Mass Media HIP Cost Estimation Template Cover Sheet

Country being Reported Upon:

Please enter one of the Country names in box above:

Burkina Faso
India
Nigeria

This workbook is designed to help you identify and report on the resources used by your organization to support: 1) Preparation of the Mass Media HIP Campaignin the country listed above, and/or 2) Delivery of the Mass Media HIP campaign to target audience(s). The approach we will use to generate our cost estimates is known as Activity-Based Costing. Please complete the light orange cells before proceeding to the "Activity Identification" tab.

For detailed instructions, please see the document: "Guide to Mass Media HIP Cost Estimation Template"

ELIGIBILITY: To engage in this exercise, participants must meet the following criteria:
- 18 years or older
- Has experience with, or knowledge of, HIP implementation, the domains of inquiry (HMIS, LMIS, training, etc.), and/or the resources required to implement such activities by virtue of their professional position. It is anticipated that this will include technical officers, district managers, and finance staff; however, the specific title/job description of each participant may vary based on ability to provide the most detailed information

Your Organization: *<= Enter your Organization name here*

Notes: *<= Use this space for any notes you wish to make*

Please use the following checklist to identify the activities that were involved/engaged with for preparing for and/or delivering the Mass Media Campaign in

Up-front / Preparation Activities to Establish the Mass Media campaign in

For each row below mark "Y" if the organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y", Also complete Start MO/YR & Stop MO/YR fields

Activity No.	Description	*Involved / Engaged (Y=Yes)*	*Start MM/YYYY*	*Stop MM/YYYY*
E-1	Formative research to develop SBC strategy or Mass Media content			
E-2	SBC strategy development			
E-3	Pre-testing of messages and products with target audiences			
E-4	Creative design of materials/products including production of audio/video messages and printing of print materials			
E-5	Design/modification of monitoring system to track mass media campaign			
E-Other1				
E-Other2				
E-Other3				

Please estimate proportion of SBC stategy that is related to Mass Media =>

Please estimate proportion of SBC stategy that is related to Mass Media =>

Proportion related to Mass Media

Proportion related to Mass Media

If necessary, estimate proportion of moniotring system that is related to Mass Media =>

<= Were there any other up-front / preparation activities your organization was involved in which are not described above? (if yes, enter description and complete E-Detail (blank) Sheet for each one)

On-Going Recurring Activities to Sustain Mass Media Campaign in

For each row below mark "Y" if the organization being interviewed was involved in this activity. Complete detail sheet for any activity marked "Y", Also complete frequency field

Activity No.	Description	Involved / Engaged (Y=Yes)	*Frequency*	*<= How often does this activity take place: daily, weekly, bi-weekly, monthly, bi-monthly, quarterly, semi-annually, annually*
S-1	Radio & TV media buys			
S-2	Billboards, displays, events, newspaper buys			
S-3	Monitoring of mass media campaign			
S-Other1				
S-Other2				
S-Other3				

Proportion related to Mass Media

If necessary, estimate proportion of moniotring system that is related to Mass Media =>

<= Are there any other on-going/recurring activities your organization is involved related to this HIP service which are not described above? (if yes, enter description and complete S-Activity Detail (blank) Sheet for each one)

Activity: Formative research to develop SBC strategy or Mass Media content

Country being Reported Upon: *0*

Return to Activity Identification

When did this activity begin: Date 01-1900 <= *Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 <= *Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is a Government organization, please use the next section

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
L-4			
L-5			
L-6			
L-7			
L-8			
L-9			
L-10			

Who were the people *from the Government (by cadre) who* engaged with *your staff* above in *this activity*

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Media Officer*	***3***	***36***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who were the people (by cadre) *from the Community/Civil Society Orgs who* engaged with *your staff* above in *this activity* (list people from other organizations separately)

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
e.g.:	***Community Representative***	***5***	***80***	***Community***
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

Which of these other resources from: were required to carry out this activity?

