



**THE UNITED REPUBLIC OF TANZANIA**

**THE 2002 POPULATION AND HOUSING CENSUS**

**HANDBOOK FOR REGIONAL CENSUS  
COORDINATORS REGIONAL  
STATISTICAL OFFICERS AND  
DISTRICT CENSUS EXECUTIVE OFFICERS**

**CENTRAL CENSUS OFFICE  
NATIONAL BUREAU OF STATISTICS**

**PRESIDENT'S OFFICE  
PLANNING AND PRIVATIZATION**

**Dar es Salaam**

**June, 2002**

<b>CONTENTS</b>	<b>PAGE</b>
1. INTRODUCTION	1
2. THE COVERAGE OF THIS HANDBOOK	1
3. THE ROLE OF REGIONAL CENSUS COORDINATORS (RCCs) AND REGIONAL STATISTICAL OFFICERS (RSOs)	2
4. THE ROLE OF DISTRICT CENSUS EXECUTIVE OFFICERS (DCEOs)	2
5. TRAINING LEVEL II AT REGIONAL HEADQUARTERS (25 <sup>th</sup> JULY – 05 <sup>th</sup> AUGUST 2002)	3
6. TRAINING LEVEL II AT REGIONAL HEADQUARTERS (11 <sup>th</sup> AUGUST – 20 <sup>th</sup> AUGUST 2002)	4
7. REGISTRATION OF SUPERVISORS AND ENUMERATORS	4
8. RESERVE OF SUPERVISORS AND ENUMERATORS	5
9. SPECIAL ENUMERATION ARRANGEMENTS	5
9.1 Ship's Crew	6
9.2 Vagrants	6
9.3 Passengers Traveling on Trains, Buses, Aeroplanes, etc.	6
9.4 Unstable Population Institutions	7
9.5 Migratory Population	7
9.6 Remote areas	7
10. CENSUS MATERIAL	7
10.1 Geographical Material	7
10.2 Questionnaires and Other Census Material	8
11. ACCOMMODATION AND TRANSPORT FOR THE ENUMERATORS AND SUPERVISORS	8
12. DUTIES DURING ENUMERATION	9
13. RECEIPT OF MATERIAL AFTER ENUMERATION	9
14. ARRANGING THE MATERIAL IN ADMINISTRATIVE ORDER	9
15. PACKING OF THE QUESTIONNAIRES	10

16.	CHECK-UP OF QUESTIONNAIRES THAT ARE NOT CHECKED BY THE SUPERVISORS	10
17.	CHECK-UP OF QUESTIONNAIRES CHECKED BY THE SUPERVISORS	10
18.	COMPILATION OF PRELIMINARY RESULTS	11
19.	WHEN THE COMPILATION IS COMPLETED	11
20.	DELIVERY OF QUESTIONNAIRES TO DAR ES SALAAM	11
21.	HANDLING AND FILLING_IN QUESTIONNAIRES FOR OPTICAL MARK RECOGNITION (OMR) TECHNOLOGY	12
21.1	Handling	12
21.2	Filling-in the OMR Questionnaires	13
22.	SCANNING	14
	Annex 1: Control Forms	15

## **1. INTRODUCTION**

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One of the objectives of the Population and Housing Census is to provide regional and district authorities, policy makers, planners, researchers, learning institutions etc. with socio-economic and demographic data for policy formulation and development planning. As such, the information to be collected should be consistent and accurate to enable users meet intended objectives.

The fact that a Population and Housing Census is an enormous undertaking, there is a need to decentralize activities to the regional and district authorities so as to ensure national ownership, efficiency and effective implementation. To fulfil this, Regional Census Coordinators (RCCs) and District Census Executive Officers (DCEOs) have been appointed to work with the Regional Statistical Officers (RSOs) as one strong team responsible for all census activities in their respective areas. These officials have been equipped with census skills and knowledge through several seminars and workshops arranged by the Central Census Office.

## **2. THE COVERAGE OF THIS HANDBOOK**

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This handbook describes the RCC's, RSOs and DCEO's obligations as far as the technical and administrative activities of the census enumeration are concerned. The fundamental documents for RCCs, RSOs and DCEOs are Instructions to Enumerators' manual and the Handbook for Supervisors that gives a more detailed description on the different roles in the enumeration.

