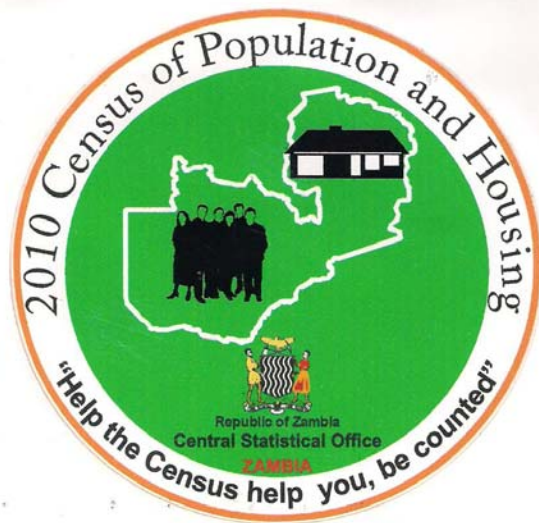




2010 CENSUS OF POPULATION AND HOUSING

SUPERVISOR INSTRUCTIONS MANUAL

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1. Introduction

Zambia is a big country having people scattered all over the country. The people form the Zambia Nation. The nation through the Government has made development plan and programmes on key policy issues in order to improve the welfare of the people. The plans can only be meaningful if the Government knows the number of people, their sex-age distribution, and where they live. This information can only be obtained through a Census or surveys.

In a Census we are interested in knowing how many we are and how many of us live in which places. The Government has to know the needs and how best they can be met. For example, babies are being born every day. Clinics and hospitals have to be provided to cater for this growing population. The growing population needs food for sustenance and growth. When babies grow older, schools have to be provided along with teachers, desks and books. Thereafter they will need jobs. In order to plan for the provision of these needs we require information about the number of people living in villages, townships, districts, their age composition, their educational attainment, their job situation, housing conditions and so on. We obtain such information through Population Census and related statistical surveys.

2. Roles of the Supervisor

Supervision of Enumerators is very important in the whole process of the Census field operation. Your role is to act as the link between the Enumerators, who will be conducting the actual Census in the field and the Census Organisers (The Central Statistical Office), through the Assistant master Trainer. As a Supervisor, you will be required to:

- Lead and guide the Enumerators, seeing to it that they are performing their work according to instruction.
- Allocate work areas (SEAs) to enumerators.
- Issue Census forms and other materials.

Your good performance will depend on how closely you supervise your enumerators, correcting mistakes as they occur. This manual discusses what you have to do. Read it over and over again. Make it your regular reference.

3. Census Questionnaire

The information in the 2000 Census is to be collected on two questionnaires (Forms A and B). The questionnaires will comprise sections on General Characteristics, Education, Economic Activity, Fertility, Housing and Agriculture. There will also be control forms.

4. Census Organisation

The Census questionnaires have been designed and made as simple as possible. It is not advisable to ask individual heads of households to complete the questionnaire themselves. Enumerators have been recruited and will be trained to fill these questionnaires by going from house to house. You should draw up a programme of work for each enumerator under your control. Each of the enumerators should be supplied with a copy of his/her programme of work in advance. You should draw up a programme for your work, but you should not disclose this to any enumerator. The Master Trainer, and Assistant Master Trainer of your district should be supplied in advance with copies of your programme of work and those of each of the enumerators.

5. Census Supervisory Area (CSA)

You will be assigned a Census Supervisory Area (CSA) which consists of 3-5 Standard Enumeration Areas (SEAs). Get to know the boundaries of your CSA, with the help of the map which will be provided to you, by actually visiting the area. You will be required to ensure that all enumerators work is done accurately and completely within your CSA. Every SEA will have a number assigned to it. You will use this number to identify all the documents for your area.

6. Standard Enumeration Area (SEA)

Each Standard Enumeration Area (SEA) will normally be assigned to one enumerator although there may be some local variations as decided by you. These areas have been carefully demarcated with clear boundary description and maps.

You are responsible for ensuring that each of your enumerators knows exactly the boundaries of his/her SEA. The allocation of SEAs should be done immediately after training in order to enable them get to know these areas thoroughly before the enumeration begins.

Generally, there will be district landmarks such as roads, streets, paths, rivers, streams, etc, to show where the CSA/SEA starts or ends. In some cases the boundary of a CSA/SEA will run along the middle of a road or river or streams so that buildings on one side of this feature will be in one CSA/SEA and the buildings on the other side will be in another CSA/SEA.

7. Oath of Secrecy

The Census is being carried out under the provisions of the Census and Statistics Act, Chapter 127 of the Laws of Zambia. Whereas this Act obliges individuals to provide information to any authorized person(s). You and all other census officials are required to take Oath of Secrecy, and if it is found that you have shown the census forms or in any other way disclosed the information obtained in them to any person other than a census official, you yourself will be liable to persecution. The oath will be taken in the presence of a Magistrate or a Commission for Oaths.