	Resource	Quantity	Unit	
e.g.:	*Refreshments*	*45*	***persons***	
	Meeting Rooms (time/mtg)		hours	*<= estimated average per mtg*
Mtgs	Meeting Rooms (# of mtgs)		# mtgs	
	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
	Refreshments		persons	*<= estimated average per mtg*
Comm	Air time		minutes/mo.	*<= include time for on-line meetings*
	Transportation (distance/trip)		kms	*<= estimated average per trip*
Trans	Transportation (# of trips)		trips	
	Transport allowances		person-trips	
Publ	Printing/photocopying		pages	
Per Diems	Per Diems for participants		person-days	
Lodging	Lodging for participants		person-days	
Contract	Contract with media consulting firm		value of contract	*Please specify currency to right*
Oth-1				*<= Were there any*
Oth-2				*other resources*
Oth-3				*your organization*
Oth-4				*provided to support*
Oth-5				*this activity? (if yes,*

Currency

Activity: SBC strategy development

Country being Reported Upon: 0

Return to Activity Identification

When did this activity begin: Date 01-1900 <= *Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 <= *Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is a Government organization, please use the next section

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
L-4			
L-5			
L-6			
L-7			
L-8			
L-9			
L-10			

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M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

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	Resource	Quantity	Unit	
e.g.:	*Refreshments*	*45*	***persons***	
Mtgs	Meeting Rooms (time/mtg)		hours	*<= estimated average per mtg*
	Meeting Rooms (# of mtgs)		# mtgs	
	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
Comm	Refreshments		persons	*<= estimated average per mtg*
	Air time		minutes/mo.	*<= include time for on-line meetings*
Trans	Transportation (distance/trip)		kms	*<= estimated average per trip*
	Transportation (# of trips)		trips	
Publ	Transport allowances		person-trips	
Per Diems	Printing/photocopying		pages	
Lodging	Per Diems for participants		person-days	
Oth-1	Lodging for participants		person-days	
Oth-2				*<= Were there any other resources your organization provided to support this activity? (if yes,*
Oth-3				
Oth-4				
Oth-5				

Activity: Pre-testing of messages and products with target audiences

Country being Reported Upon: 0

Return to Activity Identification

When did this activity begin: Date 01-1900 <= *Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 <= *Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is a Government organization, please use the next section

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
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L-6			
L-7			
L-8			
L-9			
L-10			

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e.g.:	*Media Officer*	***3***	***36***
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M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

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e.g.:	*Refreshments*	*45*	***persons***	
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Mtgs	Meeting Rooms (# of mtgs)		# mtgs	
	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
	Refreshments		persons	*<= estimated average per mtg*
Comm	Air time		minutes/mo.	*<= include time for on-line meetings*
	Transportation (distance/trip)		kms	*<= estimated average per trip*
Trans	Transportation (# of trips)		trips	
	Transport allowances		person-trips	
Publ	Printing/photocopying		pages	
Per Diems	Per Diems for participants		person-days	
Lodging	Lodging for participants		person-days	
	Computers / Laptops		units	
ICT Equip	Cellphones		handsets	
	Tablets		units	
Refurb	Refurbishmnent of space		sq mtrs	*<= estimated size of space refurbished*
Contract	Contract with media consulting firm		value of contract	*Please specify currency to right*
Oth-1				*<= Were there any*
Oth-2				*other resources*
Oth-3				*your organization*
Oth-4				*provided to support*
Oth-5				*this activity? (if yes,*

Currency

Activity: Creative design of materials/products including production of audio/video messages and printing of print materials

Country being Reported Upon: 0

Return to Activity Identification

When did this activity begin: Date 01-1900 *<= Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 *<= Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is a Government organization, please use the next section

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
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	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
e.g.:	***Community Representative***	***5***	***80***	***Community***
C-1				
C-2				
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e.g.:	*Refreshments*	*45*	***persons***	
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	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
	Refreshments		persons	*<= estimated average per mtg*
Comm	Air time		minutes/mo.	*<= include time for on-line meetings*
	Transportation (distance/trip)		kms	*<= estimated average per trip*
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	Transport allowances		person-trips	
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Oth-1				*<= Were there any*
Oth-2				*other resources*
Oth-3				*your organization*
Oth-4				*provided to support*
Oth-5				*this activity? (if yes,*

Currency

Activity: Design/modification of monitoring system to track mass media campaign

Country being Reported Upon: 0

Return to Activity Identification

When did this activity begin: Date 01-1900 *<= Insert date mm-yyyy (or approximate)*

When was this activity finished: 01-1900 *<= Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is Government organization, please use the next section