RCCs, RSOs and DCEOs will be fully involved in the administrative and technical arrangements for the enumeration in their respective areas. These include:

- i) Recruitment of supervisors and enumerators.
- ii) Administrative arrangements for the various training levels.
- iii) Payment of supervisors and enumerators.
- iv) Dispatch of supervisors and enumerators to their respective areas.
- v) Accommodation for the supervisors and enumerators during the enumeration period (where necessary).
- vi) Transport organization during enumeration.
- vii) Informing and education the public on the census (IEC).
- viii) Communicating the preliminary census results to the Central Census Office (CCO)<sup>1</sup>.

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<sup>1</sup> The census results should not be released to the public without permission from CCO

### **3. THE ROLE OF THE REGIONAL CENSUS COORDINATORS AND REGIONAL STATISTICAL OFFICERS**

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The special character of the Census, one of the largest single projects any country can undertake, expressed in terms of the number of people involved, necessitates a well-planned decentralized organization. A major part of the workload is laid upon the respective District Census Executive Officers, while the Regional Census Coordinators and Regional Statistical Officers will primarily function as coordinators and technical managers of the census activities in their respective regions.

In addition, RCCs and RSOs have been assigned some specific duties during enumeration, which they must concentrate upon with utmost effort. These include:

- i) Arrange training venue for Level II.
- ii) Participate in the Level II training as trainees.
- iii) Ensure that, the arrangement for training in Level III is made by the DCEOs.
- iv) Ensure that, the geographical material needed for enumeration in their respective regions – particularly EA and SA maps – are correct, complete and ready, well in advance before the start of the training at all levels.
- v) Coordinate the activities for enumerating special population categories (see Section 9) in the region to ensure that they are properly enumerated.
- vi) Keep the Regional Census Committee well informed about the Census.
- vii) Inform and educate the public on the census in their respective regions.

### **4. THE ROLE OF THE DISTRICT CENSUS EXECUTIVE OFFICERS**

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The role of the DCEOs is also the concern of the RCCs and RSOs, since they are ultimately responsible for the entire census work in their regions.

DCEOs will undertake the following activities:

- i) Recruit supervisors, enumerators and arrange training venue(s) for Level III.
- ii) Be trained (training Level II at every Regional Headquarters) together with their assistants.
- iii) Receive necessary training and enumeration material from the respective RCC.

- iv) Attend to any emerging problems with the assistance of the RCC, RSO and/or CCO wherever the need arises.
- v) Re-allocate reserve supervisors, enumerators whenever the need arises.
- vi) Ensure that, the district has some reserve material during enumeration.
- vii) Ensure effective transport logistics.
- viii) Ensure smooth availability of funds and that supervisors and enumerators are paid their allowances accordingly.
- ix) Ensure availability of geographical material for every supervisor and enumerator.
- x) Make special arrangements to enumerate special population groups (see Section 9).
- xi) Check the work of supervisors and enumerators.
- xii) Receive material from the supervisors when enumeration is completed.
- xiii) Check the received material particularly the questionnaires.
- xiv) Compile provisional population figures i.e, male, female and total and communicate the results to the respective RCC and RSO as early as possible.
- xv) Pack the questionnaires and hand them over together with other material **except pens, pencils, erasers, sticks of chalk and sharpeners (to be retained by supervisors and enumerators)** to the Central Census Office through RCC and RSO.
- xvi) Take control of movement of material.

DCEOs must keep district officials well informed about the Census. They must initiate meetings with the District Census Committee, and it is recommended that, the committees meet in the beginning of August 2002, and just after the training of supervisors and enumerators to discuss progress on the ongoing census activities.

## 5. TRAINING LEVEL II AT REGIONAL HEADQUARTERS (25<sup>th</sup> JULY – 05<sup>th</sup> AUGUST 2002)

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Those who will be trainers at the division/ward/shehia (training Level III) will attend this training to be conducted by the Central Census Office staff. The trainees will be trained about the overall census project with emphasis on the enumeration exercise.

It must be noted that, preparation for training at Level III must be done by DCEOs well in advance before they attend the regional level training. That is, to ensure availability of the required number of supervisors, senior enumerators, junior enumerators, training venues, etc.

Trainees at this level will comprise of Regional Census Coordinators, Regional Statistical Officers, District Census Executive Officers, District Education Officers, District Supply and Logistics Officers, Education Coordinators, Teachers from Secondary Schools and Field Assistants. Each DCEO is required to retain one Field Assistant throughout the census enumeration exercise.

