

[Senegal 1988 Enumerator Instruction Manual]

## General Population and Housing Census (1988)

### Manual for Census Enumerators

#### Forward

Senegal is undertaking its second demographic census in its history. The importance of such an operation does not need to be exaggerated. All measures have been taken in order to ensure its success. The main operation of the census is data collection in the field. Regardless of the quality of the cartographic work, the seriousness of the preparation of the questionnaires and instructions, and the efficacy of the material organization, the census would be a failure if the information gathered from the population were erroneous. For this reason, we draw your attention on the immense responsibility that you currently bear. We are sure that you will carry the work through successfully, for the sake of your country. You shall therefore do your best so that this census accomplishes all the goals it aims to reach. This manual was especially prepared for guiding you in your task. You must always keep it with you during the period of the work that you shall conduct. Study it carefully, and strictly comply with the instructions that are included. Do not spare any effort so that the Second General Population and Housing Census is a complete success.

#### Chapter I: General Considerations

##### **I.1: Definition of the General Population and Housing Census**

The General Population and Housing Census is an operation aiming, on one hand, at enumerating all persons on the national territory at a given point in time, without omission and without double count, and on the other hand, to gather information on certain characteristics of households. It is not limited only to the complete count of the persons, but also includes the gathering of information on social, economic and cultural characteristics of the population, with the help of a questionnaire.

##### **I.2: Legality and confidentiality of the census**

The General Population and Housing Census is prescribed by decree No 85-229 on February 27, 1985. The conduction of the census is entrusted to the Statistics Directorate of the Ministry of Economics and Finances where the National Census Bureau is located. The National Census Bureau is the institution in charge of conceiving, conducting, and publishing the census.

The National Steering Committee was created by decree No 2440, on February 28, 1985. It is a consulting committee, in charge of helping the Statistics Directorate in organizing the census. The National Steering Committee is composed of representatives of relevant Departments of various Ministries, and has correspondents at the regional level.

The census is covered by Law No 66-59, of June 30, 1966 on the obligation, coordination, and confidentiality for statistics purposes. According to this law, information gathered during the Census is strictly confidential, and can be used only for statistics purposes. In no way they can be used for tax, police, or other purposes.

Article 3 of this law specifies that any person interviewed by a census enumerator must answer and provide accurate information; offenders will be prosecuted.

Any person who would disclose individual information could be prosecuted under this same law on confidentiality, and could receive a fine or face prosecution.

##### **I.3: Census objectives**

The General Population and Housing Census will provide information that will be very useful for the management of the country (public and private administration), for planning economic and social

development, as well as for research purposes. This quantitative information deals with, among others:

The distribution of the population by sex (number of men and women), by age (number of youths, adults, elderly); by level of education (educated, not-educated); by occupation (number in agriculture, in animal husbandry, drivers, school teachers, etc.).

Characteristics of housing in which the population lives (type of housing, equipment, ownership status, amenities, etc.)

Here are some examples of the numerous uses of census results:

#### 1) Education

The administrators of the Senegalese education system make provisions about the needs for school buildings, for school supplies and for teaching personnel while basing their numbers on the number of school age children.

#### 2) Social Services

The building of dispensaries, maternities, housing units, roads, and other communication means, deep wells, shallow wells, etc. necessitate precise data on population, at the smallest level of administrative units.

#### 3) Economics

Population data are used by public administration and by entrepreneurs to establish the volume of the production, and to elaborate their policy for employment and for the labor force, inasmuch as population elements are at the same time consumers and producers.

Planners also need these data in order to make more accurate provisions, based on population estimates.

#### 4) Research

The census results constitute the basis for sampling purposes, for all statistical, demographic, economic and sociological surveys, that is, they constitute a complete and updated data base from which samples can be drawn on to conduct research.

### **I.4: Census organization**

The second General Population and Housing Census is under the authority of the Ministry of Economics and Finance.

The National Census Bureau (BNR) is at the top of the organizational chart, within the Statistics Directorate, located in Dakar. It is in charge of preparing the census, conducting the field operations, and processing the data. The Census Bureau is divided into several sections, among which is the "Section of Field Operations", which is in charge of gathering the information in the field. The field personnel (census enumerators, controllers, supervisors) refer to this section, whose duty at the time of the census field operation includes setting up the field personnel, dispatching them, transportation, and collection of finished documents. In order to make the field operations efficient, the following structure was prepared:

Under the National Census Bureau is the Regional Bureaus of Statistics [Bureaux Régionaux de la Statistique: B.R.S], which is directed by the heads of the Regional Bureaus of Statistics, and is under the supervision of the demographers of the National Census Bureau. There are 9 Regional Bureaus of Statistics, one in each region, with the exception of Dakar where the National Bureau is located.

At the Department level, there are 30 Departmental heads, one for each department.

At the Arrondissement level, there are several supervisors. The Arrondissement supervisors are also found at the Commune level in one or several cases, depending on the location. The supervisor looks over a given number of controllers

The controller is placed between the supervisor and the census enumerator. He or she is responsible for 5 enumerators.