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	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
	Refreshments		persons	*<= estimated average per mtg*
Comm	Air time		minutes/mo.	*<= include time for on-line meetings*
	Transportation (distance/trip)		kms	*<= estimated average per trip*
Trans	Transportation (# of trips)		trips	
	Transport allowances		person-trips	
Publ	Printing/photocopying		pages	
Per Diems	Per Diems for participants		person-days	
Lodging	Lodging for participants		person-days	
Contract	Contract with media consulting firm		value of contract	*Please specify currency to right*
Oth-1				*<= Were there any*
Oth-2				*other resources*
Oth-3				*your organization*
Oth-4				*provided to support*
Oth-5				*this activity? (if yes,*

Currency

Activity:

Country being Reported Upon: *0*

Return to Activity Identification

When did this activity begin: Date <= *Insert date mm-yyyy (or approximate)*

When was this activity finished: <= *Insert date mm-yyyy (or approximate)*

Who were the people (by cadre) from: engaged in this activity?

Note: If organization reporting is Government organization, please use the next section

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
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L-3			
L-4			
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L-7			
L-8			
L-9			
L-10			

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	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity
e.g.:	*Media Officer*	***3***	***36***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who were the people (by cadre) *from the Community/Civil Society Orgs who* engaged with *your staff* above in *this activity* (list people from other organizations separately)

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours for this Cadre on this Activity	Organization from which these people came
e.g.:	***Community Representative***	***5***	***80***	***Community***
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

Which of these other resources from: were required to carry out this activity?

	Resource	Quantity	Unit	
e.g.:	*Refreshments*	*45*	***persons***	
Mtgs	Meeting Rooms (time/mtg)		hours	*<= estimated average per mtg*
	Meeting Rooms (# of mtgs)		# mtgs	
	Size of space used for mtgs		sq mtrs	*<= estimated average per mtg*
Comm	Refreshments		persons	*<= estimated average per mtg*
	Air time		minutes/mo.	*<= include time for on-line meetings*
Trans	Transportation (distance/trip)		kms	*<= estimated average per trip*
	Transportation (# of trips)		# of trips	
Publ	Transport allowances		# person-trips	
Per Diems	Printing/photocopying		# pages	
Lodging	Per Diems for participants		# person-days	
Oth-1	Lodging for participants		# person-days	
Oth-2				*<= Were there any other resources your organization provided to support this activity? (if yes,*
Oth-3				
Oth-4				
Oth-5				

Please complete the table below to decribe were involved/engaged with for introducing and/or supporting the HIP:

	Administrative Division			*# of Mass Media Messages Disseminated in last 12 months by Type*					
	Level 1 (Name of Region/State/Union Territory/State)	**Level 2 (Name of Province/District/Local Government Area)**	**Total # of Mass Media Messages Disseminated**	**# Radio Spots aired last 12 months**	**# TV Spots aired last 12 months**	**# Billboards placed last 12 months**	**# Display ads placed last 12 months**	**# Media Events held last 12 months**	**# Newspaper ads placed last 12 months**
e.g.,	*Est Region*	*Gourma*	*19*		*2*			*8*	*9*
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									

Activity: Radio & TV media buys

Country being Reported Upon: 0

Return to Activity Identification

When did *your organization* begin conducting *this activity?* Date <= *Insert date mm-yyyy (or approximate)*

Who are the people *from this organization* engaged in *this activity*?

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
L-4			
L-5			
L-6			
L-7			
L-8			
L-9			
L-10			

Who are the people *from the Government who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per *month* for this Cadre on this Activity
e.g.:	*Media Assistant*	*10*	***80***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who are the people *from the Community / Civil Society Orgs who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per *month* for this Cadre on this Activity	Organization from which these people came
e.g.:	*Community Representative*	*2*	***20***	***Community***
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

What *other resources* from *your organization* are required to carry out *this activity in a* ***typical month***

According to Activity Identification worksheet this activity occurs: ***0***

	Resource	Quantity/***month***	Unit	Location(s) covered
e.g.:	*Info Sheets*	*200*	***pieces***	
Media	Radio spots		# spots/month	
	TV Spots		# spots/month	
Contract	Contract with media consulting firm		value of contract	*Please specify currency to right*
Oth-1				<= *Were there any other resources your organization*

Currency

Oth-2				*provided to support this activity? (if yes, complete details to left)*
Oth-3				
Oth-4				
Oth-5				

Activity: Billboards, displays, events, newspaper buys

Country being Reported Upon: 0

Return to Activity Identification

When did *your organization* begin conducting *this activity?* Date <= *Insert date mm-yyyy (or approximate)*

Who are the people *from this organization* engaged in *this activity*?