## **6. TRAINING LEVEL III AT THE DIVISIONAL/WARD/SHEHIA HEADQUARTERS (11<sup>th</sup> AUGUST – 20<sup>th</sup> AUGUST 2002)**

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After the regional training, DCEOs and the trainers must return immediately to their respective districts in order to carry out the following:

- To facilitate level III training (11<sup>th</sup> – 20<sup>th</sup> August 2002) for supervisors, senior and junior enumerators will concentrate on both long and short questionnaires. The number of trainees in one class should be about 60. Details for the training programme, such as timetable, contents of the training, administrative arrangements, etc. are detailed in the Training Manual.
- To ensure that the recruited number of trainees for level III is available and that the training venues identified earlier are still available.
- To ensure that the training materials are available at the training venues

## **7. REGISTRATION OF SUPERVISORS AND ENUMERATORS**

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Participants for Level III training are required to report at their divisional/ward/shehia offices, latest on **22<sup>nd</sup> August 2002**. DCEOs must arrange a proper reception procedure, not only for payment of allowances, but also to facilitate the allocation of the participants to different training venues, Supervisor Areas (SAs) and EAs.

DCEOs should allocate supervisors, senior and junior enumerators to SAs and EAs before the training end. They will fill in the form SWT 12B; "DCEO's Allocation of Supervisors and Enumerators to their Respective Areas".

In allocating the supervisors and enumerators to their respective areas, DCEOs must remember the following:

- i) To avoid allocating female enumerators to areas with accommodation or similar problems.
- ii) To assign enumerators to areas where they are staying or close to their homes to minimise accommodation problems and transport costs.
- iii) Ensure that one enumerator works in one EA unless otherwise specified.
- iv) In a case where a collective household is found within a sampled EA, i.e., a guest house, health facility, etc., he/she should ensure that the enumerator uses household numbers starting from “951” for the collective households.
- v) That, somebody familiar with a specific area – for instance, knowing the local language should be allocated to that area.

## 8. RESERVE OF SUPERVISORS AND ENUMERATORS

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It is important to train a number of supervisors and enumerators exceeding the demand, since some of the earmarked supervisors and enumerators may fall sick, or for other reasons they may become unable to carry out the enumeration. This reserve group will be given the same equipment as the rest of the supervisors and enumerators, except for the number of questionnaires and the geographical material. They will be stationed at the divisional/ward/shehia office, prepared to move out to the field whenever they are required. **Their names should also be entered in the “allocation list” but with the word “Reserve” in the column for ward/shehia and village/street. The Central Census Office is responsible for determining the exact number of reserves per district after the completion of cartographic work.**

## 9. SPECIAL ENUMERATION ARRANGEMENTS

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The geographical work has resulted in a sub-division of the country into enumeration areas (Eas). An EA in an urban area has an estimated population of 400 persons while that of rural area has 800 persons.

There are special population categories that, by definition, do not belong to any household, or for other reasons require special arrangements to be enumerated. Special arrangements are required for the first three categories (9.1 – 9.3) listed below, since these are not included in normal EAs. DCEOs should know where such people are found in his/her respective area and make special arrangements for enumerating them. These special population categories are explained in this handbook.



## 9.1 SHIP'S CREW

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DCEOs having harbours in their areas must, in advance, contact harbour authorities and explain to them about the census enumeration requirements regarding visiting ships. Male enumerators should be used and police escort arrangements be made to start the enumeration after midnight of the 24/25 of August, 2002.

Crew in all ships docked on the harbour on the census night must be enumerated. Ships docked on the 25<sup>th</sup> August, 2002 onwards must not be included. Short questionnaires should be administered with the Identification Section filled-in with the normal codes for region, district and ward/shehia. In this case, the EA code and household number will be “988” and “951” respectively.

The remaining sections of the questionnaire are filled in the normal way, by using one row for every member of the crew.

<p><b>Note: Docking implies ships being in the Harbour territory, not only in the dock</b></p>
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## 9.2 VAGRANTS

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Some people in urban areas are outdoor sleepers with no fixed dwellings. They are usually found in and around markets, at railway stations, or under trees at the roadside. DCEOs must note, in advance, where such vagrants can be found. Male enumerators, working in pairs and accompanied by plain-clothed police, should be sent to carry out enumeration just after midnight on the 25<sup>th</sup> August, 2002. Such people must be enumerated during the night only, as it is difficult to enumerate them during the day.

Short questionnaires will be administered and all sections filled-in as normal, with the exception of the EA code and the household number, where code “988” and “951” will be used respectively.

## 9.3 PASSENGERS TRAVELLING ON TRAINS, BUSES, AEROPLANES, ETC.

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Some people will embark on trains, buses etc, on the 24<sup>th</sup> of August, 2002 and will be travelling during the Census Night. DCEOs must, well in advance, contact authorities concerned to find out transport timetables and agree on necessary enumeration arrangements for the passengers.