At the base are the census enumerators. Their work area is the Census Track, which is the basic unit for the enumeration. The main tasks given to each category of personnel are the following:

The head of the Regional Bureau of Statistics (BRS) oversees the field work in his or her region, under the responsibility of a demographer, who supervises the operation.

The Departmental Head has the same role as the Regional Head, but has the level of the Department.

Supervisors supervise and guide the work of the controllers in the Arrondissement or the Commune. He or she is in charge of the procurement of the census documents and supplies at the Departmental Bureau.

The controller checks the work done by the 5 census enumerators placed under his or her authority.

The census enumerator is in charge of the enumeration of the population in his or her census track (DR).

## **I.5: Census Methods**

The census is conducted by a direct interview method. The census enumerator (AR) must record on a form, called the questionnaire, all the information provided by the individuals who compose a household. Beforehand, he or she will have prepared the list of all the compounds existing in his or her census track (DR). Each census enumerator (AR) has to enumerate a census track. He or she must proceed household by household, within each compound, while taking into account the destructions and new constructions, since changes might have occurred between the cartographic phase and the enumeration procedure. The data collection phase to the households shall not last longer than 15 days.

### Chapter II: Definitions and Concepts

The words used for the census, as well as some demographic concepts, are defined below. You must know these definitions and concepts very well.

#### **II.1: Definition of technical terms**

Cartography:

The census cartography is the operation of locating on a map the *Arrondissements* or Rural Communities all the inhabited areas. For urban centers, and for villages of 500 inhabitants or more, maps or plans have been prepared. These maps were cut into smaller pieces, called "Census Track" [District de Recensement: DR]

Compound

The compound is a set of buildings, possibly enclosed by a wall or any other type of fence (or paling). In some case it could be reduced to a single building (single hut, house with apartments), or include a series of distinct dwelling units. It is often placed under the authority of a compound head [Chef de Concession: C.C.], especially in rural areas.

Special cases:

Apartment building: apartment within buildings will be considered compounds.

Census Track

A census track is a piece of land that groups a number of inhabitants. The enumeration of this unit must be conducted by the census enumerator during a period which shall not exceed 15 days at most.

Quarter / Neighborhood

A quarter, or neighborhood, is a part of an urban center which bears a well known name. A person is administratively responsible, who is called the Head of Quarter or the Quarter Delegate [*Chef de Quartier / Délégué de Quartier*], and has authority by delegation or mandate.

Hamlet

A hamlet is a part of a village, usually isolated, and made of one or a group of compounds.

Village:

This is the smallest official administrative unit in rural areas. It is placed under the authority of a Village Head, or Village Delegate [*Chef de Village*]. A village may constitute several places, of which the most important is the village headquarter, which, in general, gives its name to the village.

Commune:

This is a place which is given the status of "Commune", under the main authority of a Mayor. The Commune is divided into smaller administrative units, called Quarters.

## II.2: Demographic Concepts

Household

The household is a set of persons, related by blood or not, living in the same compound, who share their daily meals, and who are under the authority of the same person, called the Household Head. This concept corresponds to the words "*ndieul*" in Wolof "*ngak*" in Sereer, or "*hirande*" in Tukuler.

If a person lives in the compound, and takes his or her meals in a household within this compound, he or she must be enumerated in this household. If the persons lives outside of the compound, but takes his or her meals there, he or she should not be enumerated in this household.

Furthermore, if a person lives on his or her own, and takes his or her meals alone, he or she should be considered as a separate household, which includes only one person (isolated case).

Family unit

The family unit corresponds to the "biological family". It is composed of both parents, or one parent, with their direct offspring (children), not accompanied (1). All these persons must be part of the same household, and therefore live in the same compound. The head of the family unit is called the "Head of kernel"

By extension, the husband, several wives and their children non-accompanied (1) form a unique "family unit" as long as they belong to the same household. The same family unit may include the direct ascendants (father or mother of the head of family kernel, brothers and sisters, nephews, nieces, uncles, etc.) not accompanied (1), given that they belong to the same household.

(1) The French text says: "not-accompanied" to mean: unmarried, without children and without any other dependent.

A single person living with a brother or a sister constitute a family unit.

Examples:

Mamadou SY lives with his two wives, who have respectively 2 and 3 unmarried children. Mamadou SY is therefore the head of a family unit of 8 persons.

His married sons also live in the compound: Ousmane SY, Abdourahmane SY and Omar SY, and his daughter Bineta SY, also married.

Ousmane SY has two wives who live with him, each of which having 2 unmarried children. One could think that Ousmane SY is the head of a family unit of 7 persons. However, in addition, the mother of one of his wives is living with them. The Ousmane SY family unit therefore includes 8 persons.

Abdourahmane SY also has 2 wives, but only the first wife lives with him, with her two unmarried children. Together with them also live 2 unmarried nephews, sons of his first wife's sister.

Abdourahmane SY is the head of this family unit, which includes 6 persons.

Omar SY has only one wife and no children. He is the head of this family unit of 2 persons.

Bineta SY, whose husband does not live in the compound, has 3 unmarried children. Bineta SY is the head of this family unit of 4 persons.

In the same compound where Mamadou SY lives, Cheikh FALL is a tenant, and lives with his little sister who is divorced and has no children; they constitute a household with a single family unit.

