



**THE UNITED REPUBLIC OF TANZANIA**

**2002 POPULATION AND HOUSING CENSUS**

# **HANDBOOK FOR SUPERVISORS**

**Central Census Office  
National Bureau of Statistics**

**Planning and Privatization**

**Dar es Salaam**

**June, 2002**

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## **1. INTRODUCTION**

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A census of Population and Housing is an enormous undertaking, collecting information about every person and household in the country. It requires a great deal of local knowledge and expertise.

The information collected in the census is used for many purposes. One of the most important uses of data from the census is providing information to the Government which will be used to guide the allocation of funds and other resources to smaller units in the country, including regions, Districts, Wards/Shehia and Villages.

In addition to this national orientation, the census also provides regional, district and local policy makers, planners, researchers, etc. with socio-economic and demographic data for decision making, policy formulation and development planning.

Given these important uses, the information to be collected must be consistent and of high quality to enable the users to meet the objectives.

It is also important that the information is made available as soon as possible after census day. To meet this objective it is important that the key task of collecting the information is undertaken in an efficient and timely manner. Supervisors have a key role in meeting this objective.

## **2. SUPERVISION**

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### **2.1 Supervisor's Areas**

The work of a Census supervisor is undertaken within a defined area referred to as a Supervisory Area (SA).

The whole country has been demarcated into enumeration areas (EAs) for which an enumerator is principally responsible. A number of EAs has been grouped together to form one SA. One supervisor is responsible for supervising one supervision area consisting of not more than 5 EAs. The number of EAs in any given SA may vary, due to varying nature of the EAs.

## 2.2 Role of Supervisor

The supervisor's work is vital in ensuring that the enumeration is done properly by the enumerators. A supervisor is required to ensure that each enumerator follows the instructions set down in the "Instruction to Enumerators" manual.

There will be two types of enumerators working for the census; Senior and junior enumerators. The senior enumerators will use the **Long questionnaire** while junior enumerators will use the **Short questionnaire**.

### The Supervisor must:

- Ensure that each enumerator becomes familiar with his/her enumeration area and assist in solving EA boundary problems, which may arise between enumerators. The supervisor must make sure that SA and the EA maps are corrected accordingly.
- Make sure that each enumerator has the necessary materials as listed in the "Instructions to Enumerators' Manual".
- Satisfy himself/herself that the enumerators understand their job and their respective timetables are well prepared and adhered to.
- Be in contact with the enumerators all the time, to assess their performance on the job and where necessary, provided additional guidance.
- Liaise with local areas leaders and where necessary higher authorities in case of problems which are beyond his/her capacity.
- Be in a position to solve emergency issues that may arise during enumeration such as shortfall of materials, replacement of an enumerator when one falls sick, etc.
- Check and collect the enumerator's work.
- Use the control forms effectively for quality control checks.

**Remember that the supervision of enumerators' work is an integral and important part of every census, which aims at collecting high quality data.**

As a supervisor, you must be well informed about all details and procedures contained in this manual as well as "Instruction to Enumerators' Manual". Make sure that you know how to complete both the **Short and Long Questionnaires**.

You are also required to know details regarding the EAs within your SA. This includes knowing locations of EAs, being able to recognize their boundaries, the identities and location of local leaders within the areas, the name of each enumerator for each EA, and the types of questionnaires (Long or Short) being used in each EA.

## **2.3 Reporting Arrangements for Supervisors**

The supervisor will be responsible to the District Census Executive Officer (DCEO) responsible for the respective District that includes his/her SA. The supervisor will be visited by the DCEO during enumeration.

## **3. ACTIVITIES BEFORE AND DURING ENUMERATION**

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### **I. Activities before Enumeration**

#### **3.1 Training of Supervisors**

Supervisors will be trained at two levels; at the second and the third levels whereby about 2,000 and about 13,500 supervisors will be trained respectively. Supervisors will comprise of Supply and Logistics Officers, Education Coordinators, Adult Education Officers and other selected government officers.