8. Public Relations

As pointed out earlier, it is important that you know the boundaries of your CSA and all SEAs in it. It will also be helpful to you to know all the important traditional, Party and Government officials within your CSA. In some cases these people may be living within your CSA and in other cases they may be living elsewhere. Get to know these people and inform them of your being in the area for census purposes. Seek their cooperation in informing the people of the area about the census enumeration exercise.

9. Census Enumeration

Before the enumeration starts give enumerators any additional last minute briefing which may be necessary. Thereafter give out the equipment, including census questionnaires. Keep record of what you give out, as you must collect them all (including unused and spoilt forms) at the end of the census. You must record all census documents you issue out to the enumerators on control Form CPH 2004. See that enumerators go to the points where they are to start enumerating, and begin their work. If any enumerator is unable to perform his/her duties, e.g. through ill health, family problems, etc, you must ensure that his/her work is redistributed among other enumerators.

Do not forget to get yourself enumerated and all enumerators under your charge:

- (a) If any of you is staying at home or with friends within your CSA then you will be enumerated where any of you is found ('last night') in the usual manner.
- (b) If any of you is staying in boarding facilities for the Census purpose, then you should be enumerated on the very first day before you set out for field work.

Note that in the "Enumerator's Instruction Manual", it is stated that a person who has been enumerated at a certain place will be enumerated again if found at another place in another area. This should not apply to the enumeration staff.

10. Supervision of the Enumeration

It is important that you check the work of each of your enumerators throughout the enumeration period. After the first visit, make as frequent visits to all the enumerators as you can manage. The enumerator must not be aware in advance about all your intended visits. On these visits, check on the following points:

- (a) Observe how the enumerator is carrying out the enumeration. He/she may be having difficulty in asking questions, or he/she may be shy or nervous, or may be making mistakes. Help him/her to overcome his/her difficulties.
- (b) Check the enumerator is going along the route he/she was given and enumerating all the households along the route.
- (c) Check that all the housing units that an enumerator has already completed have census stickers.
- (d) Call at some of these housing units to make sure the enumerator has visited and interviewed the households.
- (e) Check that the enumerator is conducting the interviews properly, that is, asking the questions and filling in the questionnaires correctly.
- (f) Accompany the enumerator to households where people have refused to be interviewed, and persuade them to cooperate. Be patient and explain carefully the purpose of the census and its importance.
- (g) Accompany the enumerator to housing units where he/she has repeatedly found nobody at home. Try to find out from neighbours when the occupants will be at home.
- (h) Answer any questions the enumerators may have about the work.
- (i) Attend without delay to any other problems your enumerators may have.
- (j) Ensure that your enumerators have sufficient questionnaires and other necessary materials.
- (k) Collect all completed questionnaires from the enumerators.

When the enumerators have returned their completed questionnaires to you, you must check through every form for mistakes. Wherever possible you should correct these mistakes yourself, but where you cannot do so, you should refer it back to the enumerator who should, if necessary, revisit the household concerned. You must also ensure that every census questionnaire issued to the enumerator is returned, whether it has been used, unused or spoilt.

11. Checking the Questionnaire

It is your duty to ensure that the enumerator does his/her job properly. During the enumeration and after it is completed, you must check all the questionnaires of all your enumerators to ensure accuracy. The following will help you in checking the correctness of the entries:

Form A – General Characteristics

- (a) **Questionnaire Identification:** Check that the province, district, CSA number, etc, are properly entered/shaded on each and every questionnaire.
- (b) **Area Identification:** Check that the items are properly entered/shaded.
- (c) **Summary Count:** Check that the number of males and females are consistent with the “Household Listing” Section as well as Form B.
- (d) **Assignment Record:** Check that the “Name of the Enumerator” and “Date Completed” are recorded.
- (e) **Interview Status:** Check that one of the categories is shaded.
- (f) **Household Listing:** Check all the persons entered on Form B are entered on this section. When more than one questionnaire has been used for a household, the serial numbers should continue on the additional questionnaire with all the identification particulars.
- (g) **Membership Status:** Ensure that when the answer category “C” (Usual Member Absent) is entered, it means the member did not spend the previous night with the household.
- (h) **Items H1 to H9 Housing Characteristics:** Check that each box has its code entered/shaded except where there are skip instructions.
- (i) **Items HH1 to HH15 Household Characteristics:** Check that each box has its code entered/shaded except where there are skip instructions.
- (j) **Items A1 to A4 Agriculture:** Question A1 seeks to establish whether a household was engaged in any agricultural activity, i.e. in crop growing, livestock and or poultry raising, or fish farming during the last season. If the answer is “NO”, check that questions A2 to A4 are not answered.