A pair of enumerators must be placed at the main stations from the afternoon on the 24<sup>th</sup> of August, 2002 for at least 24 hours. They will enumerate people who embark or disembark during this period.

In order to avoid double counting or omission, individuals enumerated in this way will be given a Census Card, showing that they have been enumerated.

Short questionnaires will be administered and all sections filled-in as normal, with the exception of the EA code and the household number, where codes "988" and "951" will be used respectively.

## 9.4 UNSTABLE POPULATION INSTITUTIONS

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DCEOs must pay a special attention to institutions such as hotels, boarding houses, camps, etc., which have an unstable population. Management of the institutions have to be contacted and briefed about the census before the enumeration day. The enumeration should start very early in the morning on Sunday, 25<sup>th</sup> August, 2002 so as to avoid unnecessary omissions caused by memory lapse.

## 9.5 MIGRATORY POPULATION

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DCEO must check the geographical material for any presence of migratory population in their areas, up-date and also get a total pre-information, in order to know where to send different enumerators. It is also important to involve local leaders as much as possible in the enumeration of this population category.

## 9.6 REMOTE AREAS

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DCEOs must, in advance, get information about scattered population in remote areas in their districts. Enumerators who will be working in these EAs will be informed on the situation after the training. They must afterwards ensure that, these households have been included in the enumeration as private households. That is, with household numbers starting with "001" onwards.

<b>Remember:</b>	<b>To remind every Supervisor and Enumerator to enumerate themselves in the areas they spent the census night.</b>
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## 10. CENSUS MATERIAL

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### 10.1 Geographical Material

DCEO must ensure that every enumerator in the district is provided with the following geographical material for enumeration:

- i) A copy of the EA-map (Form EA1)

- iii) A list of "Vitongoji chairmen" and heads of household for EAs (where available)

They should provide every supervisor with the following:

- i) A copy of the EA-map for all EAs in their SA
- ii) A copy of SA – map
- iii) A list of "Vitongoji Chairmen" and heads of household for their EAs (where available)

## 10.2 Questionnaires and Other Enumeration Material

Material required for training and enumeration, with the exception of geographical material, will be dispatched to every district by the Central Census Office via Regional Census Offices. DCEOs will also receive some extra material and must make sure that; they have enough material for their districts. Furthermore, they should carry extra material whenever they move around the district during enumeration.

The questionnaires will then be distributed to the supervisors who will in turn distribute them to their respective enumerators (Form 13A). Checklist for Distribution of Questionnaires (SWT 12A) must be filled-in to ensure control.

**Note: A lot of material will be in circulation, and it is therefore very important that DCEOs have an absolute control.**

When DCEOs have decided on the different training centres in their districts, they must also arrange the geographical material for each centre. Fill-in the checklist forms for the Distribution of Material for Training.

The geographical material for enumeration will be distributed during the last day of training Level III and, it must be ensured that, all supervisors and enumerators are given the correct material for their area.

## 11. ACCOMMODATION AND TRANSPORT FOR THE NUMERATORS AND SUPERVISORS

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The DCEOs must ensure that, the training venues are at the divisions/wards/shehia and that enumerators and supervisors are recruited from the same areas. This arrangement is purposely done to solve transport and accommodation problems for the supervisors and enumerators since they will be working at their areas of residence.

It is very crucial that, all supervisors and enumerators visit their enumeration areas **3 days before the Census Day (enumeration day)**. Although transport for most of the enumerators and supervisors won't be needed, it will be needed by enumerators and supervisors in problematic areas.

Also, the people in charge of the census activities will need transport, as they will be moving around in the district to ensure that the enumeration exercise is going on smoothly. As such, a transport plan must be on the agenda for the District Census Committee meeting that is planned for early August, 2002.

## **12. DUTIES DURING ENUMERATION**

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The DCEOs must follow-up the enumeration work as much as possible, visit the supervisors, and pay attention to remote areas and areas with transport problems.

Since at least two District Officials (DCEO with his/her assistant) will be involved in the census exercise, one should remain in the District Headquarters while the other supervises fieldwork. The one at headquarters will be responsible for the following tasks:

- Finalize necessary preparations for the receipt of material from the supervisors when the census exercise is over.
- Make necessary arrangements to send out more material to the field when required.
- Be prepared to get in touch with the RCC and RSO (in the region) whenever required.
- Supervise the enumeration work around the district headquarter.