Note: A person may not belong to several family units.

Residence

The concept of residence is defined as the usual life in a given place for a certain time. For the General Population and Housing Census, the place is the compound, and the duration is fixed conventionally at 6 months.

Resident present (RP)

A resident present is defined as a person present in the compound during the night preceding your visit in the household, and who has been living there usually for more than 6 months.

**Special cases:** Consider as "Resident present" a woman who joined after marriage, a civil servant who was sent to a new location and who has not yet spent 6 months, etc. Also, consider a child who is less than 6 months of age, who lives in the household since his or her birth as RP.

#### Resident absent (RA)

A resident absent is a person who lives usually in the compound, but who was absent on the night preceding your visit in the household, and for a duration smaller than 6 months.

Note: If the duration of the absence is larger than 6 months, you must not record this person. This will be, in most cases, the case of servants who are absent from their place of residence for more than 6 months, and who will be found in urban areas.

#### Visitor (VI)

A visitor is a person who is present in the compound or in the household, and who spent the night preceding your visit in the household, but who does not usually live there.

#### Population counted separately/Institutions

The population counted separately, called "*comptee a part*" are the people who live in institutions, which have an administrative or legal status which does not allow to enter them without a permit from the competent authorities.

These are:

Barracks (army, police, gendarmerie, firemen, etc.);

Boarding houses (religious institutions, colleges, high schools, university quarters, orphanages, etc.);

Hospitals, maternities;

Jails and rehabilitation centers;

Psychiatric asylums, leper-houses;

Hotels, motels, holiday villages

Residence of diplomats

#### Floating population

The population said to be "floating" are the homeless people, who live anywhere, near the market places, in the factories, in shacks or even on the pavement, etc. This population is found especially in large cities, and in particular in Dakar.

Note: for the two categories of population (institutions and homeless) the enumeration will be conducted with specific methods.

#### Chapter III: The work of the Census Enumerator

##### III.1 Working documents for the census enumerator

There are 13 documents which will be used by the census enumerator during the enumeration procedure:

- 1) The census enumerator identity card
- 2) The map of the census track (and possibly the plan of the village)
- 3) The list of compounds (for some census tracks)
- 4) Household questionnaires
- 5) The historical calendar
- 6) The household visit booklet
- 7) The instruction manuals
- 8) The community form for information on villages
- 9) The transhumance form (when applicable)
- 10) The realization form
- 11) The correspondence sheet between ages and year of birth
- 12) Duplicate with (6)
- 13) The legends for maps

#### 1) The census enumerator identity card

This is a professional card, with the name and qualification of the census agent, which will allow him or her to gather the required information from the households. The census enumerator must have this card always with him or her, and to present it every time this will be necessary. In order to be valid, this card must have the agent's photography.

#### 2 ) The map of the census track

The map of the census track is a geographical map, which specifies the location of the villages and hamlets composing the census track, for areas with less than 500 inhabitants; it also includes a detailed sketch for villages of more than 500 inhabitants, or a plan when the census enumerator works in a commune (see Annex I). In case of changes in the content of your census track (destruction or construction of dwelling units), you must inform your controller. He or she will tell you how to proceed. In cases where you could not contact him or her, you must record these changes in your household visits booklet (creation or suppression).

#### 3) The list of compounds

This list is prepared for the villages, in rural areas, and for the irregular settlements in urban areas. It provides the first name and last name of all the heads of compound living in the census track.

It may be that changes have occurred between the preparation and the date of the enumeration. You shall take these changes into account, and update the list at time of your visit.

In addition, the "head of quarter" (1) could be confused with the "head of compound", and you should correct for these mistakes. You will have to draw this list of compound if it does not exist for your census track.

(1) The "quarter" is a fiscal unit.

#### 4) The household questionnaire

The household questionnaire is the form on which you will record the information gathered from the households. It is made of a large sheet, folded in two, which is divided into four pages, and three parts:

The front page includes, roughly speaking, the characteristics for the geographical identification of the census track and of the household, as well as a summary table for the household size.

A second part (page 2 and 3), includes questions on the demographic, economic, and social characteristics related to each individual in the household.

A third part (page 4), includes two questions for individuals (branch of economic activity, births since last Korité for all women aged 12-54 years), a table for deaths in the past 12 months, and all the questions on housing.

#### 5) The historical calendar

The historical calendar, as indicated by its name, is a document that provides the dates of historical events that occurred within an administrative unit (Arrondissement, Department, or Region). It helps you determine the age of the persons for whom the date of birth or the age is not known. The age of each person is very important in population studies, and it is strongly recommended to use this document every time it is necessary, that is, when it is otherwise impossible to assess the date of birth of a person.

#### 6) The household visits booklet

The household visits booklet is a document of several pages, in which, in addition to the geographical data, you will register the list of all the heads of compound, and all the heads of household in your census track, with on the next page, the household size obtained after counting the persons enumerated on the household questionnaire. This document will facilitate the rapid publication of the preliminary results, after the end of the enumeration, for all the main administrative divisions in the country. You must therefore take the great care in filling out this booklet.

#### 7) The instructions manual

This manual contains all the rules that you must comply with in order to do your work properly. It contains, among other things, the instructions for filling the questionnaire and for conducting your task.

