

MKumar et al.

Supplementary material 3: Country costing tool, part 1

**To be filled out by each country's REACHOUT research team**

A. Summary of the major steps of quality improvement (QI) intervention:

Check these inter-country steps and contextualize based on what you actually did as a country team. Is anything major missing? If so, add it in the list below and in the table in part B as a new line.

1. Training of trainers on QI
2. Adapt QI training material for your country
3. Identify QI teams
4. Training QI teams
5. Ongoing QI team meetings
6. QI team interventions

B. Activities that make up the steps

There are smaller activities that make up each of those big steps listed in Part A.

For example, there might be a sensitisation meeting required before nominating a QI team or liaising with potential attendees to fix a meeting time.

For each major step, try to include all the activities and quantify the resources that made it happen – the information in step 1 is provided as an example.

**NB – you do not need to know the prices/costs of the consumables at this point!**

	Venue (name and # of days)	People (#, role/title/grade, days)	Consumables (e.g. stationery, printing, food)	Transportation (vehicle type, distance – where possible)
<b>STEP 1: Training of trainers on QI</b>				
1-0: ID and confirm facilitators	LSTM office (no rental required)	1 senior PI – 0 days 1 consultant - .5 days 1 admin asst – 0.5 days		
1-1: Design curriculum	LSTM office (no rental required)	1 senior PI – 10 days 1 consultant – 10 days 3 senior researchers – 2 days each	6 pads of sticky notes 2 white boards 500 pages of printing 3 ring binders	
1-2: Travel to ToT venue		All REACHOUT researchers 2 trainers 3 policymakers		Flights to Jakarta Charter bus

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1-3: Training of trainers	Indonesia hotel 3 days	All REACHOUT researchers 2 trainers 3 policymakers	300 pages printing Notebooks and pens Conference package	
<b>STEP 2: Adapt country QI curriculum</b>				
2-1:				
<b>STEP 3: Nominate/select QI teams</b>				
<b>STEP 4: QI trainings</b>				
Phase 1				
Phase 2				
Phase 3				
<b>STEP 5: QI team meetings</b> (Describe what would be required for a single meeting in the steps below and list the frequency (weekly/monthly/quarterly/etc):				
<b>STEP 6: QI intervention</b>				

What I'll do next: restructure then information you sent into Excel and send it back with you to discuss with your finance person (probably will require about 2 hours) to fill in the details!

This will be followed by a workshop in the Nairobi consortium meeting for further discussion of the differences between countries.