## **13. RECEIPT OF MATERIAL AFTER ENUMERATION**

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Supervisors are instructed to hand over the material to DCEOs with the exception of what they are entitled to retain. The DCEOs must complete the necessary control forms upon receiving the material. They must, at the same time, ensure that, all the questionnaires are completely filled-in and that, the unused questionnaires are returned.

## **14. ARRANGING THE MATERIAL IN ADMINISTRATIVE ORDER**

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Short and Long questionnaires must be treated separately. They must be arranged in code-order, which means by ward/shehia and EA codes within the district, then, by household number with the lowest number being the first.

Where available, the lists of heads of household used during the enumeration should be arranged in the same way. They should immediately be put in census boxes to be handed over to the Central Census Office in Dar es Salaam through RCC and RSO.

Other geographical material used in the enumeration – EA-maps and notebooks – should be attached to the relevant ward/shehia files.

## 15. PACKING OF THE QUESTIONNAIRES

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Short and Long Questionnaires should be kept in separate boxes. One box should accommodate questionnaires of complete EAs. One must never split up an EA in two or more boxes. Then, fix in the label on the box with identification information of the EA or EAs.

## 16. CHECK-UP OF QUESTIONNAIRES THAT ARE NOT CHECKED BY THE SUPERVISORS

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Every Supervisor is instructed to go through the material from his/her enumerators as per instructions (see Handbook for Supervisors, Section 3.1). If for some reasons, some supervisors fail to check the questionnaires, then, the respective DCEOs will have to perform the task as an additional obligation.

## 17. CHECK-UP OF QUESTIONNAIRES CHECKED BY THE SUPERVISORS

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DCEOs must:

- i) Make sure that, **the identification section** is correctly completed in all the questionnaires. This includes the following:
  - Region code
  - District code
  - Ward/Shehia code
  - EA code (Village or street)
  - Form number
  - Household number
- ii) Check that, all other relevant boxes in the questionnaire are filled-in including the total number of members in the household.

<b>Note:</b> When you make corrections, or fill-in the missing codes, erase and fill-in using a 2HB pencil (not a biro).
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## 18. COMPILATION OF PRELIMINARY RESULTS

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The DCEO must compile the preliminary results for village/street and ward/shehia in your district.

The inputs for this work are from the SWT 15A Form which was previously filled by the enumerator in the field

DCEOs must then add up the total population by sex in their districts. They should work systematically, starting with totals for each EA, village, ward/shehia and eventually the whole district.

<b>Remember:</b> Always, use a calculator when you carry out the calculations
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## 19. WHEN THE COMPILATION IS COMPLETED

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When the DCEO has completed all compilations for his/her district, he/she will communicate the results the respective RCC and RSO immediately, using the quickest means of communication.

It is very important to get the calculations approved by the Central Census Office before the questionnaires are forwarded to Dar es Salaam following the routine described in Section 20.

The target is to present the compiled preliminary results for the entire country at the earliest possible time after the enumeration. RCCs and RSOs must therefore communicate the information to CCO before the end of October, 2002.

<b>Note:</b> No results should be revealed to the public unless approved by the Central Census Office.
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## 20. DELIVERY OF QUESTIONNAIRES TO DAR ES SALAAM

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When all the questionnaires have been checked and packed, hand them over to the regional authorities for onward delivery to Central Census Office in Dar es Salaam.

**Important:** Never deliver the material to Dar es Salaam unguarded. RSO, RCCs and DCEOs must take responsibility to ensure that, all questionnaires and other required material are delivered to Dar es Salaam safely as early as possible.

Together with the census boxes, indicate the date of dispatch of the material, means of transport and name of person in charge of the material. You should also keep this information in your own record.

Together with the census questionnaire, forward to Dar es Salaam the following materials:

- a) All base maps.
- b) All EA- and SA-maps.
- c) All lists of heads of household used during the enumeration (where available).
- d) All other items supplied to you should be returned to the supervisors after the enumeration, except those identified earlier that would be retained by the supervisors and enumerators.
- e) All Un-used and damaged questionnaires.

## **21. HANDLING AND FILLING-IN QUESTIONNAIRES FOR OPTICAL MARK RECOGNITION (OMR) TECHNOLOGY**

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Information processing in the world today involves handling huge volumes of data. This has prompted the world to improve on its data capturing methods in order to handle large volumes of data within a short period of time. The area of data capturing has seen the introduction of Optical Mark Recognition (OMR) technology to quickly read data into the computer

In the 2002 Population and Housing Census, the Central Census Office and the National Bureau of Statistics will use the OMR technology to capture data for the first time. It is therefore important, to sensitise all concerned parties in your area on the use and handling of these machine-readable questionnaires. Unlike ordinary questionnaires, the OMR questionnaires need to be handled with great care to reduce errors. It is anticipated that, if these questionnaires are handled in the right manner, it will reduce the time for data capturing, which would ultimately result in data being processed within the desired time frame.

