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Service Package No. S-4.1 (Operations Research)

Draft:
Mid-term Activity Report

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1. Introduction

This report is prepared in fulfilment of the requirement mentioned in the contract agreement of the project “Primary Health Care Services Delivery Project (Urban Health and Demographic Surveillance System); Service Package No. S-4.1 (Operations Research)”. According to the Terms of Reference, ‘Mid-term progress report which shall include preliminary outcomes and results achieved under the assignment by the 44th week’ of the project.

For understanding the population, health and socioeconomic problems prevailing in the slums, currently available data are necessary but not sufficient to deal with these problems. So, there is a need to establish a data collection system (Health and Demographic Surveillance System) for capturing data from slum population of Bangladesh which will enable monitoring health, demographic and socioeconomic indicators and facilitating evaluation of intervention programs.

icddr,b has been the pioneer institute to develop and maintain Health and Demographic Surveillance Systems (HDSS). Currently, icddr,b has three rural HDSSs and two urban disease surveillances in place. Dedicated to saving lives through research and treatment, icddr,b addresses some of the most critical health concerns facing the world today, ranging from neonatal survival to HIV/AIDS.

2. Goal of the Assignment

The goal of the project is to set up a Health and Demographic Surveillance System in selected slums of Dhaka North, Dhaka South and Gazipur City Corporations (Figure 1: Location of slums). More specifically, the goal is to establish a data collection system for assessing the level of fertility, mortality, migration, marriage and divorce, family planning, violence against women, morbidity, sickness care, health expenditure, migration and mobility determinants of health, and knowledge and practice of non-communicable diseases.

The outcomes are: population profile with measures of fertility, mortality, migration, marriage and divorce along with four publishable manuscripts based on the survey data (health expenditure, payment, and financial coping mechanisms, migration and mobility determinants of health, health seeking behaviour (MNCH), family planning, violence against women, and knowledge and practice of non-communicable diseases).

3. Milestones Achieved by the Mid-term

The milestones achieved by the mid-term of the project (Jul 8, 2015 to Aug 15, 2016) are: a) RRC/ERC approval of the protocol, b) Household listing, c) Data collection/cleaning/analysis/report writing of the baseline population and socioeconomic census, d) Report based on the first and second round of HDSS data (**attached, draft report on the first and second quarter data**), e) Data collection/cleaning/report of health expenditure, payment, and financial coping mechanisms (**attached, draft report of health expenditure, payment, and financial coping mechanisms survey**).

4. Project Activities

The following sections describe detail project activities for each quarter: a) First quarter (Jul 8, 2015 to Oct 7, 2015); b) Second quarter (Oct 8, 2015 to Jan 7, 2016); c) Third quarter (Jan 8, 2015 to Apr 7, 2016); d) Fourth quarter (Apr 8, 2016 to Jul 7, 2016); and e) Fifth quarter (six weeks only, until mid-term; Jul 8, 2016 to Aug 15, 2016) (see Appendix A, Fig 1: Timing of Activities/Events).

a) First Quarter:

Activities: After signing the contract (Jul 8, 2015), the following activities were carried out by icddr,b during the first quarter of the project (Jul 8, 2015 to Oct 7, 2015):

1. RRC/ERC approval of icddr,b (Jul 8, 2015 to Jul 30, 2015)
2. Designing and constructing database (Jul 8, 2015 to Jul 30, 2015)
3. Inception workshop/report (Aug 1, 2015 to Aug 14, 2015)
4. Selection of slums (Jul 24, 2015 to Aug 14, 2015)
5. Staff recruitment (Jul 8, 2015 to Oct 7, 2015)
6. Procurement of equipment (Aug 8, 2015 to Aug 14, 2015)
7. Pretesting/finalizing questionnaires: Baseline Population and Socioeconomic Census (Jul 16, 2015 to Aug 14, 2016)
8. Training for Household Listing/Baseline Population and Socioeconomic Census data collection: FRC/FRAs/FWs (Jul 24, 2015 to Aug 14, 2015)
9. Data collection manual (Aug 1, 2015 to Aug 14, 2015)
10. Renting field offices (Oct 1, 2015 to Oct 7, 2015)
11. Meeting ward commissioners/community leaders (Aug 29, 2015 to Sep 14, 2015)
12. Data collection-Household Listing (started on Aug 8, 2015, ongoing)
13. Data collection-Baseline Population and Socioeconomic census (started on Sep 7, 2015, ongoing)
14. Data quality and security (started on Aug 15, 2015, ongoing)
15. Report generation (started on Sep 15, 2015, ongoing)

