

These are costs related to the establishment and running of a national office. The identification numbers (column A) for these costs begin with the number “1.” In general, the fixed costs at the national office in Year 1 (columns A-I) will be established at the beginning, and might seem high. However, the recurrent costs (Columns J-O) will be lower over time — they do include staff time, but equipment will not need to be purchased on a yearly basis. For each individual line item, enter the estimated establishment costs into columns D-G, and then enter the estimated recurrent cost in columns J-M.

Go from line-item to line-item with the entire SAVVY team, and estimate the number and unit needed for each, as well as the unit cost in local currency. The total cost will then automatically calculate in both local currency and U.S. dollars. **Do not change the green, blue, or bolded numbers**, as they are subtotals and will also calculate automatically. If you do accidentally change these figures, just undo the error (in Microsoft Excel, select “undo edit” under “Edit” on the toolbar, or on the keyboard type “Ctrl” and the letter “z” at the same time to undo your accidental changes). Remember to save often!

## FIELD LEVEL (PROVINCE LEVEL)

In this portion of the “Part 2 Budget values” sheet, enter the expected cost of each line item in one average field site (i.e., a district, province, region, etc.). The identification numbers (column A) for these costs begin with the number “2,” starting at row 372 with the heading “PROVINCE LEVEL (ONE PROVINCE).” The costs in this section are listed as a single field site, but the SBS uses this information later in its formulas to calculate the costs of adding sites incrementally.

Variation within country may make the idea of an “average” field site hard to visualize, so thinking of one at each extreme and one in the middle (in terms of density, mortality rate, or operational difficulty) may help. It might be particularly difficult when there is a mixture of urban and rural field sites because the logistics are likely to be reasonably different. Do the best that you can, and keep in mind that the goal is to produce a preliminary estimate of the total cost — not an exact, final figure.

**Personnel** — Personnel for the central office are divided into managerial, technical, and office support staff salaries. Within each personnel category, a line item is included for trips and per diem. For each cadre of personnel, you should determine the number required, as well as the cost per position in local currency. In addition, you need to decide whether it will be a full-time job or part-time, and whether it is possible to use existing staff from the government or other institutions. It is important to budget personnel costs accurately because this budget item can constitute a major share of the total budget. Do not include information technology (IT) personnel, data managers, or data entry personnel in this section of the SAVVY budget spreadsheet — they will be costed later, in the data processing section 1.11 of the SBS.

**Sensitization** — Before SAVVY data collection activities begin, a plan should be made to conduct national level sensitization on key issues of SAVVY at the central level. The objective of the sensitization is to present SAVVY plans and proposed implementation, and also to receive feedback from stakeholders. A list should be drawn that shows the number of people, their designations, and addresses. This list will contain government ministries, institutions, and development partners who are closely involved in funding, planning, implementing, or using SAVVY outputs. Depending on the country situation, expenses that need to be met by the attendees may consist of tea/coffee and a modest allowance to meet transportation costs to the meeting place.

For field-site sensitization, determine the number of district and regional representatives who will attend, and calculate the travel fares and per diems. Similarly, the cost of the sensitization of local community/village meetings will be mainly per diems, or a token allowance.

**Office equipment** — The SAVVY team must determine the type and quantity of office equipment (including transportation)

## NOTES ON SPECIFIC CATEGORIES

that will be needed at the central level, as well as the field-site level. It may be possible to share existing office equipment with other branches of the lead organization, or even other organizations, to keep costs down. Equipment can be very expensive, so be careful to complete line items only for equipment that is *needed* (not simply *desired*).

Do not include computer hardware, software, or supplies used only for data processing in this section of the SAVVY budget spreadsheet — these items will be costed in the “DATA PROCESSING” section, ID number 1.11 of the SBS.

**Office space** — For each country, managers need to decide if they will be able to use office space that is available from one of the ministries or institutions that is taking the lead on SAVVY, or if they must make new arrangements for office space. If data entry will not be contracted out, consideration should be made to include space for this activity.

It is recommended that existing office space available from one of the SAVVY stakeholders should be used if possible. The costs for this budget item will therefore be renovation of existing office space or monthly rental fees.