Form B – Personal Information

- (a) **Full Name:** Check that every person listed on Form A must have a Form B completed. Where a little child has not yet been given a name, that child should be entered as “Baby” followed by the surname.
- (b) **Item P3 Relationship:** Check the codes and see that they are appropriate. Relationship should always be with reference to the head of the household.
- (c) **Item P4 Sex:** Compare this with the name and relationship wherever possible.
- (d) **Item P5 Age:** There are ways of checking the correct age. Parents must be at least 12 years older than their eldest child. In most cases a wife is younger than her husband. In particular, check that ages of infants are entered as “00” because these have not yet completed a year.
- (e) **Item P6 Place of Birth:** If a person was born in Zambia, check that it is the name of the district and its code and not the township, chief’s area or any such place that is entered. Check that the urban or rural code is entered/shaded. If born outside Zambia, it should be the name of the country of birth and its code that appears. For a foreign country information regarding urban/rural character of the place is not required. The enumerator is supposed to shade the “N/A” box.
- (f) **Item P7 Citizenship:** Check that for non-Zambians a country code has been entered and shaded appropriately. For Zambians, check that Code 148 has been shaded correctly.
- (g) **Item P8 Purpose of Stay:** Check that for non-Zambians, the purpose of stay has been recorded.
- (h) **Item P9 Religion:** Check that the appropriate answer category has been shaded.
- (i) **Item P10 Length of Residence in District of Enumeration:** The number of years and months should be entered/shaded for this question. For those who have not completed a month yet will have 00 entered in the Years column and 01 in the Months column. For others, the number of years that a person has continuously been living in this district should be shaded/recorded for this question. In all cases, length of residence must either be equal to or less than one’s age.
- (j) **Item P11 Migration:** For infants there should be “888” in the boxes in the column. For persons whose residence 12 months ago was within Zambia, name of the district where he/she was/is living should be entered in the first column. If the person was outside Zambia 12 months ago, then name of the country where he/she was then residing should

be entered. Check that names of places residence 12 months ago correspond to the codes entered in the boxes. The second column under this question indicates whether the place of residence 12 months ago, mention in the first column was urban or rural. For a foreign country information regarding urban/rural character of the place is not required. The enumerator is supposed to shade the “N/A” box.

- (k) **Item P12 Ethnicity:** For all listed persons who spent the previous night with the household, check that one of answer categories has been shaded.
- (l) **Item P13 Predominant Language:** Check the codes against the languages shaded/entered.
- (m) **Item P14 Second Language:** Check the codes against the languages shaded/entered.
- (n) **Item P15 to P19 Education:** A child under 5 years of age would not normally be in school; therefore, these items are for persons aged 5 years and over. Check that all persons 5 years and above have information on education completed.
- (o) **Item P20 to P21 Economic Activity:** If a person is recorded as working, check that the given occupation and industry are unambiguous.
- (p) **Item P22 Employment Status:** If a person is recorded as working, check that one of the answer categories has been shaded/entered.
- (q) **Item P23 Occupation:** If a person is recorded as working, check that this item is not blank.
- (r) **Item P24 Industry:** If a person is recorded as working, check that this item is not blank.
- (s) **Item P25 Marital Status:** If a person is 12 years or older, check that this item is not blank.
- (t) **Item P26 to P29 Fertility:** These questions relate only to females who are at least 12 years of age. If the answer is “Yes” in P26 and P28, check that the subsequent questions have been answered.
- (u) **Item P30 to P31 Electoral Questions:** Check that the questions are not blank.

While checking, do not over write on the entries made by the enumerator, simply erase and then make the correct entry/shading.

12. Issuing of Census Materials to Enumerator

Before Census materials are issued to the enumerators, you should complete Control Form No. CPH 2004 in duplicate. A sample of the Control Form is given in Appendix I.

Appendix I: Record of Materials Issued to Enumerators from Supervisors

CONTROL FORM NO. CPH 2004

RECORD OF MATERIALS ISSUED TO ENUMERATORS FROM SUPERVISORS

PROVINCE: _____

DISTRICT: _____

CSA Number

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SEA Number

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Census Materials	Issued									
	Initial			Additional			From Serial Number	To Serial Number		
	From Serial Number	To Serial Number	Quantity	From Serial Number	To Serial Number	Quantity			Used	Unused
1. Listing Sheet										
2. Population Questionnaire										
Census Materials				Quantity Issued					Quantity Issued	
				Initial			Additional			
3. Enumerator's Instruction Manual										
4. Pencils										
5. Sharpeners/Razor Blades										
6. Rubbers										
7. Note Books										
8. Letters of Introduction										
9. Stickers										
10. Census Bags										
11. Copies of Oath of Secrecy										
12. Agreement Forms										
13. Control Forms										

RECEIVED BY:

Name of Enumerator:..... Signature:.....Date:...../...../2000

Additional Supply:..... Signature:.....Date:...../...../2000

WHEN RETURNED (At the end of Field Enumeration)

RECEIVED BY:

Name of Enumerator:..... Signature:.....Date:...../...../2000