Conclusion: During the first phase of the project, we completed thirteen activities out of fifteen listed; however, household listing and baseline population and socioeconomic census was planned to continue till Dec 7, 2015. We were slightly behind the schedule for household listing (20,000 households completed as of Oct 7, 2015, instead of 30,000 households), and baseline population and socioeconomic census (2,200 households completed as of Oct 7, 2015, instead of 8,000 households). However, we took measure by employing extra Field Workers to complete household listing by the end of October and to complete the baseline population and socioeconomic census by Dec 7, 2015.

b) Second Quarter:

Activities: The following activities were carried out by icddr,b during the second quarter of the project (Oct 8, 2015 to Jan 7, 2016):

1. Computer program for HDSS data collection (Dec 1, 2015 to Jan 7, 2016)
2. Pre-testing/finalization of HDSS questionnaires (Dec 15, 2015 to Jan 7, 2016)
3. Training on HDSS data collection (Jan 1, 2016 to Jan 7, 2016)
4. Data collection manual- HDSS (Dec 1, 2015 to Jan 7, 2016)
5. Household Listing (Aug 8, 2015 to Oct 31, 2015)
6. Data collection-Baseline Population and Socioeconomic Census (started on Sep 7, 2015, ongoing)
7. Data file cleaning/field verification of baseline census (started on Dec 1, 2015, ongoing)
8. Repeated visits to absentee households-Baseline census (started on Dec 22, 2015, ongoing)
9. Data quality and security (started on Oct 8, 2015, ongoing)
10. Report generation (started on Oct 8, 2015, ongoing)

Conclusion: During the first two months of the second quarter, it was planned to complete ten activities, but completed seven; however, the remaining three activities took four additional weeks to complete. Due to the delay in completion of these three activities, the surveillance data collection (HDSS) was delayed for four weeks. To complete the project by Mar 31, 2017, we are planning to reduce the 5th cycle of HDSS data collection from three months to two months.

c) Third Quarter:

Activities: The following activities were carried out by icddr,b during the third quarter of the project (Jan 8, 2016 to Apr 7, 2016):

1. Data collection- Baseline Population and Socioeconomic Census (Sep 7, 2015 to Jan 15, 2016)
2. Data cleaning/field verification- Baseline census (Dec 1, 2015 to Feb 29, 2016)
3. Repeated visits to absentee households- Baseline census (Dec 15, 2015 to Jan 15, 2016)
4. Data collection - HDSS first round (started on Jan 24, 2016, ongoing)
5. Repeated visits to absentee households- HDSS first round (started on Jan 24, 2016, ongoing)
6. Data cleaning/field verification- HDSS first round (started on Feb 1, 2016, ongoing)
7. Data analyses- Baseline Population and Socioeconomic Census (started on Feb 22, 2016, ongoing)
8. Data quality and security (started on Aug 15, 2015, ongoing)
9. Report generation- HDSS events (started on Sep 15, 2015, ongoing)
10. Review meeting- performance and progress (Mar 7, 2016)
11. Report writing- Baseline Population and Socioeconomic Census (Mar 1, 2016, ongoing)

Conclusion: During the third quarter, it was planned to complete the HDSS first round and it was completed in time, but we could not complete the repeated household visit for absentee cases and update the internal migrants' identification numbers; these took two weeks longer than originally planned. As we also had 4-week delay in the second quarter; in order to complete the project by Mar 31, 2017, we are planning to reduce the 5th round HDSS data collection from three months to two months.

d) Fourth Quarter:

Activities: The following activities were carried out by icddr,b during the fourth quarter of the project (Apr 8, 2016 to Jul 7, 2016):

