

**[REPUBLICA DE BOLIVIA  
MINISTERIO DE PLANEAMIENTO Y COORDINACION  
INSTITUTO NACIONAL DE ESTADISTICA  
MANUAL DEL EMPADRONADOR DE AREAS RURALES  
JULIO 1976]**

**REPUBLIC OF BOLIVIA  
MINISTRY OF PLANNING AND COORDINATION  
NATIONAL INSTITUTE OF STATISTICS  
ENUMERATOR MANUAL FOR RURAL AREAS  
NATIONAL DWELLING AND POPULATION CENSUS  
JULY 1976**

[Translated by Andrew David Wiesinger, Minnesota Population Center, 2005]

[pp 1- 10 omitted]

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### **BASIC CONCEPTS**

**The basic concepts that you should use when giving the interviews are:**

**HOUSEHOLD** is a person or group of persons who occupy a dwelling.

[To the right of the text is a drawing.]

**DWELLING** is the physical place of inhabitation.

**PRIVATE DWELLING** is what is constructed for one or more persons whether related or not, who live under the same roof, in a family schedule and who regularly share meals.

[To the right of the text is a drawing of a private dwelling.]

**COLLECTIVE DWELLING** is a group of persons who share a dwelling without family rules, for reasons of health, discipline, religion, punishment, etc.

[To the right of the text is a drawing of a convent.]

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Below we will note the characteristics that define a dwelling:

It is a building of lodging meant for inhabitation, it is occupied as a dwelling at the moment of enumeration of the census, even when it originally was not built for lodging.

[Below the text is a drawing.]

When the place of inhabitation is independent and separate, it should be considered a dwelling.

[Below the text is a drawing.]

Independent, so that persons arriving at their dwelling do NOT have to pass through rooms of other dwellings. It can have direct access from the street by passing through patios, corridors stairs, etc. of common use.

Separate, generally, surrounded by walls and covered by a roof. Although in certain cases, any type of provisional construction like: caves, tents, etc. should be considered a dwelling IF IT IS INHABITED, AT THE MOMENTE OF THE CENSUS.

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Dwellings are classified as private or collective.

[Below the text are two drawings.]

PRIVATE DWELLING is that which is occupied by a person or group that lives under family rules and regularly shares meals.

COLLECTIVE DWELLING when a group of persons inhabit it for reasons of health, accommodations, discipline, religion, etc.

[Above the text is a drawing of a convent.]

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## **THE CENSUS FORM**

In order to do your job efficiently, it is important that you know the content of the Census Form thoroughly and how to write down the information.

The best way to understand the instructions of this Manual is to follow the instructions step by step, having the form with you.

[Below the text is a drawing of a Census Form.]

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Take the form by the side in which the following headline is read:

### **REPUBLIC OF BOLIVIA POPULATION AND DWELLING CENSUS**

Observe that in the upper left one reads **I. GEOGRAPHIC LOCATION**.

To the right of this title is found the space meant for **FORM NUMBER**.

Under Geographic Location appears the chapter **II. DWELLING**, which consists of 11 themes related to the chapter and question 12 which corresponds to the language that is spoken most frequently in the family.

Following this is the chart corresponding to the Population Summary, and later the lines for the signature of the enumerator and the Head of the Sector.

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Open the form and observe that in the upper left the title **III POPULATION** is seen. Under this title are 17 questions corresponding to the information of persons.

Observe that to the right of the questions are found the columns meant for responses.

In the following pages the questions and the columns of responses are repeated, for a maximum of 9 persons per form.

If more than 9 persons exist in an enumerated household, use the necessary additional forms.

[To the right of the text is the inside of the Census Form.]

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## **HOW TO FILL OUT THE FORM**

### **GENERAL INSTRUCTIONS FOR FILLING OUT THE CHAPTERS**

#### **I. GEOGRAPHIC LOCATION AND II. DWELLING**

-Use one form for each census dwelling

When giving the interview, read the questions as they are written in the form.

Mark with an X the box that corresponds to the given response.

[To the left of the text is a drawing of a form.]

You should write numbers on dotted lines and words on continuous lines.

If you make a mistake marking a box or writing a response, do not cross it out, erase it.

## **FORM NUMBER**

When beginning your work, in the upper right space, meant for Form Number\_\_\_\_\_, write down the number for the first census household that you enumerate and follow in ascending form (2, 3, 4, etc.) for the rest of the census households.

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## **I. GEOGRAPHIC LOCATION**

[Below the text is a form.]

In the rectangle meant for Geographic Location, copy the information up to number 8 from the notebook that will be given to you with the work material.

In number 9, write down the address of the dwelling or any element that identifies the place where the dwelling is found.

In the same rectangle, on the left side, you should write down the number of the dwelling that you are investigating and the number of households that are in this dwelling.

