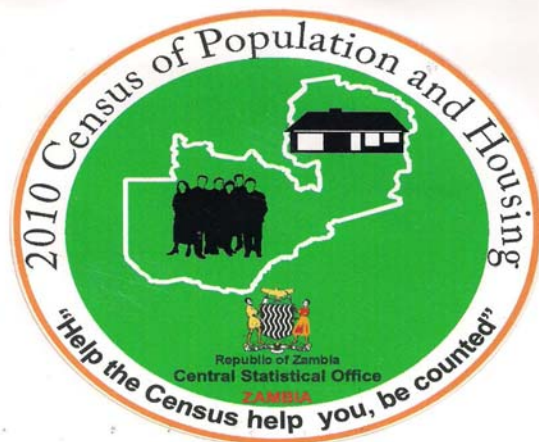




2010 CENSUS OF POPULATION AND HOUSING

MASTER TRAINER'S INSTRUCTIONS MANUAL

CENTRAL STATISTICAL OFFICE
P. O. Box 31908,
Lusaka, ZAMBIA

TABLE OF CONTENTS

1.0 INTRODUCTION.....	3
2.0 ROLES OF A MASTER TRAINER AND ASSISTANT MASTER TRAINER.	3
2.1 Master Trainer	3
2.2 Assistant Master Trainers.....	4
3.0 WHAT YOU SHOULD KNOW AS A TRAINER.....	5
4.0 OTHER CENSUS OFFICIALS THAT YOU ARE GOING TO WORK WITH6	
5.0 CENSUS SUPERVISORY AREA (CSA)	6
6.0 STANDARD ENUMERATION AREA (SEA).....	7
7.0 OATH OF SECRECY	7
8.0 CONCLUSION	7

1. INTRODUCTION

Zambia conducted the last Census of Population, Housing and Agriculture in 2000. The next Census is planned for October 2010. A Census is unique in the sense that every resident of Zambia – no matter what his or her age, sex, socio-economic status, or place of residence is going to be counted.

In a Census we are interested in knowing how many we are, 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 everyday, 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 censuses and related statistical surveys.

A census performs a lot of functions that no other data collection activity can perform because of its universal nature. The following are some of the major ones:

- It is a complete count;
- It gives knowledge about a country and its citizens;
- It helps in apportioning political representation for planning, resource allocation and other usage;
- It gives a social value of participation by all of a country's stakeholders; and
- It acts, together with other official statistics, as a renewable and unique national resource that helps guide and direct the actions of the government and private sector.

The information in the 2010 Census will be collected on one questionnaire with sections on individual Characteristics such as age, education level, employment status, disability, nationality, fertility etc. and sections on housing characteristics, agriculture and general and maternal deaths.

2. ROLES OF A MASTER TRAINER AND ASSISTANT MASTER TRAINER.

2.1 Master Trainer

As a Master Trainer, you will be in-charge of the training programme of field operations. Specifically, you will perform the following duties and responsibilities:-

- a. Develop a training programme for your district.

- b. Train Supervisors and enumerators jointly with the Assistant Master Trainer.
- c. Allocate Census Supervisory Areas (CSAs) to supervisors and Standard Enumeration Areas (SEAs) to Enumerators jointly with the Assistant Master Trainer and the Supervisor.
- d. Deploy Supervisors and Enumerators to their respective work areas in the district together with the Assistant Master Trainer.
- e. Co-ordinate all the Census field operations in the district and assist in identifying enumeration area boundaries where there are difficulties.
- f. To work closely with the Supervisors in all matters pertaining to the Census operation.
- g. Ensuring that where, due to lack of personnel, a Supervisor should be allocated areas that are adjacent in order to minimize mobility problems.
- h. Ensure complete enumeration of all areas in the district.
- i. Attend to technical and administrative problems.
- j. Report on the progress of the Census to the Regional Statistician/Zone Managers from time to time.
- k. Hold occasional briefs with the Regional Statistician, District Census Officer, Assistant Master Trainer and Supervisors.
- l. Ensure that all questionnaires are properly edited, accounted for, batched, and dispatched to the district office.
- m. Ensure that all other Census materials and equipment such as Enumerators and Supervisors Manuals, leftover stickers and questionnaires, bicycles, etc are returned to the district office for onward transmission to the provincial office.
- n. To perform, as the situation will demand, any such duties that will facilitate as far as possible the smooth execution of the census activities.

2.2 Assistant Master Trainers

The Assistant Master Trainer will work closely with the Master Trainer in executing the training programme and other Census field operations. Specifically, he/she will perform the following duties and responsibilities:

- a. Assist in developing a training programme for your district.
- b. Assist in training of Supervisors and enumerators jointly with the Master Trainer.
- c. Assist in allocating Census Supervisory Areas (CSAs) to Supervisors and Standard Enumeration Areas (SEAs) to Enumerators jointly with, the Master Trainer and the Supervisors.
- d. Assist in deploying of Supervisors and Enumerators to their respective work areas in the district together with the Master Trainer.
- e. Assist in co-coordinating all the Census field operations in the district and assist in identifying enumeration area boundaries where there are difficulties.