The second level of training will start about one month before the enumeration day. The training will be done by highly trained officers from the Central Census Office (CCO), National Bureau of Statistics (NBS), Presidents Office - Planning and Privatization, Ministry of Education and Officers from other government institutions. This training will be held at regional headquarters. The supervisors trained at this level will be trainers at the third level that will be held at the divisional/ward/shehia level.

The trainees at the third level will be the senior and junior enumerators and will comprised of Education Coordinators, Primary school head teachers & Grade A teachers while the junior enumerators will comprise of primary school teachers. During enumeration, the senior enumerators will use the Long Questionnaire while the junior enumerators will use the Short Questionnaire. The Supervisors trained at regional level as well as some of those trained as senior enumerators at level III will do supervision of enumerators.

After the training, each supervisor has to arrange a meeting with enumerators in his/her Supervisory Area to ensure that:

all enumerators have received all the materials required for enumeration.

- he/she records in the control form – checklist for the distribution of materials to enumerators.
- each enumerator understands the coding system and the codes for his/her enumeration area.

### 3.2 Documents and Materials for Enumeration

The basic document to be used in the field is the **Census Questionnaire**. You must be familiar with this document as well as the “**Instructions to Enumerators**” manual. There are two types of questionnaires, which will be used during the enumeration, and each type will be administered in specified areas. The first type is the **Short questionnaire**, which will be administered in non-sampled areas (about 75% of all EAs). The other type is the **Long questionnaire**, which will be administered in selected or sampled areas (about 25% of all EAs).

The Central Census Office (CCO), will provide each supervisor (through the DCEO) with the following documents and materials:

- **Manuals**
  - Handbook for Supervisors.
  - Instructions to Enumerators – Long Questionnaire.
- **Cartographic Materials**
  - Supervisor’s Area (SA) map
  - Map for each EA in the SA
- **Questionnaire**
  - Additional Long Questionnaires.
  - Additional Short Questionnaires.
- **Other materials**
  - Calendar of local events for the district.
  - Checklist forms for the distribution of materials to enumerators
  - Checklist forms for receipts of materials from enumerators
  - Form SWT 15A
- **Operational equipment:**
  - Census ID card
  - One note-book
  - One special water proof bag for carrying the questionnaires
  - One blue biro
  - One red biro

- **Additional materials** such as blue biros, 2HB pencils, erasers, sharpeners, 10 sticks of chalk, and blank EA2 forms.

After the enumeration, the supervisor will hand over to the District Census Officer (DCEO) all materials – including materials from his enumerators except for “Instruction to Enumerators” manual, Calendar of local events, Census Id cards, Census bag, biros, chalk and sharpeners

### **3.2.1 Notebook**

This is an official census document. The supervisor should write his/her name and the identification for his/her SA on the front-page of the notebook, i.e names and codes for the respective region, district, ward/shehia and the EA. He/she should write on the first page the name of the officials in his/her SA. This should include the names of RCC and DCEO and the names of ward/shehia and village officials.

The following four pages should be used for his/her work plan. The plan should describe his/her movement in the SA during the enumeration. This will depend on the size of the SA and on the means of transport available to the supervisor, but every EA should be visited at least every second day. He/she must take into consideration that EAs in rural areas that use the long questionnaire, and problematic areas require special attention from him/her.

He should then use at least four pages for each EA in his SA. On the first page for each EA, he/she should write the name of the enumerators, EA code, name of village/street, whether it is a sampled or non- sampled EA, a short description of the EA and also how to reach the EA.

The remaining space of the notebook under each EA will then be used by the supervisor to enter observations from the visits he/she pays to the enumerator.

### **3.2.2 File Cover**

This will be used to file the EA maps for your SA, spare EA2 forms and the notebook. Write names and codes on the front cover of the file.