In order to determine the number of households in a dwelling, you should ask if all persons regularly share their meals. If this is the case, there is only one household in this dwelling and you should write down 1 in the line for number of households, the same as in the line corresponding to the Household Number.

Example:

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If you are enumerating dwelling 2, write down as such:

[Below the text is a filled out form.]

If persons of a dwelling do not share meals ask which groups eat separately. The number of groups corresponds to the number of households.

Example: If you are enumerating dwelling 4 where 3 households exist, use a form for each household and write down in the following manner:

[Below the text are three filled out forms.]

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## **II. DWELLING**

### **1. TYPE OF DWELLING**

## **1.1 Private Dwelling**

You should identify the type of dwelling and mark the corresponding box with an X.

### **1. Independent house**

Mark the box with an X if it is a construction of resistant materials and with the characteristics that are observed in the graphic.

[To the right of the text is a drawing of an independent house.]

### **2. Apartment**

[To the right of the text is a drawing of an apartment building.]

### **3. Free room(s) in a tenement building**

Rooms with an entrance from the same corridor, patio, hall. It is provided with common water and hygienic services.

[To the right of the text is a drawing of a tenement building.]

### **4. Hut or “pahuihci”**

[To the right of the text is a drawing of a hut.]

### **5. Impoverished dwelling**

[To the right of the text is a drawing of an impoverished dwelling.]

### **6. Place not meant to be a dwelling**

Mark this box if they are places that are inhabited and that have not been built for dwelling like: granaries, wine cellars, garages, etc.

[To the right of the text is a drawing of a garage.]

### **7. Other**

This category includes: canopies, tents, railroad coaches, etc. if they are being used as a dwelling at the moment of the Census.

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## **1.2 Collective Dwelling**

If it is a Collective Dwelling, mark an X in the corresponding box and go directly to Population questions. In these cases, the characteristics of the building are not important, but rather only the information about the persons who live in these dwellings.

[To the right of the text is a drawing of a hotel and hospital.]

## **2. CONDITION OF OCCUPATION**

-Mark the box “With occupants present” if one or more persons are in a dwelling. If there are only minors, return when an adult is present.

[To the right of the text is a drawing of an occupied house.]

-Mark the box “With absent occupants” if you observe that a dwelling is inhabited, but its occupants are not present. If you find out that the absence is temporary, return to the dwelling to get the information.

[To the right of the text is a drawing of a house without occupants.]

-Mark the box “Unoccupied” in the case of dwellings that because of being for rent, under repair or recently constructed, etc. are found to be uninhabited. In this case do not take more information in this form.

[To the right of the text is a drawing of an unoccupied house.]

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## **3. PREDOMINANT MATERIALS IN THE DWELLING**

Write down with what materials are built:

- The roof of the building (where the dwelling is found)
- The exterior walls, and
- The floor of the dwelling.

### **3.1 Roof**

1. Corrugated iron
2. Tiles
3. Concrete slabs
4. Straw, cane, palm
5. Others. Mark this box if the roof of a dwelling is built with planks of wood, or waste materials

[To the left of the text are six drawings of roofs.]

## **Exterior Walls**

1. Plastered adobe
2. Abode without plaster and adobe mud “tapial”
3. Bricks, cement blocks, etc.
4. Stone
5. Wood
6. Cane, palm, logs
7. Others. Mark an X in this box if the exterior walls of a dwelling are built with cardboard, tin cans and other waste materials.

## **Floors**

1. Wood
2. Mosaic or floor tile
3. Bricks
4. Cement
5. Earth
6. Other

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Take into account the note that was stated when beginning this part of the form.

**OBSERVE THAT THE INFORMATION OF THE FOLLOWING THEMES IS MEANT FOR EACH HOUSEHOLD WITHIN A DWELLING.**

If you are enumerating the second household of a dwelling you should not ask the first three questions. Begin with question 4 of this chapter.

### **4. AVAILABILITY OF WATER SERVICE**

This question consists of two parts:

The Supply System and the Origin of water.

Water supply system:

This theme investigates if a household is provided with the instillation of water pipes.

[To the right of the text is a drawing of water pipes.]

Mark one of the alternatives that corresponds to the place where these pipes are found.

[To the right of the text are drawings of a bathroom, a private outdoor faucet and a public faucet.]

Origin of water

Write down if water is provided by a public system, a private system, well or waterwheel, etc.

[Below the text are drawings of each kind of water origin stated above.]

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## **5. AVAILABILITY OF HYGIENIC SERVICES (Toilet, latrine)**

It is of private use if only persons of a household being investigated use it.

It is of common or shared use if two or more households use it.

[To the right of the text are two drawings of toilets.]

## **6. SYSTEM OF ELIMINATION OF RESIDUAL WATERS**

Mark box 1, public sewer system, if the elimination is through canalization.

