Start preparation of the survey :	50	Year	2022

% completed | Planning

z

	START WEEKNR.	PLANNING IN WEEKS	START DATE	DUE DATE	PERCENTAGE COMPLETED
Survey Coorindination					
Establish Project Survey Coordination Group	50	1			0%
Define roles and responsibilities of the group in relation to the consultants: management, facilitation, providing access	51	1			0%
Start localising generic ToR in Country ToR	50	3			
Finalise country ToR	1	2			0%
Tender and hiring procedure	3	4			0%
Prepare draft budget	3	2			0%
Collect essential Census data: Population size, household composition & size	1	6			0%
Finalise budget according to consultancy bid	7	1			0%
Prepare prelimanary work schedule	1	5			0%
Finalise work schedule data preparation (inception period)	7	1			0%
Assist consultants in accessing communities	9	4			0%
Commenting on draft report	14	2			0%
Debriefing moments (data collection, finalisation of report)	12	4			0%
Survey Preparation Milestondes					
Inception period	6	3			0%
Finalised Inception report	9	2			0%
Social mobilisation and reaching out to local authorities in selected clusters	9	1			0%
Seek approval from (local) authorities for data collection	5	5			0%
Prepare sampling tables in collabroation with MEAL WG (inception period)	2	4			0%
Localise questionnaires	3	6			0%
Fine tune sampling strategy (part of inception plan)	9	2			0%
Mobile phones (depends on tasks of the consultant)					
Preperation of mobile devices (inception period)	7	1			0%
Test mobile devices (inception period)	7	1			0%
Upload Questionnaires to mobile devices (inception period)	8	1			0%
Field test enumerators (during training)	10	1			0%
Data monitoring through survey software	11	2			0%
Logistics					
Procure sim-cards/wifi hotspots etc	9	1			0%
data management - uploading and checking of data (inception period)	7	1			0%
Recruit enumerators	7	2			0%
Book Enumerator accommodation(inception period)	8	1			0%
Transportation plan	10	1			0%
Maps to find selected clusters (inception period)	9	1			0%
Training					
Venue(s) (inception period)	7	1			0%
Develop Training programme (inception period)	7	2			0%
Review Training Programme	8	1			0%
Enumerator Training	9	1			0%
Fieldwork/data collection					
Data collection	10	2			0%
debriefing with lead enumerators	11	2			0%
data management - uploading and checking of data	10	3			0%
Analysis and report					
Data cleaning	12	1			0%
Data set and Pri-liminary statistics available to MEAL collegues	13	1			0%
IPTT column	15	1			0%
Draft Survey report avialble	14	1			0%
Survey report finalized	16	1			
Dissimination plan execution (to be further specified)	14	6			0%

December | January | February | March | April | May

50 51 52 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

Consultant	Consultants Data manager	MEAL focal point	MEAL coordinator	Other time investment Country level				MEAL WG				
Name	Name	Name	Reinout	Country Lead	Community A	Community B	Community C	Akky	Luca	Danielle		
0	0	0	0	0			TBD	#REF!	#REF!	#REF!	0	0

Acronyms

TBD To be determined