## **3.3 Other Activities in Preparation for Enumeration**

The supervisors as well as the enumerators will arrive at their areas 3 days before the census night i.e, on the 22<sup>nd</sup> August 2002. The supervisor must inform his/her enumerators as well as the DCEO, where he/she is staying (the Supervisor’s Centre) and provide details of contact information such as telephone numbers (where applicable) or a place where messages can be left.

He/she should then contact local officials to:

- Introduce himself/herself to them,
- Ensure that they are aware of the census, why it is important to them and the role they should play during the enumeration exercise
- Get information on any key local issues, which may affect the numeration, for instance:
  - that a group of migratory population is moving around in the area or
  - that there is a small settlement in a remote area in the ward/shehia which is likely to be overlooked during enumeration; and
  - identify locations of outdoor sleepers (homeless) and make arrangements for them to be enumerated.
- Discuss (involving enumerators) to clarify boundary problems between EAs.
- Find out if the people in the EAs have been well informed about the census and for areas where people have not been informed, make a visit accompanied by ward/ shehia officials.
- In rural areas where long questionnaires will be used, one enumerator will be working in one EA. The supervisor should ensure that enumerator enumerates all people in the EA and nobody is left out or enumerated twice.
- Up-date lists of Vitongoji chairman/shehia in the EAs (where applicable). Ensure that where lists of heads of households are available, they are updated.
- Inform them about your enumeration work plan.

## **II Duties During Enumeration:**

You should observe at least one interview of each enumerator under your Supervision Area and if possible meet him/her at least three times during the enumeration period.

Here are some of the key issues to be observed. Whether the enumerator;

- Explains correctly the concept of a household

- Starts by asking for the head of the household, who must be somebody who is a grown-up person and who spent the census night in the household.
- Lists the names of all persons who spent the census night in that household.
- Asks the relationship of each member of the household to the head household and also fills-in the sex of every individual.
- After he/she completes listing all persons in the household, reads over all the names to ascertain whether none has been left out or has been listed by mistake.
- Asks the head of the household about every individual questions and housing issues.
- Asks the relevant questions to the relevant household member as instructed in the Questionnaires.
- Records the number of persons listed for that household in Section “H” of the Long Questionnaire and to the Section at the top - right hand side of the Short Questionnaire, indicating the number of males, females and the total.
- Transfers the number of males, females and the total to the control form; SWT 15A
- Ticks against the name of head of the household on Form EA2 (where the list of heads of households is available) to indicate that the enumeration is completed. If at all the enumerator has to make a call back, this must be recorded in his/her notebook.
- Ensures that each enumerator uses household numbers starting from “001” to “950” for private households. In case the selected EA has a small collective household within (guest house, health facility, etc.), then the enumerator uses household numbers starting from “951”, “952” ..... “999” for the collective household and that he/she asks questions 1-8 only.
- Puts a “V” mark using white chalk at the house or apartment entrance when the enumeration is completed.

You should later discuss any irregularities you observed with the respective enumerator and point out the correct procedures and instruct him/her to make the necessary corrections immediately. If necessary, he/she should go back to the household to make the corrections. If the enumerator continues to make mistakes, observe a few more interviews. Should an improvement not be noted, the enumerator should be replaced by a reserve.

In addition, you should also carry out the following:

- Visit a small number of households (about 5) where marks have been made on their houses to indicate completion of enumeration and record names of heads of households. Check the enumerators' records to ensure that questionnaires have been completed for such households.

- Select at random few households (whether enumerated or not) and list the members of each household and their visitors who spent the census night in each of the household so as to cross check (later) with the completed questionnaires to ensure quality of the work.
- Check all completed questionnaires, when you visit the enumerator in the field to make sure that the entries are correct and consistent. The checking should include comparing entries (codes) recorded in respect of each person to various questions to see whether they are consistent and reasonable.