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
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L-6			
L-7			
L-8			
L-9			
L-10			

Who are the people *from the Government who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Media Assistant*	*10*	***80***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who are the people *from the Community / Civil Society Orgs who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity	Organization from which these people came
e.g.:	*Community Representative*	*2*	***20***	***Community***
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C-8				
C-9				
C-10				

What *other resources* from *your organization* are required to carry out *this activity in a* ***typical month***

According to Activity Identification worksheet this activity occurs: ***0***

	Resource	Quantity/***month***	Unit	Location(s) covered
e.g.:	*Info Sheets*	*200*	***pieces***	
Media	Billboards		# billboards displayed/month	
	Display advertisements		# ads placed/month	
	Events		# events/month	
	Newspaper advertisements		# ads placed/month	
Transport	# trips		# days/mo	
	distance		km/roundtrip	
	per diems		# person-days	
	allowances		# person-days	
Comm	Air time for phone/computer		monthly charge	
Contract	Contract with media consulting firm		value of contract	
Oth-1				
Oth-2				
Oth-3				

Please specify currency to right

Currency

<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)

Oth-4			
Oth-5			

Activity: Monitoring of mass media campaign

Country being Reported Upon: 0

Return to Activity Identification

When did *your organization* begin conducting *this activity?* Date <= *Insert date mm-yyyy (or approximate)*

Who are the people *from this organization* engaged in *this activity*?

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
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L-7			
L-8			
L-9			
L-10			

Who are the people *from the Government who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Media Assistant*	*10*	***80***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who are the people *from the Community / Civil Society Orgs who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0***

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity	Organization from which these people came
e.g.:	*Community Representative*	*2*	***20***	***Community***
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				
C-7				
C-8				
C-9				
C-10				

What *other resources* from *your organization* are required to carry out *this activity in a* ***typical month***

According to Activity Identification worksheet this activity occurs: ***0***

	Resource	Quantity/***month***	Unit	Location(s) covered
e.g.:	*Info Sheets*	*200*	***pieces***	
Transport	# trips		# days/mo	
	distance		km/roundtrip	
	per diems		per day	
	allowances		per day	
Comm	Air time for phone/computer		monthly charge	

Currency

Contract	Contract with media consulting firm		value of contract	*Please specify currency to right*	
Oth-1				*<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)*	
Oth-2					
Oth-3					
Oth-4					
Oth-5					

Activity:

Country being Reported Upon: 0

Return to Activity Identification

When did *your organization* begin conducting *this activity?*

Date: <= *Insert date mm-yyyy (or approximate)*

Who are the people *from this organization* engaged in *this activity*?

According to Activity Identification worksheet this activity occurs: <= *Insert frequency at which this activity occurs*

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Program Officer*	*3*	***135***
L-1			
L-2			
L-3			
L-4			
L-5			
L-6			
L-7			
L-8			
L-9			
L-10			

Who are the people *from the Government who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0*** <= *Insert frequency at which this activity occurs*

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity
e.g.:	*Media Assistant*	*10*	***80***
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			
M-7			
M-8			
M-9			
M-10			

Who are the people *from the Community / Civil Society Orgs who* are engaged in *this activity?*

According to Activity Identification worksheet this activity occurs: ***0*** <= *Insert frequency at which this activity occurs*

	Staff Cadre (describe)	# of Persons in this Cadre Involved	Total Hours per ***month*** for this Cadre on this Activity	Organization from which these people came
e.g.:	*Community Representative*	*2*	***20***	***Community***
C-1				
C-2				
C-3				
C-4				
C-5				
C-6				

C-7				
C-8				
C-9				
C-10				

What *other resources* from *your organization* are required to carry out *this activity in a* ***typical month***

According to Activity Identification worksheet this activity occurs: ***0*** *<= Insert frequency at which this activity occurs*

	Resource	Quantity/***month***	Unit	Location(s) covered
e.g.:	*Info Sheets*	*200*	***pieces***	
Oth-1				
Oth-2				
Oth-3				
Oth-4				
Oth-5				*<= Were there any other resources your organization provided to support this activity? (if yes, complete details to left)*
Oth-6				
Oth-7				
Oth-8				
Oth-9				