1. Data collection of HDSS first round (Jan 24, 2016 to Apr 23, 2016).
2. Repeated visits to absentee households of HDSS first round (Jan 25, 2016 to Apr 30, 2016).
3. Data cleaning/field verification of HDSS first round (Feb 1, 2016 to May 7, 2016).
4. Data collection of HDSS second round (started on Apr 24, 2016, ongoing).
5. Repeated visits to absentee households of HDSS second round (started on April 25, 2016, ongoing).
5. Data cleaning/field verification of HDSS second round (started on May 15, 2016, ongoing).
6. Data analyses of Baseline Population and Socioeconomic Census (February 22, 2016 to Apr 30, 2016).
7. Report writing (draft) of Baseline Population and Socioeconomic Census (Mar 1, 2016 to Apr 30, 2016).
8. Presentation on Baseline Population and Socioeconomic Census report to the Technical Review Committee (May 7, 2016).
9. Revision of report of Baseline Population and Socioeconomic Census based on the comments of the Technical Review Committee members (started on May 22, 2016, ongoing).
10. Pretesting/finalization of questionnaire for Health Expenditure, Payment, and Financial Coping Mechanisms (May 1, 2016 to May 21, 2016).
11. Computer program for data collection of Health Expenditure, Payment, and Financial Coping Mechanisms (May 8, 2016 to May 31, 2016).
12. Field workers' training on data collection of Health Expenditure, Payment, and Financial Coping Mechanisms (May 22, 2016 to May 31, 2016).
13. Data collection of Health Expenditure, Payment, and Financial Coping Mechanisms (started on June 1, 2016, ongoing).
14. Data cleaning/field verification of Health Expenditure, Payment, and Financial Coping Mechanisms (started on June 15, 2016, ongoing).
15. Pretesting/finalization of questionnaire for Migration and Mobility Determinants on Health (started on Jul 1, 2016, ongoing).
16. Computer program of data collection for Migration and Mobility Determinants on Health (started on Jul 1, 2016, ongoing).

Conclusion: During the fourth quarter, it was planned to complete the HDSS first round data collection by Apr 23, 2016, starting HDSS second round data collection on Apr 24, 2016, and to prepare report of the baseline population and socioeconomic census; these were completed in time. Health expenditure, payment, and financial coping mechanisms survey was supposed to be completed by 30 June, 2016, but it took three weeks more than originally planned. To overcome this three weeks' delay, we worked extra hours for the migration and mobility determinants on health survey to complete the work in time.

e) Fifth Quarter (Jul 8, 2016 to Aug 15, 2016 - until mid-term):

1. HDSS second round- Data collection (Apr 24, 2016 to Jul 23, 2016)
2. Repeated visits to absentee households- HDSS second round (Apr 24, 2016 to Jul 31, 2016)
3. Data cleaning/field verification- HDSS second round (Apr 24, 2016 to Jul 31, 2016)
4. Report: Baseline Population and Socioeconomic Census- Incorporating comments of Technical Review Committee members (May 22, 2016 to Jul 31, 2016)
5. Data collection- HDSS third round (started on July 24, 2016, ongoing)
6. Data collection- Health Expenditure, Payment, and Financial Coping Mechanisms (Jun 1, 2016 to Jul 31, 2016)
7. Data cleaning/field verification- Health Expenditure, Payment, and Financial Coping Mechanisms- (Jun 15, 2016 to Jul 31, 2016)
8. Report writing- Health Expenditure, Payment, and Financial Coping Mechanisms (started on Aug 1,2016, ongoing)
9. Pretesting/finalization of questionnaire- Migration and Mobility Determinants on Health questionnaire (Jul 1, 2016 to Jul 14, 2016)
10. Computer program for data collection- Migration and Mobility Determinants on Health (Jul 15, 2016 to Jul 31, 2016)
11. Data collection- Migration and Mobility Determinants on Health (started on Aug 1, 2016, ongoing)

5. Comparative Statement on Activities Planned and Accomplished

By the end of the mid-term (Jul 8, 2015 to Aug 15, 2016), it was planned to complete the Household Listing, data collection/cleaning/analysis/report writing of the baseline population and socioeconomic census, data collection/cleaning/results of HDSS first round, data collection/cleaning/results of HDSS second round, data collection/ cleaning/report writing of health expenditure, payment, and financial coping mechanisms, and data collection of migration and mobility determinants on health survey. Except migration and mobility determinants on health survey data collection, all activities were done. In fact, the health expenditure, payment, and financial coping mechanisms survey took three weeks longer than originally planned which caused the delay in starting the migration and mobility determinants on health survey. As the health expenditure, payment, and financial coping mechanisms survey was the first cross-sectional survey with the HDSS round, the learning would help in designing and completing the subsequent cross-sectional surveys within the specified time frame (by Mar 31, 2017).