**Office utilities** — Office utilities (telephones, electricity, etc.) should be costed using the prevailing country costs for these items. If the central office is located within existing government offices and depending on the way office space bills are paid, there may be no additional costs for SAVVY.

**Training** — Training costs will vary based on the personnel type, location, and whether the training is an original or a retraining session. Consult other manuals in this series for details on the specific number of trainings needed (i.e., *Verbal Autopsy Interviewer Training Guide*, *Key Informant Training Guide*, *Verbal Autopsy Supervisor’s Manual*, *Census Supervisor’s Manual*, and *Field Office Manager’s Manual*).

**Vehicles** — The costs of servicing, repairs/accessories, and fuel for vehicles will depend on local costs. The fuel costs should allow for both in-town travel and visits to field sites. These costs are synchronized with the type of personnel to determine the overall running cost of the vehicles.

**SAVVY committee meetings** — There are three types of SAVVY committee meetings. The first one is the SAVVY Steering Committee, which consists of senior national officials and experts who meet biannually to discuss the overall policy planning and review

SAVVY implementation. This meeting might last a full day, and participants might be paid an equivalent of a one-day per diem to meet transportation and other expenses.

A second committee is the SAVVY Technical Implementation Committee, which consists of SAVVY team members who may travel to other countries to discuss implementation and technical issues, such as the adaptation of the SAVVY toolkit into the appropriate local context. Travel and per diem of international experts is costed separately and should not appear in this line item.

A third type of central-level SAVVY committee meeting would include training for SAVVY team members at the central level, such as training for data processing personnel or cause-of-death coding.

**Cartography** — Cartography activities require both equipment and supplies. Guidance for these costs may be obtained from local agencies or the U.S. Census Bureau.

**SAVVY instrument preparation** — All SAVVY documentation must be thoroughly reviewed and adapted from English into local languages. Generally, these translations (and back-translations, to assure accuracy) are costed per page, and per language. For example, if a 10-page document is translated and back translated into two local languages at a cost of 5000 SAVVYland dollars per page per translation, then the total cost would be 200,000 SAVVYland dollars (5000 SAVVYland dollars times 10 pages times two languages times two translations [translation and back translation]).

In addition, it is advisable to budget for a small pretest (in a small, manageable area) of all translated documents before the documents are sent to press, to ensure that the translations are of high quality and they will be functional for field operations.

**Field materials** — This section estimates the printing cost of questionnaires, manuals, and other documentation that will be needed in an average field site. However, it is listed in the central level costs because it is preferable that the questionnaires and manuals be produced at the central level (for reasons of standardization and quality) and then distributed to the field sites. Note that many of unit quantities needed correspond with named cells to ensure accuracy and consistency in the cost estimates. These costs will later be multiplied appropriately, based on the number of field sites to be established, by year.

**Data processing** — In addition to general office computing (costed in the “CENTRAL OFFICE EQUIPMENT” section starting at ID number 1.3), it is crucial to ensure a secure location, hardware, and network for data entry and processing, as well as specific supplies. Be sure to compare your equipment and personnel costs under the “DATA PROCESSING” section, starting at ID number 1.11, against the “CENTRAL OFFICE EQUIPMENT” section, 1.3, to avoid duplication of costs. Costs included in one section should not be included in the other. One reason the data processing costs are calculated separately is because the amount of data to be processed will be highly contingent upon the number of field sites, whereas general computing needs at the central level are more independent of the number of field sites.

**Dissemination** — When planning for dissemination of results, consider that it may be feasible to produce documentation for certain results in-house; however, it may be more cost-effective to outsource printing and CD production for large, widely distributed disseminations. It also may be necessary to host an annual meeting of stakeholders at the national level, at which certain important results are disseminated.

# The “Step 3 Direct SAVVY System Cost” Worksheet

Congratulations! At this point the SAVVY team has spent a lot of time discussing the pros and cons of different possible implementation models, has estimated the cost of these models, and has completed steps 1 and 2. The final steps are to view the direct costs of the SAVVY system you have envisioned (and perhaps go back and make a few more minor adjustments).