You must comply strictly with your instructions in the present manual and must apply them rigorously and systematically.

You must therefore know them well.

8) The community form for information on villages

This form gives information on the villages that are part of your census track, and on the hamlets that are attached to them.

9) The transhumance form (when applicable)

10) The realization form

11) The correspondence sheet between ages and year of birth

13) The legends for maps

**[III.2 section was removed about attitudes and behavior of the census enumerator]**

**[III.3 and III.4 sections were removed about how to move within the census track]**

**[III.5 section was also removed about how to approach the household]**

**III.6: General principles for filling the household questionnaire**

Special care was taken for the preparation of the questionnaire. The questions are in a certain logical and coherent order, in order to facilitate your task. This is how you shall fill in the questionnaire:

Questionnaire number

Characteristics for identification

Address in urban areas, date of visit and your name

Page 2 and 3, for each individual

Page 4: branch of economic activity, and births since last Korite, for eligible persons

Housing questions (page 4)

Deaths in the past 12 months (page 4)

Number of questionnaires filled (page 1)

Summary table (page 1)

Some questions apply only to individuals of a given age group or given characteristics.

Examples:

Level of education and economic activity apply only to persons aged 6 years and above;

Births apply to women aged 12-54 years;

Spoken languages apply only to Senegalese nationals;

Occupation applies only to employed people and to jobless people.

In addition, the questionnaire includes many questions with pre-coded answers. This is the case for questions where a code was given beforehand. Each of these questions has a special number (code). For these questions, simply circle the correct answer, and the code corresponding to the answer given by the interviewed person.

Write legibly, and avoid the use of abbreviations and initial letters, except for the first names when there are several (write the first name or usual name in full).

Each individual is enumerated on a row of the questionnaire, in a sequential order that will be seen below. For the few questions that you will have to write a full answer in words, avoid deletion, crossing-out, alteration, abbreviation, and the word *idem* or *id* to avoid repeating the same answers for all household members.

If you encounter special cases that are not anticipated in your instructions manual, or if you have doubts about the interpretation of any part in your manual, refer to your controller, who is your direct hierarchical boss. He or she will give you directions.

Do not ask the interviewed person if the answer is obvious. For instance gender (male or female), disability, etc., unless you have serious doubts.

You must also follow the instructions to "go to question \_\_\_\_" if the question is not applicable for certain categories; in this case write an oblique hyphen in the corresponding boxes.

Example: A person interviewed says that he or she is an Ivorian national at question P8: write "Cote d'Ivoire" in case P9, then write oblique hyphens in each of boxes for P9 and P10, and ask question P11.

### III-7. Sequential order for recording individuals on the household form

The first person to be recorded on the household form is the head of household or of the compound (C.M.) (see the definition of a household). Following the head of household, you must register the persons that compose the family unit (see definitions and concepts), in the following order:

The un-accompanied children (1), whose mother does not live in the compound, starting from the oldest;

The first wife of the household head;

The un-accompanied children of the first wife, ranked by descending order of age, that is you must start with the oldest, then the next oldest, and so forth (boys and girls);

The other wives of the household head, when applicable, and their un-accompanied children, in the same order;

Following the direct descendants, you must record the other persons of the family unit (ascendants or close relatives), under the condition that they do not belong to another family unit. So, the family unit of the compound head is fully recorded.

Following the family unit of the household head, you will record all the other family units, in the following order:

Married direct descendants, whatever their gender, starting from the oldest.

Example:

Family unit of the first child of the household head

Family unit of the second child of the household head

Family unit of the third child of the household head

In a case where an accompanied (1) daughter lives with her husband in the household, even if she is older, she will be recorded with her husband, who will be considered as the head of the family unit, after the family units of the other accompanied children.

Similarly, if several accompanied daughters live in the household with their husbands, the sequential order to record them will be decreasing. One will record firstly the family unit of the oldest daughter, then the next oldest, and so forth, after recording the family units of the other descendants, under the condition that they do not belong to other separate households. And when applicable, include the ascendants if they form a family unit.

The other relatives (in laws, brothers, sisters, nephews, cousins, nieces, etc.): family units of accompanied (married) brothers and sisters first, then accompanied (married) cousins, then accompanied (married) nephews or nieces, accompanied (married) uncles or aunts, and last the family units of the remote relatives or of friends, if they do not constitute an distinct household.

Lastly, attach the fostered children (placed children), and the servants to the family units on which they are depending. Record the visitors at the end of the list.

Chapter IV: Detailed Instructions for Filling out the Household Form

#### IV.1- Filling the first page

##### 1) Numbering the questionnaires

The household form is expected to fit the number of persons in the household. If one form is not enough, use as many supplementary forms as necessary to enumerate them all. Copy again the information on the geographical data (top part of the first page) on all the supplementary questionnaires).

Before filling a questionnaire, record its sequential number on the top right hand of the questionnaire, on the box located on the row "Questionnaire Number."

Once you've finished enumerating the whole household, record the number of forms filled for this household (that is, the highest value of questionnaire numbers) in the box located on the row "Number of forms filled" [Nombre de questionnaires remplis], and this for all the forms filled for the household.

