

Appendix 1 - Personnel

Role	Organization	Primary Responsibilities
Coordinator	Independent Consultant	Training of supervisors and field staff. Oversee implementation of coverage survey. Organize and oversee field logistics (including transportation, accommodations, and payment of field staff). Prepare letter of introduction for field supervisors for each cluster, and notify selected clusters in advance of survey. Data analysis, reports and manuscript development.
Co-Coordiators		Protocol development and budget. Organize and oversee field logistics (including transportation, accommodations, and payment of field staff). Training of supervisors and field staff. Oversee implementation of coverage survey. Data analysis, reports and manuscript development.
National level supervisors		Assist with field team recruitment and field logistics. Training of field staff. Supervise data collection and data entry and assist with data analysis.
Local supervisors		Supervise data collection in field: <ul style="list-style-type: none"> • locate appointed clusters • introduce survey to local officials • ensure teams have necessary materials • ensure data collection is conducted according to stated instructions • periodically check in with teams throughout each day to answer questions and ensure survey is conducted appropriately • review completed forms for errors and blanks before leaving the survey area • give data collection forms to coordinator, • safeguard welfare and security of members of the team.
Interviewers		Collect data according to instructions given. Conduct interviews. Be polite and professional. Document responses legibly on data collection forms.
Field guides		Guide teams, introduce teams to cluster administrative authorities and household members, advise on best times to visit households, encourage participation among households
Drivers / boat operators		Transport teams and supervisors
Data entry specialists		Enter survey data into Epi Info