Open the “Step 3 Direct SAVVY system costs” worksheet. (Please note: do not make any changes to the values in this worksheet — all values were calculated based upon entries made in the previous two worksheets.) At the very top, you will see a box that describes the characteristics of the SAVVY system over the course of the next several years (indicated by the white arrow in the illustration on this page). Below the system characteristics box, you will find a second box containing the “TOTAL DIRECT COSTS” of the system, by year (indicated by the black arrow).

These figures will reflect the number of new field sites established in that year, as well as the recurrent costs for all field sites that had been established in previous years. Hopefully, these figures are much lower than you expected, but do not despair if they seem high. If this is the case, the SAVVY team may simply need to go back and make adjustments to those expenses that might be superfluous, or reconsider those that can be shared with other existing organizations. If the SBS direct cost estimates are much higher than expected, it may be necessary to rethink the sampling plan and begin

Country	SAVVYland	2006	2007	2008	2009	2010	2011
Total number of Provinces/field offices		11*	11*	11*	11*	11*	11
Total population participating in surveillance		1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Estimated number of deaths per year		23,100	23,100	23,100	23,100	23,100	23,100
<b>TOTAL DIRECT COSTS</b>		<b>\$1,646,386</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>	<b>\$1,447,165</b>
Govt. SAVVYland		\$230,626	\$216,219	\$216,219	\$216,219	\$216,219	\$216,219
Other partner							
Other partner-2							
Other partner-3							
USG		\$1,415,761	\$1,231,936	\$1,231,936	\$1,231,936	\$1,231,936	\$1,231,936
USG-2							
Not specified							
<b>NATIONAL/CENTRAL LEVEL</b>		<b>\$775,883</b>	<b>\$584,740</b>	<b>\$584,740</b>	<b>\$584,740</b>	<b>\$584,740</b>	<b>\$584,740</b>
PERSONNEL		\$26,615	\$233,714	\$233,714	\$233,714	\$233,714	\$233,714
SENSITIZATION		\$1,395					
CENTRAL OFFICE EQUIPMENT (INCL. TRANSPORT)		\$47,456	\$499	\$499	\$499	\$499	\$499
CENTRAL LEVEL OFFICE SPACE		\$4,788	\$4,788	\$4,788	\$4,788	\$4,788	\$4,788
CENTRAL LEVEL OFFICE UTILITIES		\$3,615	\$3,615	\$3,615	\$3,615	\$3,615	\$3,615
VEHICLE MAINTENANCE AND RUNNING COSTS		\$628	\$628	\$628	\$628	\$628	\$628
SAVVY COMMITTEE MEETING		\$11,309	\$483	\$483	\$483	\$483	\$483
CARTOGRAPHY		\$4,820					
SAVVY INSTRUMENT PREPARATION		\$377,682	\$273,682	\$273,682	\$273,682	\$273,682	\$273,682
FIELD MATERIALS (PER PROVINCE)		\$64,788	\$63,871	\$63,871	\$63,871	\$63,871	\$63,871
DATA PROCESSING		\$3,456	\$3,456	\$3,456	\$3,456	\$3,456	\$3,456
DISSEMINATION							
OTHER CENTRAL LEVEL COST		\$870,583	\$862,415	\$862,415	\$862,415	\$862,415	\$862,415
PROVINCE LEVEL (PER PROVINCES)		\$12,303					
SENSITIZATION		\$455,614	\$306,496	\$306,496	\$306,496	\$306,496	\$306,496
FIELD ENUMERATION STAFF		\$58,345					
PROVINCE OFFICE EQUIPMENT (PER PROVINCE)							
PROVINCE OFFICE SPACE							
PROVINCE OFFICE UTILITIES		\$4,562	\$8,829	\$8,829	\$8,829	\$8,829	\$8,829
TRAINING (FIELD OPERATIONS)		\$298,413	\$298,413	\$298,413	\$298,413	\$298,413	\$298,413
VEHICLE MAINTENANCE AND RUNNING COSTS		\$41,267	\$167,676	\$167,676	\$167,676	\$167,676	\$167,676
OTHER PROVINCE LEVEL COST							

with a more modest number of field sites in the early years. Try adjusting the number of sites per year in the “Step 1 Assumptions” worksheet, now that you have completed steps 1 and 2. This will allow you to see the direct costs change based on your sampling strategy.