[Omitted example on filling out number of forms filled]

##### 2) Filling the data on geographical identification

Record the names and codes of the region, the department, the arrondissement, and the rural community

or the urban district where the census track is located.

Record the compound number that you listed in your household visits booklet; you have already numbered all the compounds in a sequential order, from 1 to N1, within your census track.

Record the household number that you have mentioned in your household visits booklet. Household numbers are given sequentially, 1 to N2, within each compound.

Fill in the address box only in urban areas. This is the address where the household is located.

Signature and date of interview

Record the date of interview in the household, and your name in full letters.

The controller and the supervisor will also write their names on the line that is prepared for them, as well as their stamp indicating that they have examined the questionnaire.

3) Summary table (recap)

At the bottom of the first page, you will find a summary table for the household population, broken down by gender and residence status (categories RP, RA, and VI for visitors), as well as the totals.

Fill in this table after completion of the enumeration of the household. Then, record the numbers on the first questionnaire filled, while counting all the household members by gender and residence status, for all the questionnaires filled in this household.

Copy again these data faithfully in the household visits booklet.

#### **IV.2) Filling the second and third pages**

##### **Personal Questions**

P0. Sequential number

a) Number of the family unit

This number has 3 digits, and will be written on 3 boxes. The first unshaded box bears the number of the family unit. Write this number in that box.

b) Sequential number of the person within the household

You must give a sequential number to each person enumerated in the household. Example: 01, 02, 03, etc.

P1. First name and Last name

Write down the usual first name and the last name (family name) for each individual, then the first letter of the other names, if applicable. In the right part of the column, write the full family name (last name), in capital letters.

P2. Relationship to head of household

The relationship of members of the family to the head of family unit (CN), and will be written in with the sequential number of the head of family unit.

The relationship of the head of family unit will be defined in relation with the household head (CM).

The first wife will be recorded as "Wife of 1", the second wife also as "Wife of 1". Wives of a head of family unit who has the sequential number 5 will be recorded as "Wife of 5".

The relationship for children refers to the sequential number of their parents.

Example: A daughter whose father is the household head, and the mother has sequential number 04 will be recorded as "daughter of 1x4". However, if a boy lives with his mother, whose sequential number is 07, and the father does not live in the household, one will record: "Son on -x7", the hyphen indicating that the father is not resident in the household, and does not appear in the household form.

Similarly, if a man with sequential number 8 has a daughter who lives in the household but whose mother is not a resident, one should write: "Daughter of 8x-".

### P3) Sex

Circle:

1. "MASC" for males
2. "FEM" for females

Do not rely on the first name. Always ask whether the person is a male or a female. Some first names may indicate as well a man or a woman.

### P4) Date of birth

The date of birth allows one to compute the age of the persons, and is therefore a very important piece of information in a census. You must therefore do your best in order to obtain precise information on this matter. Two cases can be found:

1st case: For all persons who have a birth certificate or an identity card with a complete date of birth, ask whether this date is from a proper birth registration or whether it is based on a court decision (*Jugement supplétif*).

If this is a formal birth registration, register the last two digits of the year of birth in the boxes under which is written "year" [année], and the month number in the boxes under which is written "month" [mois].

When it is a court decision, estimate by yourself his or her date of birth with the help of the historical calendar, or with any other method for checking ages (age at first marriage, comparison with other persons of the same age, age of the first child for instance).

2nd case: The person does not have any birth certificate or ID card; then estimate his or her age as rigorously as possible, with the help of the historical calendar and of any other means of estimation, and compute and write the estimated year of birth in the "year" box, with "99" in the months box.

Note: For under-five children, do accept the birth certificates and possibly the health cards. For those whose age is known, but not the date of birth, use the correspondence table that was given to you to estimate the year of birth.

### P5) Place of birth

This is the place where the person was effectively born, and not necessarily the place mentioned on his or her ID card. Ask the following question:

"In which arrondissement, commune or country were you born?"

Record the name of the "Commune", followed by the letter "C", or the name of the "Arrondissement" of birth for people born in Senegal. If the name of the "Arrondissement" is not known, record the name of the "Département", followed by the letter "D". If it is not known, record the name of the "Region", followed by the letter "R".

### P6) Residence status

Circle:

1. RP, for resident present (see definitions and concepts);
2. RA, for resident absent;
3. VI for visitors and travelers.

Note: Enumerate as Resident Absent (RA) in the household persons such as: fishermen in the sea, flying staff in air companies or sailing staff in ship companies.

Enumerate as Resident Present (RP) the servants who spent the night in the household.

Persons who are traveling for a duration of less than 6 months are counted as Resident Absent (RA); after 6 months of absence, they are no longer enumerated, and therefore shall not be recorded on the household form.

Polygamous men who do not have a fixed residence (visiting husband) are enumerated as resident (RP)

or RA) in the household of the first wife, and visitor (VI) if they spent the night at the home of any of their other wives.

P7) Residence five years ago

For all residents (RP or RA), ask the following question:

"In which place (Arrondissement, Commune or Country) were you living at the time of the 1983 presidential and parliament elections?"