Resource Valuation Worksheet

Source	Resource Label	Resource Name	Quantity	Unit	Unit Value	Unit (Local currency or USD)	Funder/Donor	Source of Data
E-1	L-1	0	0	per hour				
E-1	L-2	0	0	per hour				
E-1	L-3	0	0	per hour				
E-1	L-4	0	0	per hour				
E-1	L-5	0	0	per hour				
E-1	L-6	0	0	per hour				
E-1	L-7	0	0	per hour				
E-1	L-8	0	0	per hour				
E-1	L-9	0	0	per hour				
E-1	L-10	0	0	per hour				
E-1	M-1	0	0	per hour				
E-1	M-2	0	0	per hour				
E-1	M-3	0	0	per hour				
E-1	M-4	0	0	per hour				
E-1	M-5	0	0	per hour				
E-1	M-6	0	0	per hour				
E-1	M-7	0	0	per hour				
E-1	M-8	0	0	per hour				
E-1	M-9	0	0	per hour				
E-1	M-10	0	0	per hour				
E-1	C-1	0	0	per hour				
E-1	C-2	0	0	per hour				
E-1	C-3	0	0	per hour				
E-1	C-4	0	0	per hour				
E-1	C-5	0	0	per hour				
E-1	C-6	0	0	per hour				
E-1	C-7	0	0	per hour				
E-1	C-8	0	0	per hour				
E-1	C-9	0	0	per hour				
E-1	C-10	0	0	per hour				
E-1	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-1	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-1	Mtgs	Refreshments	0	persons				
E-1	Comm	Air time	0	minutes/mo.				
E-1	Trans	Transportation (distance/trip)	0	kms				
E-1	Trans	Transport allowances	0	person-trips				
E-1	Publ	Printing/photocopying	0	pages				
E-1	Per Diems	Per Diems for participants	0	person-days				
E-1	Lodging	Lodging for participants	0	person-days				
E-1	Oth-1	0	0	0				
E-1	Oth-2	0	0	0				
E-1	Oth-3	0	0	0				
E-1	Oth-4	0	0	0				
E-1	Oth-5	0	0	0				
E-2	L-1	0	0	per hour				
E-2	L-2	0	0	per hour				
E-2	L-3	0	0	per hour				
E-2	L-4	0	0	per hour				
E-2	L-5	0	0	per hour				
E-2	L-6	0	0	per hour				
E-2	L-7	0	0	per hour				
E-2	L-8	0	0	per hour				
E-2	L-9	0	0	per hour				
E-2	L-10	0	0	per hour				
E-2	M-1	0	0	per hour				
E-2	M-2	0	0	per hour				
E-2	M-3	0	0	per hour				
E-2	M-4	0	0	per hour				
E-2	M-5	0	0	per hour				
E-2	M-6	0	0	per hour				
E-2	M-7	0	0	per hour				
E-2	M-8	0	0	per hour				
E-2	M-9	0	0	per hour				
E-2	M-10	0	0	per hour				
E-2	C-1	0	0	per hour				
E-2	C-2	0	0	per hour				
E-2	C-3	0	0	per hour				
E-2	C-4	0	0	per hour				
E-2	C-5	0	0	per hour				
E-2	C-6	0	0	per hour				
E-2	C-7	0	0	per hour				
E-2	C-8	0	0	per hour				
E-2	C-9	0	0	per hour				
E-2	C-10	0	0	per hour				
E-2	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-2	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-2	Mtgs	Refreshments	0	persons				
E-2	Comm	Air time	0	minutes/mo.				
E-2	Trans	Transportation (distance/trip)	0	kms				
E-2	Trans	Transport allowances	0	person-trips				
E-2	Publ	Printing/photocopying	0	pages				
E-2	Per Diems	Per Diems for participants	0	person-days				
E-2	Lodging	Lodging for participants	0	person-days				
E-2	Oth-1	0	0	0				
E-2	Oth-2	0	0	0				
E-2	Oth-3	0	0	0				
E-2	Oth-4	0	0	0				
E-2	Oth-5	0	0	0				
E-3	L-1	0	0	per hour				
E-3	L-2	0	0	per hour				
E-3	L-3	0	0	per hour				
E-3	L-4	0	0	per hour				
E-3	L-5	0	0	per hour				
E-3	L-6	0	0	per hour				
E-3	L-7	0	0	per hour				
E-3	L-8	0	0	per hour				
E-3	L-9	0	0	per hour				
E-3	L-10	0	0	per hour				
E-3	M-1	0	0	per hour				
E-3	M-2	0	0	per hour				
E-3	M-3	0	0	per hour				
E-3	M-4	0	0	per hour				
E-3	M-5	0	0	per hour				
E-3	M-6	0	0	per hour				
E-3	M-7	0	0	per hour				
E-3	M-8	0	0	per hour				
E-3	M-9	0	0	per hour				
E-3	M-10	0	0	per hour				
E-3	C-1	0	0	per hour				