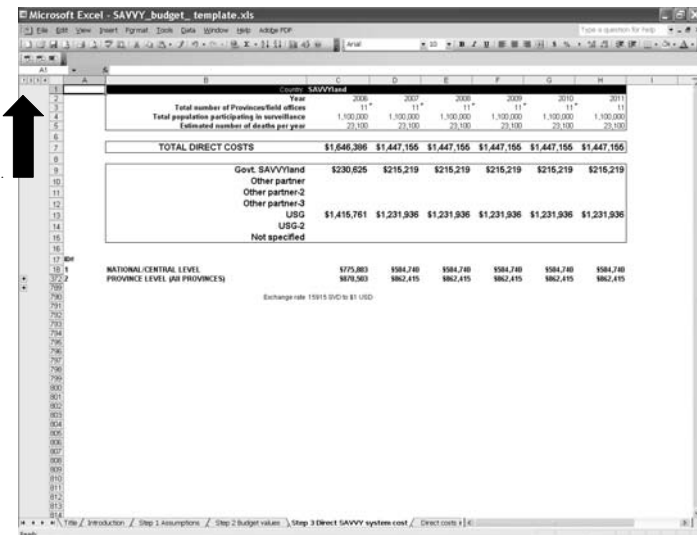
Note that if you specified the source of the funding for each line item, the funding agency breakdown (per year) will be available in the box directly under the “TOTAL DIRECT COSTS” box.

## USING THE SBS OUTLINING TOOL TO VIEW SUBTOTALS

The “Step 3 Direct SAVVY system costs” worksheet allows a planner to view different levels of detail of the yearly budget. For example, a potential funding source may, at first, need to know only the total global budget while an implementing institution may need to know line item details.

In the top-left corner of this worksheet, just below the “Name Box” pulldown menu, you will see a row of boxes numbered 1-4. Clicking on an outlining numbers allows you to see summaries at different levels of detail. The illustration on this page is at the most basic level, using the outlining tool’s “1” box (indicated by the arrow). The illustration on the previous page shows the same sheet at the secondary level of detail, using the “2” box.

These levels show summaries by year: **no values should be entered into any of these cells.** The level 1 budget items (shown in the illustration below) provide the highest-level summary totals at the “NATIONAL/CENTRAL LEVEL” and at the field level, called “PROVINCE LEVEL (ALL PROVINCES).” Clicking on the number 2 shows the second level, which summarize the category totals, as shown on page 27. Level 3 is the category subtotal level. Level 4 is the detail level, where the yearly totals of all corresponding entries from the “Part 2 Budget values” will be summarized, based on the number of new and recurrent sites in that calendar year.



Use the outlining tool to check the logic of the sample design and line item costs entered in Steps 1-2 of the SBS. If certain totals, subtotals, or line items seem unexpectedly high, low, or disproportionate, it may be necessary to go back and check the values entered in Steps 1-2.

# The “Direct Cost in Local Currency” and “Direct Costs Percent of Total” Worksheets

The SBS provides two alternative formats of viewing the “Step 3 Direct SAVVY system cost estimates” worksheet. These are called the “Direct costs in local currency” worksheet, which provides costs in local currency (not U.S. dollars); and the “Direct costs percent of total” worksheet, which provides costs — totals, subtotals, and line items — as a percentage of the total yearly cost.

The top illustration at right shows the same spreadsheet appearing on page 28, but viewed under the “Direct costs in local currency” option. The bottom illustration at right shows the percentages option view. On page 11 of this manual, these same spreadsheets appear in the secondary level view, using the “2” box option from the SBS outlining tool.

Notice that the structure of each of these sheets is exactly like the structure in the “Step 3 Direct SAVVY system cost estimates” worksheet, only the cell values differ. These worksheets can be used to explain the costing structure to stakeholders, implementing partners, and donors — but also can be used to verify the logic of the parameters and line item values that have been entered in steps 1-2.