- f. To work closely with the Supervisors in all matters pertaining to the Census operation.
- g. Assist in ensuring that where, due to lack of personnel, a Supervisor should be allocated areas that are adjacent in order to minimize mobility problems.
- h. Assist in ensuring complete enumeration of all areas in the district.
- i. Assist in attending to technical and administrative problems.
- j. Report on the progress of the Census to the Census Manager from time to time if the Master trainer is not available.
- k. Hold occasional briefs with the Regional Statistician/Zone Managers, District Census Officer and Supervisors if the Master Trainer is not available.
- l. Assist in ensuring that all questionnaires are properly edited, accounted for, batched, and dispatched to the district office.
- m. Assist in ensuring that all other Census materials and equipment such as Enumerators and Supervisors Manuals, leftover stickers and questionnaires, bicycles, etc are returned to the district office for onward transmission to the provincial office.
- n. To perform, as the situation will demand, any such duties that will facilitate as far as possible the smooth execution of the census activities.

3. WHAT YOU SHOULD KNOW AS A TRAINER

The key to effective learning is adequate preparation. The following will help you to effectively prepare for your training assignment:

- Study, review and master all the training materials and their contents well in advance. The study materials will include Instruction Manuals, Questionnaires, Control Forms and other materials that may be issued to you for the purpose.
- The training should ensure that all trainees adhere to the concepts given in the manuals in order to facilitate accurate comparisons of census results between different regions and categories of the population. Do not modify such concepts to suit your personal inclinations. Have materials ready. There is a list of materials needed by both you and those you train. Make sure you have them and that they are distributed to the trainees before the training begins. These materials include:
 - a. Instruction manuals and Census Field Operational Procedures;
 - b. Census questionnaires;
 - c. A pencil;
 - d. An eraser;
 - e. A note book;
 - f. A pen;
 - g. A sharpener; and
 - h. A map.

- Speak clearly in order for each trainee to hear you.
- **Limit discussion.** Class participation is key to effective training but it should be controlled in order for you to complete the training within the given period. Follow the training schedule. Be an effective moderator.
- **Use mock interviews.** These interviews are essential to effective interview training. While training the trainees, select a group and let them act as respondents while you conduct the interview. After this, ask a few of them to practice interviewing. This will assist you in identifying the problems they may have in interviewing. Do as many mock interviews as time can allow. Ask trainees to observe and make comments that should be discussed for the benefit of both you and the trainees.
- Although each item in the questionnaire is important, there are some which by their nature will require more emphasis in order for the trainees to really understand what is required. For example:
 - a. “Age in Completed Years”. Here, completed years refers to years actually completed i.e., if someone is 20 years and 10 months old, his age in completed years is 20 and not 21. If someone is 8 months old, his age in completed years is ‘00’ and NOT ‘1’. What it all means is that age should not be rounded up, but down.
 - b. “Language of Communication” does not necessary refer to one’s mother tongue but to the one mostly used in one’s daily interaction with other people.
 - c. “Occupation” should not be confused with “Industry”. Detailed definitions and differences have all been given in the Enumerator’s Manual.
- **Motivation.** A good enumerator is one who stimulates the respondent to give accurate answers voluntarily. The enumerator can do this by being polite, cheerful, and confident with his/her work and generally cooperating with the respondent. Try to produce motivated field staff that is polite to the public, cheerful to all and confident in their work. A tidy enumerator is usually well received by respondents.

4. OTHER CENSUS OFFICIALS THAT YOU ARE GOING TO WORK WITH

You and your Assistant are required to work closely with the following Census Staff:

- a. The Regional Statistician/the Deputy Provincial Statistician;
- b. The District Census Officer; and
- c. Zone Managers.

5. CENSUS SUPERVISORY AREA (CSA)

A Supervisor will be assigned a Census Supervisory Area (CSA) which consist of 3 to 5 Standard Enumeration Areas (SEAs). He/She should know the boundaries of his/her CSA, with the help of the map which will be provided to him/her, by actually visiting the

area. He/she will be required to ensure that all enumerators work is done accurately and completely within his/her CSA. Every CSA will have a number assigned to it. He/she will use this number to identify all the documents for the 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 the Supervisor. These areas have been carefully demarcated with clear boundary descriptions and maps.

The Supervisor is responsible for ensuring that each Enumerator knows exactly the boundaries of his/her SEA. It is best that the enumerator knows the area thoroughly before enumeration begins.

Generally there will be district landmarks such as roads, streets, paths, rivers, streams, etc., to show where 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 stream so that buildings on one side of this feature will be in one CSA/SEA and the building 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. Under this Act, individuals are obliged to provide information to any authorized person(s). You and all other Census officials are required to take an Oath of Secrecy, and if it is found that you have shown the Census forms or in other way disclosed the information obtained in them to any person other than a Census official, you will be liable for prosecution. The oath will be taken in the presence of a Magistrate or a Commissioner for Oaths.

8. CONCLUSION

After you receive the questionnaires from the supervisors, you should then send them to the Census Manager at Central Statistical Office Head Quarters in Lusaka through the Regional Statistician.

As a trainer, remember that, the success of the Census depends on how well you train others.