<= 1) Select entire table to left (A3:I383), 2) sort by Resource Name, Quantity, 3) complete cols F:I with organization assistance for any row with Quantity >0, 4) if you wish, you can hide rows where Quantity=0 (highlight row and right click, select hide)

E-3	C-2	0	0	per hour				
E-3	C-3	0	0	per hour				
E-3	C-4	0	0	per hour				
E-3	C-5	0	0	per hour				
E-3	C-6	0	0	per hour				
E-3	C-7	0	0	per hour				
E-3	C-8	0	0	per hour				
E-3	C-9	0	0	per hour				
E-3	C-10	0	0	per hour				
E-3	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-3	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-3	Mtgs	Refreshments	0	persons				
E-3	Comm	Air time	0	minutes/mo.				
E-3	Trans	Transportation (distance/trip)	0	kms				
E-3	Trans	Transport allowances	0	person-trips				
E-3	Publ	Printing/photocopying	0	pages				
E-3	Per Diems	Per Diems for participants	0	person-days				
E-3	Lodging	Lodging for participants	0	person-days				
E-3	ICT Equip	Computers / Laptops	0	units				
E-3	ICT Equip	Cellphones	0	handsets				
E-3	ICT Equip	Tablets	0	units				
E-3	Refurb	Refurbishmnent of space	0	sq mtrs				
E-3	Oth-1	0	0	0				
E-3	Oth-2	0	0	0				
E-3	Oth-3	0	0	0				
E-3	Oth-4	0	0	0				
E-3	Oth-5	0	0	0				
E-4	L-1	0	0	per hour				
E-4	L-2	0	0	per hour				
E-4	L-3	0	0	per hour				
E-4	L-4	0	0	per hour				
E-4	L-5	0	0	per hour				
E-4	L-6	0	0	per hour				
E-4	L-7	0	0	per hour				
E-4	L-8	0	0	per hour				
E-4	L-9	0	0	per hour				
E-4	L-10	0	0	per hour				
E-4	M-1	0	0	per hour				
E-4	M-2	0	0	per hour				
E-4	M-3	0	0	per hour				
E-4	M-4	0	0	per hour				
E-4	M-5	0	0	per hour				
E-4	M-6	0	0	per hour				
E-4	M-7	0	0	per hour				
E-4	M-8	0	0	per hour				
E-4	M-9	0	0	per hour				
E-4	M-10	0	0	per hour				
E-4	C-1	0	0	per hour				
E-4	C-2	0	0	per hour				
E-4	C-3	0	0	per hour				
E-4	C-4	0	0	per hour				
E-4	C-5	0	0	per hour				
E-4	C-6	0	0	per hour				
E-4	C-7	0	0	per hour				
E-4	C-8	0	0	per hour				
E-4	C-9	0	0	per hour				
E-4	C-10	0	0	per hour				
E-4	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-4	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-4	Mtgs	Refreshments	0	persons				
E-4	Comm	Air time	0	minutes/mo.				
E-4	Trans	Transportation (distance/trip)	0	kms				
E-4	Trans	Transport allowances	0	person-trips				
E-4	Publ	Printing/photocopying	0	pages				
E-4	Per Diems	Per Diems for participants	0	person-days				
E-4	Lodging	Lodging for participants	0	person-days				
E-4	Oth-1	0	0	0				
E-4	Oth-1	0	0	0				
E-4	Oth-1	0	0	0				
E-4	Oth-4	0	0	0				
E-4	Oth-5	0	0	0				
E-5	L-1	0	0	per hour				
E-5	L-2	0	0	per hour				
E-5	L-3	0	0	per hour				
E-5	L-4	0	0	per hour				
E-5	L-5	0	0	per hour				
E-5	L-6	0	0	per hour				
E-5	L-7	0	0	per hour				
E-5	L-8	0	0	per hour				
E-5	L-9	0	0	per hour				
E-5	L-10	0	0	per hour				
E-5	M-1	0	0	per hour				
E-5	M-2	0	0	per hour				
E-5	M-3	0	0	per hour				
E-5	M-4	0	0	per hour				
E-5	M-5	0	0	per hour				
E-5	M-6	0	0	per hour				
E-5	M-7	0	0	per hour				
E-5	M-8	0	0	per hour				
E-5	M-9	0	0	per hour				
E-5	M-10	0	0	per hour				
E-5	C-1	0	0	per hour				
E-5	C-2	0	0	per hour				
E-5	C-3	0	0	per hour				
E-5	C-4	0	0	per hour				
E-5	C-5	0	0	per hour				
E-5	C-6	0	0	per hour				
E-5	C-7	0	0	per hour				
E-5	C-8	0	0	per hour				
E-5	C-9	0	0	per hour				
E-5	C-10	0	0	per hour				
E-5	Mtgs	Meeting Rooms (time/mtg)	0	hours				
E-5	Mtgs	Size of space used for mtgs	0	sq mtrs				
E-5	Mtgs	Refreshments	0	persons				
E-5	Comm	Air time	0	minutes/mo.				
E-5	Trans	Transportation (distance/trip)	0	kms				
E-5	Trans	Transport allowances	0	person-trips				
E-5	Publ	Printing/photocopying	0	pages				
E-5	Per Diems	Per Diems for participants	0	person-days				
E-5	Lodging	Lodging for participants	0	person-days				
E-5	Oth-1	0	0	0				
E-5	Oth-1	0	0	0				
E-5	Oth-1	0	0	0				