Country	SAVVYland					
Year	2006	2007	2008	2009	2010	2011
Total number of Provinces/field offices	11	11	11	11	11	11
Total population participating in surveillance	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Estimated number of deaths per year	23,100	23,100	23,100	23,100	23,100	23,100
<b>TOTAL DIRECT COSTS (SVD)</b>	<b>26,202,230,745</b>	<b>23,831,467,295</b>	<b>23,831,467,295</b>	<b>23,831,467,295</b>	<b>23,831,467,295</b>	<b>23,831,467,295</b>
Govt. SAVVYland	3,678,480,800	3,425,209,600	3,425,209,600	3,425,209,600	3,425,209,600	3,425,209,600
Other partner						
Other partner-2						
Other partner-3						
USG	22,531,830,745	19,606,257,695	19,606,257,695	19,606,257,695	19,606,257,695	19,606,257,695
USG-2						
Not specified						
NATIONAL/CENTRAL LEVEL	12,348,170,850	9,306,137,400	9,306,137,400	9,306,137,400	9,306,137,400	9,306,137,400
PROVINCE LEVEL (All PROVINCES)	13,854,051,895	13,725,329,895	13,725,329,895	13,725,329,895	13,725,329,895	13,725,329,895

Country	SAVVYland					
Year	2006	2007	2008	2009	2010	2011
Total number of Provinces/field offices	11	11	11	11	11	11
Total population participating in surveillance	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Estimated number of deaths per year	23,100	23,100	23,100	23,100	23,100	23,100
<b>TOTAL DIRECT COSTS</b>	<b>\$1,646,386</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>	<b>\$1,447,155</b>
Govt. SAVVYland	14.0%	14.9%	14.9%	14.9%	14.9%	14.9%
Other partner						
Other partner-2						
Other partner-3						
USG	86.0%	85.1%	85.1%	85.1%	85.1%	85.1%
USG-2						
Not specified						
NATIONAL/CENTRAL LEVEL	47.1%	48.4%	48.4%	48.4%	48.4%	48.4%
PROVINCE LEVEL (All PROVINCES)	52.9%	59.6%	59.6%	59.6%	59.6%	59.6%



# Printing the Output of the SAVVY Budget Spreadsheet

The SBS has been designed so that the users can print out a booklet containing summary information, which can be presented to other stakeholders and donors. Collapse all the worksheets down to the second level. In Microsoft Excel, click on “File,” then “Print.” Change the “Print what” box to “Entire workbook,” then click “OK.” This should print out all pages of the SBS in summary format — a document that should be very useful in displaying the direct costs of the SAVVY system.



# Glossary of Terms

**Address** — An address is the physical location of a building or living quarters and may be comprised of a building number and street name (e.g., 123 Anywhere Street). See “location description” in this glossary.

**Address listing book** — This is a book used to record the addresses or location descriptions of all known buildings and living quarters in an assignment area. This book is prepared during each census round and is given to the key informant upon completion.

**Assignment area (AA)** — This is a geographic area established for data collection purposes. An assignment area usually represents the average workload for one census interviewer or one key informant.

**Assignment area map** — A map that shows the boundaries, features, and landmarks of an assignment area is an “assignment area map.” This map is prepared during each census round and given to the key informant upon completion.

**Assignment area number** — This number identifies a specific assignment area on SAVVY maps and forms.

**Callback** — A “callback” is a return visit to an address to complete the required information.

**Canvassing** — This refers to systematically traveling all streets, roads, paths, etc., of each block in an assignment area to identify every place where people live or could live.

**Census** — A “census” is an official, periodic count.

**Census interviewer** — This is a person responsible for conducting baseline census interviews or census update interviews. He or she is attached to the SAVVY area and is knowledgeable about that assigned area. The census interviewer is also responsible for identifying the boundaries of the assignment area and canvassing the entire assignment area to determine the location of each building, housing unit, and household.

