**Tool 4: Common data collection methods**

* Desk or literature review
* Interview
* Focus group discussion
* Survey
* Pre- and post-tests
* Site visits
* Observation
* Case study
* Data mining
* Ethnography

**Template to estimate cost of a data collection method:**

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| --- | --- | --- | --- |
| **Data Collection Method** | | | |
| **Desk or Literature Review** | | | |
| **Cost item** | **Unit price** | **Quantity** | **Cost** |
| 🞏 Inhouse expertise | …………. | …………. | …………. |
| 🞏 Staff overtime | …………. | …………. | …………. |
| 🞏 Outsourced expertise | …………. | …………. | …………. |
| 🞏 Compensation for participants | …………. | …………. | …………. |
| 🞏 Logistics (F&B, travel, etc.) | …………. | …………. | …………. |
| 🞏 Other: ……………………………… | …………. | …………. | …………. |
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| 🞏 Other: ……………………………… | …………. | …………. | …………. |