Mark box 2, septic tank, if the elimination is through a waterproof tank for residual waters, generally built from concrete

Mark box 3, latrine or pit toilet, if the elimination is through a hole in the ground for the elimination of residual waters.

[To the right of the text are three drawings of elimination.]

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## **7. SHOWER OR BATHTUB**

Mark box 1, if a shower or bathtub is only for the use of persons who make up a household being enumerated.

[To the right of the text is a drawing of an indoor bathroom.]

Mark box 2, if a shower or bathtub is used by two or more households.

## **8. ELECTRIC ENERGY**

If a household is supplied with electricity, provided from a public system or from a private plant mark box 1.

[Below the text are three drawings of houses.]

## **9. NUMBER OF ROOMS OR BEDROOMS IN THE HOUSEHOLD**

**9.1** How many rooms or bedrooms do you have in your household?

Any environment that has the capacity for an adult bed is considered a room.

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Write down the number of all rooms in the household, without counting the kitchen or bathroom. Also do not include corridors, halls or storage rooms.

[Below the text is a drawing of a house with rooms.]

Of these, how many are used only for sleeping? (**bedrooms**)

On the corresponding line write down the number of rooms that are used as bedrooms.

[Below the text is a drawing of a house with bedrooms.]

## **KITCHEN**

Do you have a special room for cooking?

Mark the box YES, even if the kitchen is used as a dining room.

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## **11. OWNERSHIP**

Ask if the dwelling being investigated is: owned, rented, etc.

- Owned: if it belongs to persons who inhabit it. Also it is considered owned if it is in the process of being paid for.

-Rented, when an occupant pays a biweekly or monthly amount of money to the owner of the house

“Contrato anticrédito” [#tr An “anticrético” is a contract to rent property whereby the renter pays the landlord a fixed sum at the start of the rental period in lieu of paying monthly rent.] if you inhabit the dwelling with a charge of interest for a quantity of money given to the owner as a loan.

Mixed contract, system of “contrato anticrético” and rent.

Ceded for services, when a dwelling is occupied in exchange for any type of service that is loaned.

## **12. LANGUAGE THAT IS SPOKNE MOST FREQUENTLY IN YOUR FAMILY**

This question will only be asked to the head of Household.

### **POPULATION SUMMERY**

[Below the text is a form.]

Complete this box once you have finished the investigation of both the dwelling and population.

Write down the number of men, women and the sum of the two in the respective spaces, (persons who spent the night before the Census day in the dwelling).

### **OBSERVATIONS**

[Below the text is a form.]

In these lines, write down anything strange that comes up in the interview, or any doubts that have arisen about the questions.

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## **III. POPULATION**

Open the form.

We find chapter III. Population

In this chapter are questions meant for persons who slept the night before the day of the census in a dwelling and who constitute the enumerated household.

A private household can be formed by a single person or by a group of persons, related or not, who always share a dwelling and their meals.

[To the right of the text is a drawing of a family.]

-In the case of collective dwellings, cancel the first column corresponding to the Head of Household, with a vertical line, and with a horizontal line to question 2 which refers to relationship to the Head.

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### **INSTRUCTIONS FOR FILLING OUT CHAPTER III. POPULATION**

Read the questions as they are written in the Form.

Do not make notations before receiving the responses.

Mark an X in the box that corresponds to the given answer.

[To the right of the text is a filled out form.]

Write down the answer or corresponding specification, in the line meant for the result.

On the dotted lines, you should write numbers and words on the continuous lines.

[To the right of the text is a filled out form.]

Leave the rectangular spaces in the columns blank, since they are for the use of the office.

[To the right of the text is a form.]

Use one Form per household and one column for each person.

[Below the text are filled out forms.]

When more than 9 members exist in a household, use another Form for the rest of the persons, repeat the information of “**GEOGRAPHIC LOCATION**” and repeat the same Form number.

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#### **A. GENERAL INFORMATION**

The first 8 questions correspond to General Information, and you should ask them to all persons in the Household, including newborns.

#### **QUESTION 1. WHAT IS YOUR NAME AND SURNAME?**

Write down the name and surname of persons who spent the night before the Census day in the investigated household on the first line of each column.

[Below the text are drawings of family members.]

Write down all names, beginning with Head of Household, since every private household should have a Head.

If a Head is not in the household, write down in the first column, the person who, in their absence, is recognized as such; for example, the mother of the family lacking the spouse or oldest child. In these cases, the relationship is related to the person who occupies the place of Head.

If there are more than 9 persons, continue writing them down in another Form from the second column.

**DO NOT FORGET TO WRITE DOWN NEWBORNS**

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**QUESTION 2. What relationship or relation do you have with the Head of Household?**

[Below the text is a form.]

The first column is for the Head of Household. In the following columns, mark X in the box corresponding to the relation or relationship that each one of the persons has with the Head of Household.