**Confidentiality** — “Confidentiality” is a guarantee that the information respondents provide to a SAVVY employee and SAVVY office will not be revealed to others.

**Duration** — For all signs or symptoms that were not associated with a previously-diagnosed condition, nor related to an

injury, “duration” is defined as the period starting from the *appearance* of that particular sign or symptom to the *cessation* of that symptom, regardless of the presence of that sign or symptom at the time of death, and irrespective of whether the sign or symptom appeared intermittently. For example, if a woman began to have fever 10 days before death, but she ceased having fever two days before death, the *duration* of her fever would be eight days, even if she did not have fever for each and every one of those eight days.

**Head of household** — See “reference person” in this glossary.

**Household** — This is an arrangement in which one or more persons make common provisions for their own food or other essentials for living. These people may have a common budget, be related or unrelated, or a combination. There may be more than one household in a housing unit. In short, a household is defined as a group of people who “eat from the same pot.”

**Household number** — This is a number assigned by a SAVVY census interviewer to each household within a housing unit. The household identification number must be unique within the housing unit.

**Housing unit** — A housing unit is a separate and independent place of abode intended for habitation by a single household, or one not intended for habitation but occupied as living quarters by a household at the time of the census.

**Key informant (KI)** — This is a person who lives in the SAVVY assignment area and is responsible for reporting any deaths that occur in her or his assignment area to the verbal autopsy interviewer. The key informant is also responsible for arranging the date and time of the verbal autopsy interview with each bereaved family.

**Location description** — This is a description of the physical location of a living quarters that tells anyone unfamiliar with the assignment area how to find that living quarters, so the living quarters can be located by another SAVVY employee. This may be an address, if one is available.

**Reference person** — The person who makes decisions for the household on a daily basis and who is a permanent resident of the household (spends the night at least six months out of the year at the house) is the “reference person.” If the

household reports someone who spends the majority of his or her time away from home, then make that person's spouse the reference person. If there is no spouse, then make the eldest family member the reference person, as long as he or she is at least 15 years of age or older. If there is no family member 15 years of age or older, then make the eldest nonfamily member the reference person as long as he or she is 15 years of age or older. If there is no permanent household member who is at least 15 years old, then make the eldest relative or resident the reference person.

**Resident** — See “usual residence” in this glossary.

**Respondent** — There are two types of respondents in the SAVVY system, the *census respondent* and *verbal autopsy respondent*.

*Census respondent* is the person supplying census information about a household and all of its members. The respondent should be a responsible family member of the household. Possible respondents are listed in order of preference:

- ✘ reference person
- ✘ spouse of reference person
- ✘ eldest family member available, at least 15 years of age or older
- ✘ nonfamily member at least 15 years of age or older
- ✘ family member less than 15 years of age
- ✘ nonfamily member less than 15 years of age
- ✘ neighboring reference person or spouse of neighboring reference person
- ✘ local knowledgeable informant

*Verbal autopsy respondent* is the adult being interviewed, who is typically a resident in the household. The respondent must be someone who is able to give reliable and accurate information regarding the members of the household. In the case of a death in the family, the respondent will be able to give information about the circumstances leading to the death. Ideally, the verbal autopsy respondent for the verbal

autopsy interview would be the one who cared for the deceased during the period of illness. Possible verbal autopsy respondents are listed in order of preference:

- ✘ main care-giver of the deceased in the period before death
- ✘ reference person
- ✘ spouse of reference person
- ✘ parents, particularly if the deceased was a child
- ✘ eldest family member available, at least 15 years of age or older
- ✘ nonfamily member at least 15 years of age or older
- ✘ family member less than 15 years of age
- ✘ nonfamily member less than 15 years of age
- ✘ neighboring reference person or spouse of reference person

**Sample area** — This is the geographic area selected for the SAVVY system.

**Stillbirth** — A “stillbirth” is a baby that shows no signs of life when born. Stillbirths may be due to injuries, illness, infections, or catastrophic events happening to the mother or to the child while in the womb or during birth. In order to distinguish from abortion or miscarriage (for which verbal autopsy is not conducted), the SAVVY verbal autopsy system only includes births that occur after 28 weeks of pregnancy.