### **21.1 Handling**

In order to successfully achieve the objective of the new system, care must be taken when handling the OMR questionnaires. The following measures must be taken into account to enable the scanner to read all the information required correctly:

- a) **Do not write any thing else on the questionnaire:** Any unnecessary mark, no matter how small, may prevent the questionnaire from being read and result in wrong data being captured
- b) **Questionnaires must not be folded:** Do not fold the questionnaires. Always carry and carefully keep them in the bags and folders provided.
- c) **Questionnaires must not be crumpled or greased:** The questionnaires must be kept where they cannot be crumpled, smudged or folded at the edges. Greases or folds may prevent them from passing through the scanner.
- d) **Questionnaires must not be stapled:** Questionnaires should not be stapled together for any reason. Stapling of questionnaires may cause tearing.
- e) **Questionnaires must not be stored with other items:** Avoid storing OMR questionnaires with other items. The bags provided are meant for carrying them only. Any other items should be carried separately.
- f) **Avoid giving unauthorized persons to handle the questionnaires:** Ensure that, only persons filling-in the questionnaires should be allowed to handle them. Once they have finished filling-in, all completed questionnaires should be kept securely and separate from the blank ones.
- g) **Questionnaires must not be handled with wet or oily hands:** Ensure that, you have dry and clean hands when handling the questionnaires. Ensure that, any form of oil, dirt or sweat is wiped off your hands before you handle the questionnaires.
- h) **Questionnaires must be stored in a dry place:** Once the questionnaires are soaked it makes reading very difficult and at times, the questionnaires may not be read at all. You must ensure that, the questionnaires are kept dry and clean. They should not be exposed to water or any form of liquid.

## 21.2 Filling-in the OMR Questionnaires

Before filling-in the census questionnaires, the enumerators and supervisors, are strongly advised to study the general pattern of the questionnaire and understand the instructions.

Care must be taken when filling-in the questionnaire to avoid shading the relevant boxes wrongly. To avoid wrong entry of responses, they must understand how the responses given by the respondents are to be recorded in the questionnaire. The following instructions will help them to correctly fill-in the questionnaire.



Use of a **well-sharpened 2HB pencil** to shade the responses and **non-use of ink (biro)**. The scanner will not read anything written in ink.

**Note:** Every box must be shaded completely and visibly. The shading should be confined within the small box provided for shading.

Only 2HB pencils shall be used in filling in the questionnaire.

No tick (v), cross (x) or circle (O) shall be used instead of shading

All wrong shadings must be erased completely

## 22. SCANNING

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Questionnaires will be scanned by enumeration area. Those that are not correctly shaded or correctly handled will be rejected. After scanning, an error list will be generated for each enumeration area. The report is used to correct rejections and then the questionnaires are re-scanned. **The error report shows enumeration areas that had the most rejections and causes of rejection. The region, district and ward/shehia with most mistakes will therefore be traced. This will paint a bad picture to all those who were responsible in handling the respective site with most rejections!** During fieldwork, part of the enumerator and supervisor's allowances will be withheld until upon successful completion of their assignment and certification by the DCEO.

IT CAN BE DONE, PLAY YOUR PART

Control Form  
2002 POPULATION AND HOUSING CENSUS  
Despatch of Census Materials from CCO to DCEO

--	--

Code

Region

Name and signature (CCO)

...../...../2002

Date

--	--

Code

District

Name and signature of DCEO

...../...../2002

Date

Item	Unit	Quantity
Long questionnaires	Number	
Short questionnaires	Number	
Training manuals	Number	
DCEOs Handbook	Number	
Instruction Manual to Enumerators	Number	
Instruction Manual to Supervisors	Number	
Writing boards	Number	
Special Bags	Number	
Erasers	Number	
2HB Pencils	Number	
Sharpeners	Number	
Blue biro	Number	
Red biro	Number	
Pieces of chalks	Number	
Note books	Number	
T-Shirts	Number	
Caps	Number	
Badges	Number	
Stickers	Number	
Posters	Number	
Leaflets	Number	
Cellotapes	Number	
Empty boxes for carrying questionnaires	Number	
Special Cards for passengers (NIMEHESABIWA)	Number	
PHCF 11B1	Number	
PHCF 12A	Number	
PHCF 12B	Number	
PHCF 13A	Number	
PHCF 13B	Number	
PHCF 14	Number	
PHCF 15A	Number	
PHCF 16A	Number	
PHCF 16B	Number	

Prepare two copies. A copy each for CCO and RCC/RSO

**NB:**

The CCO copy is to be submitted as soon as possible so as to monitor movement of materials.