Record the name of the "Commune" followed by "C", or the "Arrondissement" where the person was resident during the next to last election for president and parliament in 1983. If the person was at that time resident abroad, record the name of the country.

This question does not apply to children under five.

For visitors (VI): record the name of the place of origin: "Commune" followed by "C", Arrondissement, or country.

P8) Ethnicity or nationality

Ask the following question: "What is your ethnic group?" if the person is Senegalese. Or, "What is your nationality" the person is a foreigner.

Record in plain words the ethnic group declared for the Senegalese, just above the coding box, in the empty space left for this.

Example: Wolof, Diola, etc.

For Senegalese who cannot determine their ethnic group, or for those who became Senegalese by naturalization, record "Other".

For foreigners, record the name of the country of origin.

Example: Guinea-Conakry, France, etc.

P9) First language spoken

This question applies only to Senegalese persons. The first spoken language is the national language spoken most often in daily life, outside of foreign languages.

Ask the following question:

"What is the language that you speak most often?"

Record the main spoken language declared.

Record "None" if the person does not speak any national language. For new-born children, record the mother's first language. For foreigners, draw an oblique hyphen in the box, and go to column P11.

P10) Second language spoken

This question also applies only to Senegalese persons. This second language spoken is the one that is spoken in daily life after the first one.

Ask the following question:

"What is the second language that you speak the best?"

Record the second language spoken declared.

For those who do not speak a second language, record "None".

P11) Religion

For Muslims, circle the brotherhood declared, among the followings:

- 1) KH: for Khadria
- 2) LA: for Layenne
- 3) MU: for Mouride
- 4) TI: for Tidiane
- 5) AM: for other Muslims who do not belong to any of these brotherhoods.

Christians:

- 6) CA: for Catholics
- 7) AC: for other Christians (protestant, Lutherans, Jehova Witnesses, etc.)
- 8) AR: Other religions (Jews, Buddhists, Animists, etc.)

P12) Mother's survival

- If the mother of the interviewed person is still alive, circle: 1. Yes  
If the mother had died, circle: 2. No  
If no information could be obtained, circle: 3. Unknown

Note: make sure that this is the real (biological) mother of the interviewed person.

P13) Father's survival

- If the father of the interviewed person is still alive, circle: 1. Yes  
If the father had died, circle: 2. No  
If no information could be obtained, circle: 3. Unknown

Note: Here too, make sure that this is the real (biological) father of the interviewed person, and not the uncle or a mentor who has raised the person.

P14) Disability / Handicap

Ask the following question: "Are you disabled? Do you have a handicap?"

- If the answer is "No", circle: 1. None  
If the answer is "Yes"; ask "What type of disability or handicap".

- Circle:
2. "Spastic" for a disability of the limbs;
  3. "Visually impaired" for the blind people;
  4. "Leper" for the persons who have had or still have leprosy;
  5. Mentally ill for the mentally retarded (insane, Down's syndrome, etc.)
  6. Other disability for the other case not specified above.

P15) Marital status

The question applies to persons aged 6 years and above, therefore born before 1982. The marital status to be recorded is that of the person at the time of the interview.

- Circle:
- 0) MONOGAMOUS: for men and women married in a monogamous union (only one wife for the men, and no co-wives for the women);
  - 1) POLYGAMOUS 1: for women who are the first wife in a polygamous union (several wives for the husband);
  - 2) POLYGAMOUS 2: for men who have two wives, and for women who are the second wife;
  - 3) POLYGAMOUS 3: for men who have three or more wives, and for women who are the third wife or wife of higher rank;
  - 4) SINGLE: for single men or women, that is those who were never married;
  - 5) WIDOW(ED): for widowed men or women;
  - 6) DIVORCED: for divorced men or women;
  - 7) OTHER: for other cases, such as persons living in free union or couples who live separated while still united by the marriage bond.

Notes:

The marriage is an act contracted at the city hall, or according to local Senegalese customs. A single person is one who has never contracted a marriage. A married person is a person who has a spouse at time of interview. If a man has two wives at time of the interview, he is a polygamous husband with two wives. If a woman has co-wives, and if her rank in the unions is 2, she is a polygamous second wife: then circle 2. POLYGAMOUS 2.

A man who had two wives, one of whom has died, is married and monogamous. Circle then: 0. MONOGAMOUS.

A man who had two wives, one of which divorced, is also is married and monogamous. Circle then: 0. MONOGAMOUS.

P16) Level of education

The question applies to all persons aged 6 years and above, that is those born before 1982.

Ask the following question: "Have you ever been - or do you currently go - to a school where the teaching is in French?"

If the answer is yes, then ask:

"What is the last grade completed, or the grade you are currently enrolled in?" Then circle the code corresponding to the answer given.

Example:

For a pupil in fifth grade of primary school (CM2), or for a person who does not go to school any longer, but whose last grade completed was fifth grade of primary school (CM2), circle "06"

For a student in ninth grade, secondary school (*4eme*), or for a person who does not go to school any longer, but whose last grade completed was ninth grade, secondary school (*4eme*), circle "09"

For a student in Bachelor's year at the university (*License*), or for a person who does not go to school any longer, but whose last grade completed was Bachelor's year at the university (*License*), circle "16"

If the person had been to a technical or vocational school, circle the number of years of studies in that school.