**Usual residence** — Usual residence is the place where the person lives and sleeps most of the time. This place is not necessarily the same as a person’s legal residence. Also, noncitizens are included if this is their usual residence.

Following are some common examples of usual residences:

- ✘ For people temporarily away on vacation or a business trip, their usual residence is the place where they live and sleep most of the time.
- ✘ The usual residence for commuter workers living away part of the week while working is the residence where they stay most of the week.

- ✦ For children in joint custody, usual residence is where they live most of the time. If time is equally divided, they are counted where they are staying during the interview period
- ✦ Usual residence for people who own more than one residence is the residence where they live most of the time.
- ✦ Usual residence for college students living away from home while attending college is where they are living at college, if they are in a household. College students living in dormitories are not counted in the SAVVY census.
- ✦ For college students living at their parental home while attending college, usual residence is their parental home.
- ✦ The usual residence for a live-in nanny or other live-in house worker is where that person lives most of the week.
- ✦ For foster children, usual residence is where they are living during the interview period.
- ✦ Usual residence for renters or boarders is where they are living during the interview period.
- ✦ Usual residence for housemates or roommates is where they are living during the interview period.
- ✦ For people in the military who are residing off-base in the country, their usual residence is the place where they live and sleep most of the time. Military people on-base are not counted in the SAVVY census unless they are in residential-style housing.
- ✦ Usual residence for staff members living in hospitals, nursing homes, prisons, or other institutions is where they report that they live and sleep most of the time; otherwise it is the living quarters that they inhabit at the institution.

- ✘ For students living in school dormitories but who are not enrolled in college, the usual residence is their parental home.
- ✘ Usual residence for citizens of foreign countries who have established a household or are part of an established household in the country while working or studying, including family members who are with them, is the household where they are residing (spending the majority of their time while in-country).

**Verbal autopsy (VA)** — Verbal autopsy is a process used to collect information (using a specially-designed form) from relatives or caregivers of a deceased person. The process involves interviewing relatives or caregivers of the deceased regarding their knowledge of the symptoms, signs, and circumstances leading to death. The information that is collected is used by medical personnel to assign a probable cause of death for each reported death.

**Verbal autopsy form** — This is a form used to collect information on the history of illness of the deceased and presence of signs and symptoms. The form is to be completed by the interviewer during verbal autopsy interviews. There are three types of verbal autopsy forms used by the SAVVY system:

- ✘ International Verbal Autopsy Questionnaire 1: Death of Child under 4 Weeks
- ✘ International Verbal Autopsy Questionnaire 2: Death of Child Aged 4 Weeks to 14 Years
- ✘ International Verbal Autopsy Questionnaire 3: Death of a Person Aged 15 Years and Above

**Verbal autopsy interviewer (VAI)** — The verbal autopsy interviewer is the person responsible for conducting VA interviews with the bereaved family members in the household. He or she is attached to the SAVVY area and is knowledgeable about that assigned area. The verbal autopsy interviewer must be accepted by the community in which he or she works. Some requirements of the verbal autopsy interviewer include having attained the highest primary level of the national education system (at minimum) and the ability to speak the dialect of the area to which he or she is assigned.

# Appendices



The following are included in the appendices:

- ✘ Appendix A: List of Helpful Documents and Information
- ✘ Appendix B: List of All SBS Named Cells



**APPENDIX A:  
LIST OF HELPFUL  
DOCUMENTS AND  
INFORMATION**

Results from sampling strategy planning exercise

Previously prepared budgets for surveys, census, etc. (to be used as a reference)