Control Form  
2002 POPULATION AND HOUSING CENSUS  
Despatch of Census Materials from CCO to RCC

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Code

Region

Name and signature (CCO)

...../...../2002

Date

--	--

Code

District

Name and signature of RCC

...../...../2002

Date

Item	Unit	Quantity
Boxes for Long questionnaires	Number	
Boxes for Short questionnaires	Number	
Boxes for Training manual	Number	
Boxes for DCEOs handbook	Number	
Boxes for Instruction manual to enumerators	Number	
Boxes for Instruction manual to supervisors	Number	
Boxes for Writing boards	Number	
Boxes for Bags	Number	
Boxes for Stationaries	Number	
- Erasers	Number	
- 2HB Pencils	Number	
- Sharpeners	Number	
- Blue biro	Number	
- Red biro	Number	
- Pieces of chalks	Number	
Boxes for Note books	Number	
Boxes for T-Shirts	Number	
Boxes for Caps	Number	
Boxes for IEC materials	Number	
- Badges	Number	
- Stickers	Number	
- Posters	Number	
- Leaflets	Number	
- Cellotapes	Number	
Boxes for Empty boxes	Number	
Boxes for Special Cards for passengers	Number	
Boxes for control Forms	Number	
- PHCF 11B1	Number	
- PHCF 12A	Number	
- PHCF 12B	Number	
- PHCF 13A	Number	
- PHCF 13B	Number	
- PHCF 14	Number	
- PHCF 15A	Number	
- PHCF 16A	Number	
- PHCF 16B	Number	

Prepare three copies. A copy each for CCO, RSO and DCEO

**NB:** The CCO copy is to be submitted as soon as possible so as to monitor movement of materials

Control Form  
2002 POPULATION AND HOUSING CENSUS  
Despatch of Census Materials from RCC to DCEO

<div style="border: 1px solid black; width: 40px; height: 15px; display: flex; align-items: center; justify-content: center;"> </div>	Region	Name and signature (RCC)	Date
			...../...../2002
<div style="border: 1px solid black; width: 40px; height: 15px; display: flex; align-items: center; justify-content: center;"> </div>	District	Name and signature of DCEO	Date
			...../...../2002

Item	Unit	Quantity
Boxes for Long questionnaires	Number	
Boxes for Short questionnaires	Number	
Boxes for Training manual	Number	
Boxes for RCCs/RSOs and DCEOs Handbook	Number	
Boxes for Instructions manual to enumerators	Number	
Boxes for Instructions manual to supervisors	Number	
Boxes for Writing boards	Number	
Boxes for special bags for carrying questionnaires	Number	
Boxes for Stationaries	Number	
- Erasers	Number	
- 2HB Pencils	Number	
- Sharpeners	Number	
- Blue biro	Number	
- Red biro	Number	
- Pieces of chalks	Number	
Boxes for Note books	Number	
Boxes for T-Shirts	Number	
Boxes for Caps	Number	
Boxes for IEC materials	Number	
- Badges	Number	
- Stickers	Number	
- Posters	Number	
- Leaflets	Number	
- Cellotapes	Number	
Boxes for Empty boxes	Number	
Boxes for Special Cards for passengers	Number	
Boxes for control Forms	Number	
- PHCF 11B1	Number	
- PHCF 12A	Number	
- PHCF 12B	Number	
- PHCF 13A	Number	
- PHCF 13B	Number	
- PHCF 14	Number	
- PHCF 15A	Number	
- PHCF 16A	Number	
- PHCF 16B	Number	

Prepare three copies. A copy for CCO, RCC and RSO

NB: The CCO copy is to be submitted as soon as possible so as to monitor movement of materials

Control Form  
2002 POPULATION AND HOUSING CENSUS  
Despatch of Census Materials from DCEO to CCO

<div style="border: 1px solid black; width: 40px; height: 15px; display: flex; justify-content: space-between; padding: 2px;"> </div>			...../...../2002
Code	Region	Name and signature of DCEO	

<div style="border: 1px solid black; width: 40px; height: 15px; display: flex; justify-content: space-between; padding: 2px;"> </div>			...../...../2002
Code	District	Name and signature (CCO)	