E-5	Oth-4	0	0	0				
E-5	Oth-5	0	0	0				
S-1	L-1	0	0	per hour				
S-1	L-2	0	0	per hour				
S-1	L-3	0	0	per hour				
S-1	L-4	0	0	per hour				
S-1	L-5	0	0	per hour				
S-1	L-6	0	0	per hour				
S-1	L-7	0	0	per hour				
S-1	L-8	0	0	per hour				
S-1	L-9	0	0	per hour				
S-1	L-10	0	0	per hour				
S-1	M-1	0	0	per hour				
S-1	M-2	0	0	per hour				
S-1	M-3	0	0	per hour				
S-1	M-4	0	0	per hour				
S-1	M-5	0	0	per hour				
S-1	M-6	0	0	per hour				
S-1	M-7	0	0	per hour				
S-1	M-8	0	0	per hour				
S-1	M-9	0	0	per hour				
S-1	M-10	0	0	per hour				
S-1	C-1	0	0	per hour				
S-1	C-2	0	0	per hour				
S-1	C-3	0	0	per hour				
S-1	C-4	0	0	per hour				
S-1	C-5	0	0	per hour				
S-1	C-6	0	0	per hour				
S-1	C-7	0	0	per hour				
S-1	C-8	0	0	per hour				
S-1	C-9	0	0	per hour				
S-1	C-10	0	0	per hour				
S-1	Media	Radio spots	0	# spots/month				
S-1	Supplies	TV Spots	0	# spots/month				
S-1	Supplies	#REF!	#REF!	#REF!				
S-1	Supplies	#REF!	#REF!	#REF!				
S-1	Oth-1	0	0	0				
S-1	Oth-2	0	0	0				
S-1	Oth-3	0	0	0				
S-1	Oth-4	0	0	0				
S-1	Oth-5	0	0	0				
S-2	L-1	0	0	per hour				
S-2	L-2	0	0	per hour				
S-2	L-3	0	0	per hour				
S-2	L-4	0	0	per hour				
S-2	L-5	0	0	per hour				
S-2	L-6	0	0	per hour				
S-2	L-7	0	0	per hour				
S-2	L-8	0	0	per hour				
S-2	L-9	0	0	per hour				
S-2	L-10	0	0	per hour				
S-2	M-1	0	0	per hour				
S-2	M-2	0	0	per hour				
S-2	M-3	0	0	per hour				
S-2	M-4	0	0	per hour				
S-2	M-5	0	0	per hour				
S-2	M-6	0	0	per hour				
S-2	M-7	0	0	per hour				
S-2	M-8	0	0	per hour				
S-2	M-9	0	0	per hour				
S-2	M-10	0	0	per hour				
S-2	C-1	0	0	per hour				
S-2	C-2	0	0	per hour				
S-2	C-3	0	0	per hour				
S-2	C-4	0	0	per hour				
S-2	C-5	0	0	per hour				
S-2	C-6	0	0	per hour				
S-2	C-7	0	0	per hour				
S-2	C-8	0	0	per hour				
S-2	C-9	0	0	per hour				
S-2	C-10	0	0	per hour				
S-2	Media	Billboards	0	# billboards displayed/month				
S-2	Supplies	Display advertisements	0	# ads placed/month				
S-2	Supplies	Events	0	# events/month				
S-2	Supplies	Newspaper advertisements	0	# ads placed/month				
S-2	Supplies	#REF!	#REF!	#REF!				
S-2	Transport	# trips	0	# days/mo				
S-2	0	distance	0	km/roundtrip				
S-2	0	per diems	0	# person-days				
S-2	0	allowances	0	# person-days				
S-2	Comm	Air time for phone/computer	0	monthly charge				
S-3	L-1	0	0	per hour				
S-3	L-2	0	0	per hour				
S-3	L-3	0	0	per hour				
S-3	L-4	0	0	per hour				
S-3	L-5	0	0	per hour				
S-3	L-6	0	0	per hour				
S-3	L-7	0	0	per hour				
S-3	L-8	0	0	per hour				
S-3	L-9	0	0	per hour				
S-3	L-10	0	0	per hour				
S-3	M-1	0	0	per hour				
S-3	M-2	0	0	per hour				
S-3	M-3	0	0	per hour				
S-3	M-4	0	0	per hour				
S-3	M-5	0	0	per hour				
S-3	M-6	0	0	per hour				
S-3	M-7	0	0	per hour				
S-3	M-8	0	0	per hour				
S-3	M-9	0	0	per hour				
S-3	M-10	0	0	per hour				
S-3	C-1	0	0	per hour				
S-3	C-2	0	0	per hour				
S-3	C-3	0	0	per hour				
S-3	C-4	0	0	per hour				
S-3	C-5	0	0	per hour				
S-3	C-6	0	0	per hour				
S-3	C-7	0	0	per hour				
S-3	C-8	0	0	per hour				
S-3	C-9	0	0	per hour				
S-3	C-10	0	0	per hour				
S-3	Transport	# trips	0	# days/mo				
S-3	Supplies	distance	0	km/roundtrip				