Staff salaries and field allowances at national and field levels

Central office rental expenses

Central office equipment and vehicle costs

Translation costs

Questionnaire printing costs

Cartography equipment

Data processing: equipment, supplies, and personnel

*Key Informant's Manual*

*Verbal Autopsy Interviewer's Manual*

*Census Interviewer's Manual*



**APPENDIX B:  
LIST OF ALL SBS NAMED  
CELLS**

NAMED CELL	DEFINITION
avgHHsize	Average household size
avgNumKilometresPerDayPerCensusSupervisor	Avg. Number of kilometres each day a supervisor will travel during the census
avgTimesVaCoded	Number of times that, on average, each VA will need to be coded
countryName	Name of country
currencyName	Name or code for currency
durationCensusRounds	Avg. duration of censuses/enumeration rounds (days)
ExchRate	Exchange rate (1 USD is how much local currency?)
mortRate	Estimated crude mortality rate (per 1,000)
motorcycleKilometresPerLitre	Number of kilometers a motorbike can travel per litre of fuel
motorcycleLitresPerDayDuringCensus	Litres of fuel per supervisor per day during census
motorcycleLitresPerDayVAinterviewer	Litres of fuel per supervisor per day: VA interviews
nameOperationalLevel	Name of the level below the central level that will manage/operate the field activities, e.g. District, cluster, province, field site.
nameOperationalLevelUpperCase	Uppercase version of name of operational level
NewHHRate	Percent of new/dissolved households
numCensusForms	Number of census forms to be entered (All Field Sites)
numCensusFormsEnteredPerDay	Number of census forms that can be entered per clerk per day
numCensusFormsPerSite	Number of census forms to be entered (One Field Site)
numCensusSupervisors	Average number of census supervisors
numCodesPerVA	Number of times that, on average, each VA will need to be coded
numDataEntryClerks	Number of data entry clerks
numDaysPerYearDoingVAs	Days per year doing VA interviews—per interviewer
numDeaths	Estimated number of deaths per field site per year
numDeathsPerMonth	Total # of deaths (=Total VA interviews) per month
numDeathsTotal	Estimated number of deaths in areas under surveillance per year (once all sites have been established)
numEnumerators	Average number of enumerators/key informants per Field Site
numHHolds	Number of households in areas under surveillance per year
numHHoldsPerSite	Number of households per Field Site
numHHperDay	Number of households that can be enumerated per day
numLitresPerCensusSupervisorPerCensus	Litres of fuel needed by one census supervisor during the census
numLitresPerVAinterviewerPerYear	Litres of fuel needed by one VA interviewer per year
numPeoplePerSite	Number of people in each Field Site who will be under surveillance

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<b>NAMED CELL</b>	<b>DEFINITION</b>
numSegmentsPerSite	Number of segments per Field Site
numSites	Number of Field Sites
numSitesAddedYear1	Number of Field Sites that will be started in Year 1
numSitesAddedYear2	Number of Field Sites that will be started in Year 2
numSitesAddedYear3	Number of Field Sites that will be started in Year 3
numSitesAddedYear4	Number of Field Sites that will be started in Year 4
numSitesAddedYear5	Number of Field Sites that will be started in Year 5
numSitesAddedYear6	Number of Field Sites that will be started in Year 6
numVAcoders	Number of VA coders
numVAI	Average number of VA interviewers per Field Site
numVAsPerDay	Number of VA Interviews that can be done by one person in one day
numVAsPerInterviewerPerMonth	VA interviews per interviewer—per month
numVAsPerSupervisorPerMonth	VA supervision reinterviews per month
numVASupervisors	Average number of verbal autopsy supervisors
propVAsReinterviewed	Proportion of VAs that will be reinterviewed
startYear	Year that surveillance activities will start
survPop	Total population under surveillance
TotNumSitesYear1	Total number of field sites in year 1
TotNumSitesYear2	Total number of field sites in year 2
TotNumSitesYear3	Total number of field sites in year 3
TotNumSitesYear4	Total number of field sites in year 4
TotNumSitesYear5	Total number of field sites in year 5
TotNumSitesYear6	Total number of field sites in year 6



MEASURE Evaluation  
Carolina Population Center  
University of North Carolina at Chapel Hill  
CB 8120, 123 W. Franklin St.  
Chapel Hill, NC 27516 USA  
[www.cpc.unc.edu/measure](http://www.cpc.unc.edu/measure)

International Programs Center  
Population Division  
U.S. Census Bureau  
Washington, DC 20233  
[www.census.gov](http://www.census.gov)

MS-07-26-BM



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