6. Conclusion

By the end of the mid-term (Jul 8, 2015 to Aug 15, 2016), it was planned to complete the household listing, data collection/cleaning/analysis/report writing of the baseline population and socioeconomic census, data collection/cleaning of HDSS first round, data collection/cleaning of HDSS second round, data collection/cleaning/report writing of health expenditure, payment, and financial coping mechanisms, and data collection of migration and mobility determinants on health survey. Although the health expenditure, payment, and financial coping mechanisms survey was supposed to be completed by June 30, 2016, but it took three weeks more than originally planned. To overcome this three weeks' delay, we

are working extra hours for the migration and mobility determinants on health survey to complete the work in time (Aug 31, 2016).

Appendix A: Figure 1: Timing of Activities/Events up to Mid-term (Jul 8, 2015 to Aug 31, 2016)

Activities/events	Jul			Aug					Sep					Oct				Nov					Dec					Jan
	8-15	16-23	24-31	1-7	8-14	15-21	22-28	29-31	1-7	8-14	15-21	22-28	29-30	1-7	8-15	16-23	24-31	1-7	8-14	15-21	22-28	29-30	1-7	8-14	15-21	22-28	29-31	1-7
First quarter																												
1. Approval-RRC/ERC																												
2. Inception workshop/report																												
3. Database design/construction																												
4. Selection of slum																												
5. Staff recruitment																												
Field Research Coordinator(1)																												
Computer programmer(1)																												
Field Research Assistant(3)																												
Female Field Worker(8)																												
Female Field Worker(7)																												
Male Field Worker(3)																												
6. Procurement of equipments																												
7. Pre-testing/finalizing questionnaires																												
Question-draft																												
Question-pretest																												
Question-finalize																												
8. Training-Listing/Baseline population and socioeconomic data collection																												
FRC/FRAs																												
FFWs																												
9. Data collection manual																												
10. Renting field office																												
11. Meeting-Ward commissioner/community leader																												
12. Data collection-Listing household																												
13. Data collection-Baseline population and socioeconomic census																												
14. Data quality/security																												
15. Report generation																												
Second quarter																												
1. Computer program for HDSS data collection																												
2. Pre-testing/finalization of HDSS questionnaires																												
3. Training on HDSS data collection																												
4. Data collection manual- HDSS																												
5. Household listing																												
6. Data collection- Baseline population and socioeconomic census																												
7. Data cleaning/field verification of baseline census																												
8. Repeated visits to absentee households of baseline census																												
9. Data quality and security																												
10. Report generation																												

Figure 1 (cont.): Timing of Activities/Events up to Mid-term (Jul 8, 2015 to Aug 31, 2016)

Activities/Events	Jan			Feb				Mar					Apr				May				Jun					Jul				Aug			
	8-15	16-23	24-31	1-7	8-14	15-21	22-29	1-7	8-14	15-21	22-28	29-31	1-7	8-15	16-23	24-30	1-7	8-14	15-21	22-31	1-7	8-14	15-21	22-28	29-30	1-7	8-14	15-23	24-31	1-15	16-31		
Third quarter																																	
1. Data collection-Baseline population and socioeconomic Census																																	
2. Data cleaning/field verification- Baseline population and socioeconomic census																																	
3. Repeated visits to absentee households - baseline population and socioeconomic census																																	
4. Data collection- HDSS first round																																	
5. Repeated visits for absentee households - HDSS first round																																	
6. Data cleaning/field verification - HDSS first round																																	
7. Data analyses- Baseline population and socioeconomic census																																	
8. Data quality and security																																	
9. Report generation																																	
10. Review meeting- performance and progress																																	
11. Report writing- Baseline population and socioeconomic census																																	
Fourth quarter																																	
1. HDSS first round- Data collection																																	
2. Repeated visits for absentee households- HDSS first round																																	
3. Data cleaning/field verification- HDSS first round																																	
4. HDSS second round- Data collection																																	
5. Repeated visits to absentee households- HDSS second round																																	
6. Data cleaning/field verification- HDSS second round																																	
7. Data analyses- Baseline population and socioeconomic census																																	
8. Report writing- Baseline population and socioeconomic census																																	
9. Presentation of report to the member of Technical Review Committee																																	
10. Baseline population and socioeconomic census report- Incorporating comments of Technical Review Committee members																																	
11. Health Expenditure, Payment and Financial Coping Mechanisms Questionnaire- Pretest/finalization																																	
12. Health expenditure, payment, and financial coping mechanisms- Computer program for																																	