S-3	Supplies	per diems	0	per day				
S-3	Supplies	allowances	0	per day				
S-3	Oth-1	0	0	0				
S-3	Oth-2	0	0	0				
S-3	Oth-3	0	0	0				
S-3	Oth-4	0	0	0				
S-3	Oth-5	0	0	0				
S-4	L-1	0	0	per hour				
S-4	L-2	0	0	per hour				
S-4	L-3	0	0	per hour				
S-4	L-4	0	0	per hour				
S-4	L-5	0	0	per hour				
S-4	L-6	0	0	per hour				
S-4	L-7	0	0	per hour				
S-4	L-8	0	0	per hour				
S-4	L-9	0	0	per hour				
S-4	L-10	0	0	per hour				
S-4	M-1	0	0	per hour				
S-4	M-2	0	0	per hour				
S-4	M-3	0	0	per hour				
S-4	M-4	0	0	per hour				
S-4	M-5	0	0	per hour				
S-4	M-6	0	0	per hour				
S-4	M-7	0	0	per hour				
S-4	M-8	0	0	per hour				
S-4	M-9	0	0	per hour				
S-4	M-10	0	0	per hour				
S-4	C-1	0	0	per hour				
S-4	C-2	0	0	per hour				
S-4	C-3	0	0	per hour				
S-4	C-4	0	0	per hour				
S-4	C-5	0	0	per hour				
S-4	C-6	0	0	per hour				
S-4	C-7	0	0	per hour				
S-4	C-8	0	0	per hour				
S-4	C-9	0	0	per hour				
S-4	C-10	0	0	per hour				
S-4	Comm	Airtime for data transmission	0	mins/mo				
S-4	Supplies	0	0	0				
S-4	Supplies	0	0	0				
S-4	Supplies	0	0	0				
S-4	Oth-4	0	0	0				
S-4	Oth-5	0	0	0				
S-4	Oth-6	0	0	0				
S-4	Oth-7	0	0	0				
S-4	Oth-8	0	0	0				