Examples:

For a student who finished the first year of the "School of Police" (Section of Constables), circle "07"  
For police inspectors, circle "11".

For Civil Administrator, who completed the National School for Administration and Magistrate in Senegal (ENAM), circle "18".

For a person who is in the second year ITS of ENEA, circle "15" (13 years before entering the ENEA school + 2 years within ENEA)

For a person who completed the National School for Nurses (EIIE), circle "13" (10 years before entering the school + 3 years within the school).

If the answer is "no", ask the following question: "Have you been to a school where the teaching is done in another language?"

If the answer is "no", circle "A 00"

If the answer is "yes", circle "19".

If the person only went to Koranic school, circle "A 00"

P17) Literacy (ability to read and write)

If the person does not read and does not write any language, not even a national language,

Circle: "0. NONE" (*aucune*)

Circle "1. FRENCH" (*français*) if the person reads and writes in French.

Circle "2. ARABIC" if the person reads and writes in Arabic.

Circle "3. NATIONAL LANGUAGE" if the person reads and writes in one of the national languages (Wolof, Sereer, Poular, Diola, Maninka, Soninke).

Circle "4. OTHER" if the person reads and writes in any other language.

Note: If a person reads and writes in two or more languages, circle the language that he or she estimates to read and write the best.

P18) Work status in the past 12 months

The question applies to persons aged 6 years and more, therefore born before 1982. The economic activity is the one that the person has done most of the time during the past 12 months, that is since the (*Korite*) [a Muslim festival].

Ask the following question: "Since the Korite, have you worked for pay in a continuous way for at least 3 months?"

If the answer is "Yes", circle: "1 WORKED"

Example: A farmer was farming his land, or went fishing, or did animal husbandry, etc. continuously for at least 3 months since the Korite, circle: "1 WORKED"

Warning: In addition to domestic tasks, a woman may have worked outside her home; for instance farming a land, or trading. For such a woman, circle: "1 WORKED"

Circle "2 JOBLESS" if the person is looking for work and has not worked continuously during at least 3 months since the (*Korite*). You shall make sure that the person is effectively looking for work, either for a first job, or a new job if he or she has lost the job he or she had previously.

Circle "3 ELE/EDU" for the pupils and students.

For the civil servant trainees who have worked at least 3 months since the Korite, circle: "1 WORKED".

Circle 4 HOUSEWIFE for the women who have no other task than the domestic work.

Circle 5 RETIRED for retired persons who do not work any longer, and those who have not worked in any occupation for at least 3 months since the Korite.

Circle 6 OTHERS for the other cases: disabled or handicapped persons who do not work, beggars, people with private means, man or woman of leisure, etc.

19) Occupation / Economic activity in the past 12 months

This is the occupation practiced during the past 12 months preceding your visit in the household (since the *Korite*). This question applies exclusively to persons for whom you circled "1 WORKED" (*occupe*) or "2 JOBLESS" (*chômeur*) in column P10.

For people who have worked, ask the following question:  
"Which occupation did you practice since the Korite?"

For the jobless persons, who have lost their job, ask the following question:  
"What is the last occupation that you practiced?" Record the occupation declared. For jobless persons who are looking for their first job, record the occupation for those who have one [sic], or NONE (*aucune*) for those who have none. If a person practiced several occupations since the Korite, record the occupation that he or she most practiced.

Examples of occupation: farmer, brick layer, fisherman, stockbreeder, driver, auto-mechanics, engineer for agricultural works, engineer electrician, fish monger, market gardener.

Note: Give as much detail as possible.

Examples: retailer, wholesale trader, petty trader (*bana-bana*), bus or truck apprentice (*motor boy*), driver help / beater (*coxeur*), postmaster, bus or collective taxi collector, etc.

P20) Employment status. Ask the following question: "What is your role within the occupation that you declared at last question?"

Circle: 1.EMPLOYER for an employer. An employer is a person who employs salaried people, and pays them either entirely in cash, or partly in cash and partly in kind.

Circle: 2.SALARIED for persons who receive a salary, that is an amount in cash (money), whether regularly or not.

The migrant workers in agriculture are also considered as salaried (*sourgha*), because they are partly or completely in kind or in cash.

Circle 3. INDEPENDENT for persons who are self employed (who work by themselves), possibly with family aids or apprentices.

Circle 4. AID for family aids who work for a relative, without receiving a payment of any sort.

Circle 5. APPRENTICE for apprentices, that is, persons who are learning a craft or an occupation. He or she may receive regularly a payment in cash or in kind, or not receive any payment while receiving occasionally little gifts, or even be paying his or her employer in order to learn the skills.

Circle "6. OTHER" for the other cases, not mentioned above, and for the jobless persons who have never worked. For jobless persons who have worked, write the employment status that they had when they had a job.

#### IV.3) Filling in the Fourth Page

The fourth page contains two questions for individuals, one table for the deaths last year, and a series of questions on housing, grouped in a table. The two questions for individuals are the continuation of the questions located on page 2 and 3.

