

Annex 2: RESPONSIBILITY MATRIX (RACI)

The RACI model is a tool used for identifying roles and responsibilities and avoiding confusion over those roles and responsibilities during a project.

Responsible: The person who does the work to achieve the task. They have responsibility for getting the work done.

Accountable: The person who is accountable for the completion of the task (This is the role that responsible is accountable to and accountability cannot be delegated).

Consulted: The people who provide information for the project and with whom there is two-way communication.

Informed: The people kept informed of progress and with whom there is one-way communication. These are people that are affected by the outcome of the tasks, so need to be kept up-to-date.

	Activity	UNICEF CO	MC	IP	UNICEF SD/PD
1.	PI – local and Karin, co-PI's, both will need to sign off on everything	A	A	I	C
2.	Implementing partner selection (contracted through CO)	A	R		R
3.	Nepal project manager selection (contracted through SD)	R	C		A
4.	Device purchase	C	C	C	A, R
5.	Device delivery (customs clearance, MOH, regulatory clearance)	A	C	C	R
6.	Procure supplies for the study (Amox. DT etc.)	A	C	R	R
7.	Draft of the site selection criteria for the study	R	A	I	C
8.	Final criteria for site selection for the study	A	R	I	C
9.	Identification of the potential sites for the study	A	C	R	C
10.	Finalization of the sites for study	A	R	C	C
11.	Arrange update on to IMNCI technical working group for the ARIDA project – local	A	C	R	C
12.	Consensus on the ARIDA project with IMNCI technical working group and Ministry of Health	A, R	C	C	C

13.	Development of the draft protocol-acceptability	C	A, R	I	C
14.	Revision of the draft protocol- for the ARIDA	R	A	I	R
15.	Approval from the Ministry of Health	A	C	I	C
16.	Approval from the municipality health section	A	C	I	C
17.	Ethics approval from the Nepal Health Research Council	A, R	C	I	C
18.	Final budget for acceptability	R	R	R	A
19.	Partnership/agreement with the implementation partner	A	R	C	R
20.	Sharing of the final research design and tools for acceptability to advisory group	A, R	C	C	C
21.	Set up of research site	A	C	R	C
22.	Kick off meeting	R	A	R	C
23.	Training on acceptability	A	A, R	R	C
24.	Pre-testing	R	A	R	C
25.	Revision and finalization of study materials	R	A	C	R
26.	Translation of the training materials and data collection tools as agreed	A	C	R	C
27.	Pilot testing of entire process in local language	R	A	R	C
28.	Initiation of the acceptability data collection (UNICEF sign-off after consulting MC required before data collection start)	A	C	R	A
29.	QA	A	R	C	A
30.	Data preparation	A	C	R	A
31.	Data analysis	C	A, R	C	C
32.	Write up	C	A, R	C	C