Item	Unit	Quantity
Long questionnaires	Number	
Short questionnaires	Number	
Note books	Number	
SA Maps	Number	
EA Maps (EA1 Forms)	Number	
List of heads of households (EA2 Forms)	Number	
Base Maps	Number	
Cartographic equipment	Number	
Master traces of EAs and SAs	Number	
PHCF 11A	Number	
PHCF 12A	Number	
PHCF 12B	Number	
PHCF 13A	Number	
PHCF 13B	Number	
PHCF 14	Number	
PHCF 15A	Number	
PHCF 16A	Number	
PHCF 16B	Number	

Two copies to be prepared, one to be submitted to CCO and the other to RCC/RSO

Control Form  
 2002 POPULATION AND HOUSING CENSUS  
 Despatch of Census Materials from RCC to CCO

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Code

Region

Name and signature of RCC

...../...../2002

Name and signature (CCO)

...../...../2002

Item	Unit	Quantity
Note books - (RCC and RSO)	Number	
Base Maps	Number	
Cartographic equipment	Number	
Master traces of EAs and SAs	Number	

Code  Ward/Shehia

Training venue

Date \_\_\_\_\_

[illegible]

**Prepare three copies. A copy for CCO, RCC/RSO and to the trainer of the respective venue**

Name and signature of DCEO

Date 1/2002

**NB: It should be completed before the last training starts**




Code


District

Date ...../...../2002

Name and signature of Supervisor

[illegible]


Code

Region


Code

District

...../2002

Date \_\_\_\_\_

Name and signature of Supervisor

Control Form  
2002 POPULATION AND HOUSING CENSUS  
Supervisor's checklist for Receipt of materials from Enumerators

[illegible]

**NB: The remaining census materials of Supervisor should be included in this form.**

**Remember to record extra questionnaires distributed to enumerators during enumeration.**

**Remember to record extra questionnaires distributed to enumerators during enumeration.**  
**Hand over the checklist forms to DCEO with all indicated above materials whether used, unused or destroyed during enumeration.**


Code

Region


Code

District

Date ...../...../2002

Name and signature of Supervisor

Name of enumerator	EA Code	Before enumeration starts		During enumeration, follow check points in your instructions section 2.4. Note date for the check and comments for mistakes found.	After enumeration tick (/) when check is made		
		note date for checking Timetable if prepared	List if updated		Identification blocks are correct	Qner Nos. and Hh Nos. are correct	Total Hhs and Population by Sex are correct

		Code
		Code

Region

District

Date ...../...../2002

Name of enumerator	EA Code	Before enumeration starts		During enumeration, follow check points in your instructions section 2.4. Note date for the check and comments for mistakes found.	After enumeration tick (✓) when check is made
		note date for checking Timetable if prepared	List if updated		
					Total Illis and Population by Sex are correct

Page 25

Code

Code

Region

District

...../...../2002

Date \_\_\_\_\_

[illegible]

1. Prepare 3 copies. A copy each for CCO, RCC/RSO and DCEO
2. Transfer Village/Street totals from PHCF16A to this PHCF 16B
3.
  - (i) List all EA in code order starting with the lowest code.
  - (ii) Use **BLUE** biro to complete the form, **RED** for the totals
  - (iii) Always make sure that the totals are correct
  - (iv) Avoid to write a number on top of the other
4. Continue with a new Ward/Shehia on the same page if there is space.

THE RESULTS MUST NOT BE PUBLICISED BEFORE THE APPROVAL OF THE CENTRAL CENSUS COMMITTEE

**Control Form**  
**2002 POPULATION AND HOUSING CENSUS**  
**Enumeration Area and Village/Street Summary sheet**

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Code

Region

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Code

District

--	--	--

Code

Ward/Shehia

Name and signature of Supervisor

...../2002

Date

EA Code	Name of Village/Street/EA	Total Households	Total Population by Sex		
			Male	Female	Total
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**Note That:**

1. List all EAs in code order starting with the lowest code
2. Use **BLUE** biro to complete the form, **RED** for the totals
3. Always use your calculator for calculations
4. Avoid to write a number on top of the other and always start a new Ward/Shehia on a new page
5. Prepare 3 copies. A copy each for CCO, RCC/RSO and DCEO
6. Make sure totals for each booklet (SWMT15A) are correct, then add them up to get EA total. Enter E totals in the summary sheet.
7. When you have entered all EA totals for the entire village/street write **TOTAL** under Village/Street column and **999** under EA code column using **RED BIRO** and sum up to get Village/Street Totals

**THE RESULTS MUST NOT BE PUBLICISED BEFORE THE APPROVAL OF THE CENTRAL CENSUS COMMITTEE**