If spouse or partner, put an X in box 2, if son, you will mark X in box 3, etc.

**QUESTION 3. Are you a man or woman?**

Mark with X the box corresponding to the sex of the interviewed person.

[Below the text is a form.]

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**QUESTION 4 How old are you in complete years?**

Write down on the corresponding line the number of completed years at the last birthday, and not how old they will be.

For minors less than one year old, write down 00.

**QUESTION 5. Where were you born?**

Mark "HERE" if a person was born in the locality where they are enumerated. In the contrary case, write the name of the locality, providence, and department where they were born.

If born abroad, write down only the name of the country.

**QUESTION 6. Where do you reside regularly?**

Mark the box “HERE” if they reside regularly in the enumerated locality.

In the contrary case, write down the name of the locality, providence and department where they live.

If they live abroad, write down only the country.

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**QUESTION 7. Where did you live 5 years ago? (1971)**

If they resided regularly in this locality, mark HERE.

If they resided regularly in another place, write down the locality as concretely as possible, and then the providence and department.

If they resided regularly away from Bolivia, write down only the country.

This question does not apply to persons five years old or younger.

**QUESTION 8. What Bolivian languages do you know how to speak?**

Read the different alternatives in order and mark only one of the boxes.

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**B. EDUCATIONAL INFORMATION**

Educational Information questions 9, 10 and 11 should be asked to all persons 5 years old or older.

**QUESTION 9. Do you know how to read and write?**

-If they know how to read and write, mark the box “YES”.

-If they only read or only sign their name, mark the box “NO”.

[To the left of the text is a drawing of a book.]

**QUESTION 10. Do you attend school or other educational centers?**

Mark the box corresponding to the response the informant gives.

Clarify that the question does not refer to speed courses or those by correspondence.

**QUESTION 11. What is the last course passed and in what cycle?**

In the line corresponding to the level, write down the number of the highest course or year passed and not the one being taken.  
Do not take into account speed courses or those by correspondence.

[Below the text is a form.]

Observe that in the Form both the old system (primary, secondary) as well as the current system (basic, intermediate, middle) have been considered.

The category "OTHER" refers to preschool, technical or vocational instruction.

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### **C. ECONOMIC INFORMATION**

Questions 12, 13, 14 and 15 of Economic Information should be asked to all persons 7 years old or older.

#### **QUESTION 12. What did you do the main part of your time last week (before Census day)?**

When asking the question, read the alternatives in the indicated order, "Did you work?", "You did not work but had a job?" and so on, until obtaining a response; then, mark the respective box. If you mark box 1, 2 or 3, ask questions 13, 14 and 15. If you mark one of the other boxes (4 to 8), go directly to question 16.

[Below the text are drawings of people.]

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#### **QUESTION 13. What is the principal occupation or job you worked last week or your last job if you were unemployed?**

This question should only be asked to persons who answered 1, 2 or 3 in question 12.

If the response that the informant gives is ambiguous or not very clear, request that they describe the job in detail and write down word for word what was said. Do not write down worker, mechanic, vendor. Insist that the information be more precise. For example: construction worker, agricultural worker, mine driller, sugar cane worker, commercial retailer, domestic employees, etc.

[To the right of the text are drawings of various occupations.]

#### **QUESTION 14. What does the place, establishment or business where you did your indicated occupation produce or do principally?**

If the response is in vague or imprecise terms, insist that the informant give you more details. For example, do not accept operation, factory, workshop: they should indicate exactly the type of activity that is done in this establishment, for example: tin mining operation, livestock ranch, dairy.

[To the right of the text are drawings of various occupations.]

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**QUESTION 15 What was the category or position in the occupation that you indicate?**

After asking the question, clearly read each one of the alternatives in the indicated order, and upon receiving a response, mark the corresponding box.

[Below the text are drawings of various occupations.]

**E. FERTILITY INFORMATION**

Question 16 refers to Fertility Information. You should ask it only to women 12 years old and older.

**QUESTION 16 a) In total, how many children born alive have you had?**

It is indispensable to emphasize the question in the sense that it refers to all children born alive, without making a distinction whether they have died or are currently alive. Keep in mind that women have the tendency to omit those children who died a short time after being born.

If the response is NONE, go to question 17.

[To the right of the text is a drawing of a woman.]

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**b) Of those, how many are currently alive?**

In this question you will write down the number of live children that the woman has, including those who do not live in the household.

[Below the text is a picture of a woman.]

**c) In what month and year was your last child born alive born?**

Write down the month and the year in which the last child of the interviewed woman was born.

[To the right of the text is a drawing of a baby.]

**D. CIVIL STATE INFORMATION** This question is for men and women 12 years old or older

**QUESTION 17. What is your current civil state?**

[Below the text are drawings of 4 people.]

Mark the box corresponding to the given response.