Fill again the column "SEQUENTIAL NUMBER", by copying the sequential number of the persons that you are enumerating, and which you have in the same column "SEQUENTIAL NUMBER" of page 2. [the French text says: of the first page, meaning the first page of 2 and 3].

#### P21) Branch of economic activity

Ask this question only for persons currently employed. It applies therefore to persons aged 6 years and above, for whom you have already circled "1 EMPLOYED" in column P18.

Ask the following question: "What type of activity does the company or the institution in which you are working (or have worked)?"

Write legibly the answer given in the appropriate box, in the free space located above the shaded area.

Example: building contractor, teaching institution, police forces [gendarmerie], transportation, etc.

Note: For the servants who are working in private houses, write in this column: "Domestic services".

When the person does not know the branch of economic activity of his or her employer, write in full words the name of the company or of the institution.

#### P22) Births since the (*Korite*)

This question applies only to women aged 12 to 54 years, that is, those who were born before 1977 and after 1933.

Record the number of live births of each gender that the woman has had during the period from the *Korite* to the date of your visit in the household. A child is said to be born alive when he or she has shown any sign of life at birth (cry of the child, breathing, heart beating, etc.).

Do not forget the births that were followed by a death, that the women tend to omit, for voluntary or involuntary reasons, because of taboos or prohibitions inherent in various superstitions.

If the woman has had no live births, write "0" in the box for males and "0" in the box for females.

#### Housing Questions

Questions on housing are labeled with the letter "H" followed by a number, whereas these on the population are labeled with the letter "P" followed by a number. These questions deal with housing characteristics, household amenities, and with the means of production for rural households.

#### H) Number of inhabited rooms

You must record the number of rooms of dwelling usage occupied by the households: bedrooms, living rooms and eating rooms.

The kitchens, bathrooms and toilets shall not be counted.

In the case of rooms occupied by several households together, you must attribute them to one of them.

## H2) Toilet facility

You have to circle the item corresponding to the answer given, that is, the type of toilet facility most commonly used by the household members. This rule can be explained by the fact that different household members may utilize different types of toilet facility.

Note: "WC FOSSE" applies to septic tanks that need to be emptied.

"FOSSE PERDUE" applies to latrines.

"OTHER" applies to chamber pots that are emptied every morning.

## H3) Source of water

Circle the item corresponding to the most frequent source of water for the household. If the household uses several sources of water, just keep the most frequent type.

## H4) Type of lighting

You have to circle the item corresponding to the type of lighting the most frequently used by the household members.

If there are several types of lighting, circle the most frequently utilized.

## H5) Type of floor

Circle the item corresponding to the prevailing type of material used for the floor of the dwelling units inhabited by the household.

## H6) Type of walls

Circle the item corresponding to the prevailing type of material used for the walls of the dwelling units inhabited by the household.

Note: "PISE EN BANCO" applies to a mixture of clay and straw.

## H7) Type of roof

Circle the item corresponding to the prevailing type of material used for the roofs of the dwelling units inhabited by the household.

Note: For item # 2, circle one of the three materials cited. For instance, if the prevailing material is "zinc" (iron sheets), fill in the question the following way:

[An image of how to fill in the questions was removed]

## H8) Ownership status

Circle, depending on the case:

1. LANDLORD (*Proprietaire*): if the household owns legally the property of the dwelling unit, or if it has shared property rights with other people, or jointly with a private or public institution.

Note: For an apartment under leasing, circle 1. Landlord

2. CO-TENANT (*Colocataire*): if the household shares the rent with other tenants.

3. TENANT (*Locataire*): if the household rents the building or the dwelling unit where they live.

4. SUB-TENANT (*Sous-locataire*): if the household rents the place from another person who also rents it.

5. PAID BY EMPLOYER (*Loge par employeur*): in this case, the household benefits from a dwelling unit that is paid by an employer.

6. FREE FAMILY LODGING (*Loge par la famille*): this is the case of a household who is hosted by its extended family.

7. OTHER CASES (*Autres*): this applies to all the other statuses not elsewhere specified

H9) Household amenities (existence of radio, television, etc.)

For each piece of amenity or equipment quoted, write the number of items existing in the household. Only count working equipments.

Note: for telephones, count the number of phone lines and record it.

H10) Means of production

This question applies only to rural household.

[added by hand: and for some urban households]

Record for each case the number of items of means of production owned by the household. Count only the working means of production.

### **Deaths in the household within the past 12 months (since Korite)**

Ask whether "Since the *Korite*, did any death occur in the household?"

If the answer is "No", then the interview is finished for this household.

If the answer is "Yes", then record the death or the deaths that have occurred in the household in the following way:

Sequential number: write 1, 2, 3, etc. depending on the number of deaths that occurred.

Gender: circle: "1" for males, or "2" for females, depending on the case.

First names and last name: write the first names and the last name of the deceased person, in words.

Age: write the age at which the person died.

Example: 14 years: write "14" in the appropriate box.

For deaths of persons aged 88 years and above, that is those born before 1900, write "98".

If the age at death is unknown, write "99".

For children under age 1 year, write "00"

Note: If the first name of the child is unknown, write "PND" (first name not declared) in the appropriate box

If there were more than 5 deaths in the household, use another household form to record the other deaths.