The following are some of the consistency checks you should carry out for Short and /or Long questionnaires

• Sex and Relationship	For instance, if relationship is wife, then sex must be female.
• Age and Relationship	The difference in age between, say, the head of the household and first child should be reasonable. A difference of less than 12 years, indicates that there may be a mistake in reporting or recording.
• Age and Education	Nobody expects a 12 year-old child to have a University education.
• Age and Occupation	It is not possible to have a Medical Doctor who is 15 years old.
• Education and Occupation	Don't expect a primary school graduate to be a Statistician.
• Age of Mother and Children born alive	Under normal circumstances, don't expect a female below 9 years to have children born alive.
• Mother and children born alive in the last 12 months	Should a mother states that she gave birth to 6 live children during the last 12 months period before the Census, treat the answer with caution.
• Economic Activity and Employment Status	Don't expect a person who reported to be an employee receiving a salary in question 17 to report to be an employer in question 18

It is important that when you discover inconsistencies you make a note in your notebook and contact the respective enumerator to make the necessary corrections immediately.

Ensure that, during enumeration, the enumerator moves from one household to another. He/she should not be allowed to complete a questionnaire without interviewing the respective respondent. This is pure corruption. When you find such a situation, intervene immediately. If the enumerator does not immediately change his/her behaviour, he/she should be dismissed and be reported to the DCEO as soon as possible. Note the details in your notebook and advise your DCEO as soon as possible. A reserve enumerator should be assigned to undertake and complete enumeration of the respective EA.

As a general rule, you should carry additional materials (i.e. questionnaires, spare 2HB pencils, erasers and sharpeners) with you when you are moving around in your SA. If you give out extra questionnaires to an enumerator, remember to note down the serial numbers for these questionnaires in the checklist for distribution of materials to enumerators.

You should also leave a message at your supervisor's centre giving the route you are following and your expected time of arriving at the places you are to visit.

## **4. POST ENUMERATION ACTIVITIES**

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### **4.1 Immediately after Enumeration**

As soon as an enumerator working in your Supervisory Area (SA) completes the entire enumeration in his/her EA, he/she is instructed to hand over all the materials to you. You have to tick in your checklist form for *Receipt of Materials* from the enumerator.

It is of particular importance that you receive all questionnaires from the enumerator. The damaged questionnaires and those that have not been used must also be returned to prevent them from being misused.

When you are receiving the materials from the enumerator, you must check that:

- All completed questionnaires received are in good shape.
- The total number of questionnaires returned must correspond to the number of questionnaires issued to the enumerator (both prior to and during the enumeration period).

### 4.1.1 Checks on Completed Questionnaires

When you are satisfied that the questionnaires are in good shape, arrange them according to household numbers, you can then fill the control forms to acknowledge reception of the questionnaires.

Furthermore, you are required to do and check the following:

- The households are numbered consecutively throughout the whole EA in the respective spaces provided on the questionnaire.
- Compare the names of persons enumerated by the respective enumerator with the number of persons you listed in a sample of households during your field visit.
- Edit all the questionnaires thoroughly.

When checking enumerator's work in the field, use the consistency checks on page 8 and control forms for quality check. After checking all the Questionnaires and you are satisfied that they have been fully and correctly filled, the Questionnaires are now ready to be handed to the DCEO.

### 4.2 Delivery of Materials

It is now time for you to prepare the materials and hand them over to the District Census Executive Officer. Use the following procedure when you are preparing the material to take them to the DCEO.

- Ensure that the boxes containing questionnaires for each EA are clearly labeled.
- Arrange all lists of Vitongoji chairmen/Shehia and heads of households (where available) in administrative order and put them in a separate box and should be labeled.
- When transporting the materials to DCEO's office you must take great care not to lose any of the materials. If it happens that you are traveling by public transport, you should not allow the materials to be put on the roof of the bus as they may get damaged or fall off.
- When you arrive to DCEO's office, ensure that the DCEO checks the materials, complete the checklist form and signs for the materials. You should keep a copy of the signed form for future checks.

You should ensure that the DCEO knows how to contact you in case he or the Regional Census Coordinator raises any queries at later stages.

**IT CAN BE DONE, PLAY YOUR PART**