**Equipment Procurement**

If possible, it is preferable to purchase equipment and supplies in-country. This avoids shipping delays and import taxes. It is also beneficial to the local economy. In situations where specialized equipment is not available in-country, equipment can be imported. Some equipment may also be offered or contributed by local institutions in-country, such as from regional health directorates. This is country-dependent and may include equipment such as vehicles, offices, printers, internet, and data servers.

Additionally, purchases made by government entities may be subject to a tender process or additional accounting requirements. It is important to be aware of the timeframe and procedures for purchases involving a tender process. In a tender process it is important to engage personnel experienced with the process and to write specifications to closely match equipment requirements. In general, a tender will be awarded to the lowest qualified bidder. In the example of COMSA-Mozambique, most supplies were purchased within Mozambique, but some technological items, such as tablets and solar chargers, were initially purchased from the United States. The first groups of cell phones were purchased locally through a tender process. More recently for COMSA-Mozambique, cell phones and tablets were purchased from a company in neighboring South Africa.

When purchasing electronics, it is important to purchase good quality items that will last a few years. Based on experience from COMSA-Mozambique, 30% of IT equipment will need to be replaced every 2-3 years. Android phones and tablets tend to be preferred over IOS devices due to global availability and price. Remember to purchase chargers for phones and tablets, and any other accessories that are needed to effectively use the devices in the field.

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| **Community Level Equipment** | **COMSA-JHU Comments/Recommendations** |
| 1. Smart phones with GPS capability + phone cases | Android phones or tablets |
| 1. Phone solar chargers |  |
| 1. T-shirts, hats, boots | Data collectors should be provided with 2-3 shirts initially. Plan to replace shirts, hats, etc. every few years. |
| 1. Backpacks (or plastic folders) |  |
| 1. Bicycles | Consider the terrain where data collectors are working prior to purchase. Bicycles may be beneficial in some areas, and a burden in others. |
| 1. Notepads |  |
| 1. Pens and pencils |  |
| 1. Printed list of community households with identifiers | Consider also providing maps of the community that can differentiate enumerated households from others in the enumeration area (update annually) |
| 1. Paper forms | To be used in case issues arise with cellphone or tablet. Also useful for data collection and reporting in areas with minimal or no cell network coverage. |
| 1. Household identifier stickers (or cards) |  |

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| **Provincial/Regional Level Equipment** | **COMSA-JHU Comments/Recommendations** |
| 1. Mode of transportation for data collectors (e.g. 4x4 vehicles) and accessories | Transportation needs for data collectors vary by country. Motorbikes may be preferred over larger vehicles. COMSA-Mozambique uses 1-2 vehicles per province/region. Other accessories, such as car tracking devices, insurance, fuel and maintenance, should be considered. |
| 1. Tablets + tablet cases for VASA data collection and supervision |  |
| 1. Power banks |  |
| 1. Smart phones |  |
| 1. Computers (Laptops) with Microsoft software installed |  |
| 1. Printers, toner, rimes of papers |  |
| 1. Backpacks |  |
| 1. T-shirts with project logo, raincoats, boots |  |
| 1. Pens and pencils |  |
| 1. Modem and internet package |  |
| 1. Air-time credit for communication |  |
| 1. Office desks and chairs |  |
| 1. Office rentals | This cost can also include renovations if there is no need to rent office space. |
| 1. First Aid equipment |  |

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| **Central/National Level Equipment** | **COMSA-JHU Comments/Recommendations** |
| 1. 4x4 vehicles and accessories | 1-2 vehicle per province/region, remember to consider prices for car tracking devices, insurance, fuel and maintenance. |
| 1. Computers (Laptops and Desktops) |  |
| 1. Printers, Toners, rimes of papers |  |
| 1. Tablets |  |
| 1. Smart phones |  |
| 1. Software | STATA or R (statistical), ODK (data collection), Microsoft suite, mapping software. |
| 1. Audio recorders for formative research |  |
| 1. Modem and internet package |  |
| 1. Airtime credits for communication |  |
| 1. Publication and conference costs | Costs for attending conferences at national and international levels, including travel expenses, should be considered. |

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| **IT Equipment** | **COMSA-JHU Comments/Recommendations** |
| 1. Servers | COMSA-Mozambique uses an online server, but a local server can also be used. |
| 1. Software |  |