



KINGDOM OF CAMBODIA
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Cambodia Inter-Censal Population Survey, 2013

Supervisor's Manual



Ministry of Planning

National Institute Of Statistics
Phnom Penh , Cambodia

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CHAPTER - 1

Role of the Supervisor

Supervisor's position in the survey organisation

1. As supervisor of the Cambodia Inter-Censal Population **Survey 2013**, you are placed between the enumerator and the Province Survey officer (PSO) or his nominated staff. You are responsible for the work of the enumerators under your charge.

Main task of the Supervisors

2. Your main task will be the supervision of a maximum of three villages and three enumerators who will work directly under you during the survey. You are responsible for completely enumerating all 30 households in the Sample EA of village or PSU allotted to you with the help of Enumerators.

As you are already aware, enumerators are those who will make door to door visits and enumerate the people following the instructions. Their main assignment is to enumerate all persons living on Survey Night (**March 3, 2013**) in their EA. It is your task to see that they carry out this assignment efficiently.

You may also assist in the training of enumerators. There will be training courses when trainers will train enumerators and supervisors by giving them a series of lectures as well as class and field exercises.

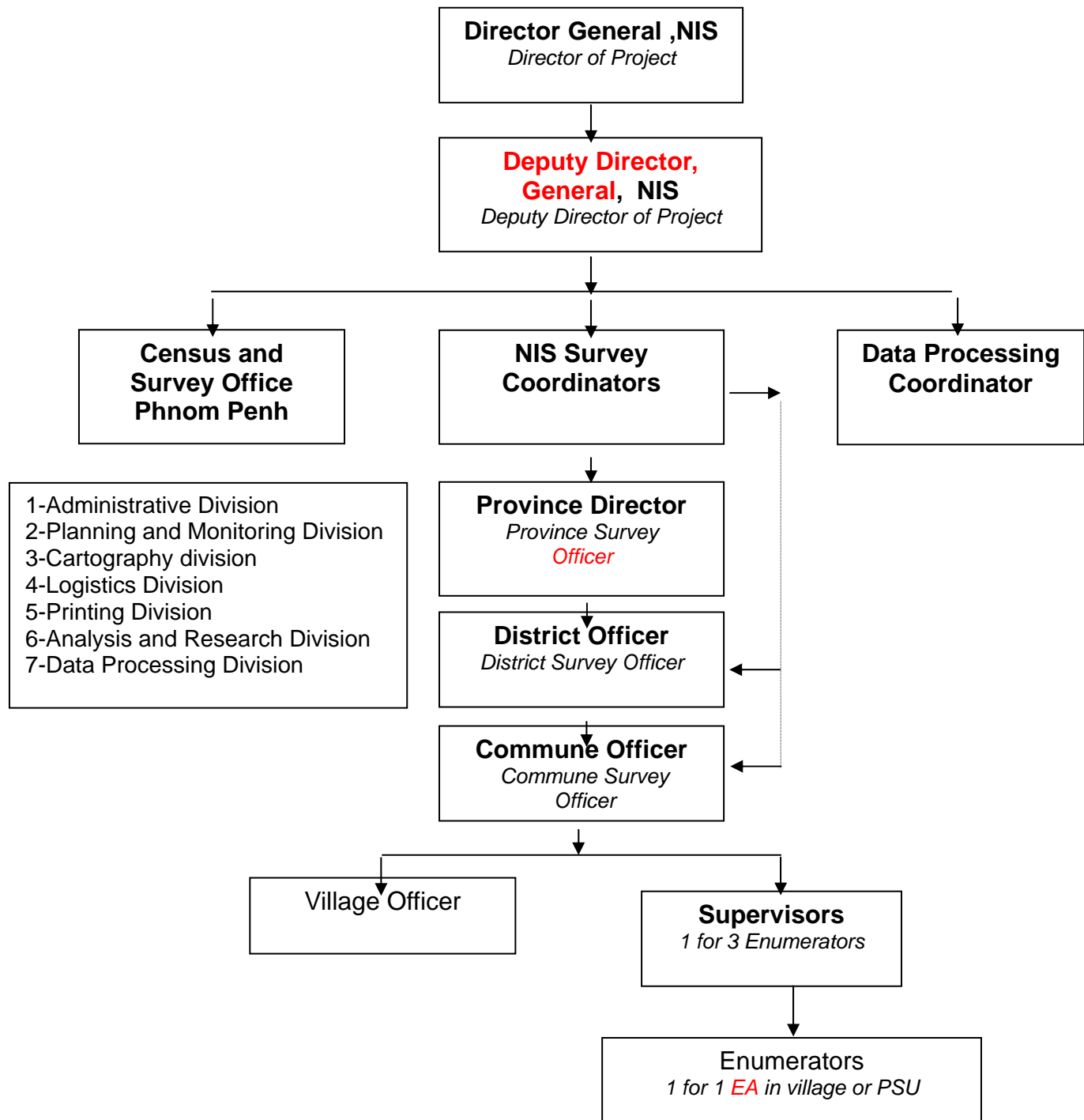
Need to master the Enumerator's Manual

3. Each enumerator has been given a copy of the Enumerator's Manual which contains detailed instructions on how enumerators should conduct the enumeration in the field.

3.1 You can supervise the work of enumerators allotted to you and help conduct the survey well only if you yourself understand very clearly what the enumerators are asked to do. This means that you have to read the Enumerator's Manual carefully before starting your supervisory work. It is only when you know very well the functions of the enumerators that you will be able to help them when they approach you with their problems.

3.2 You should, therefore, make absolutely sure that you prepare yourself well by studying the manual thoroughly. You should first try to understand well the main concepts and definitions and procedures for enumeration. Note that enumerators can easily detect when a supervisor is ill-prepared for his/her job and this can adversely affect the survey operations.

2013 Cambodia Inter-Censal Population Survey Organization Chart



You must command the confidence of your Enumerators

4. You must always try to command the confidence of the enumerators who will be working under you. Remember that you are their leader to whom they should turn whenever they are faced with difficulties. If they lose confidence in your ability, they will be reluctant to approach you if any problem arises and this will affect the enumeration.

Whom to contact in case of difficulties ?

5. Whenever you are in doubt concerning any part of your assignment you must turn to PSO or his nominated staff. They will be happy to discuss your problems with you and help you to overcome them. They will also be constantly visiting your areas and hence you can easily contact them. Do not, therefore, hesitate to approach them when you have some problems. Please remember that they have the responsibility to train and guide you and the enumerators.

Co-operation with Enumerators

6. As a team leader you should treat your enumerators kindly and co-operate with them throughout the survey. Your success in this work depends on your enumerators doing their job well. You should, therefore, be their friend and guide.

Enumeration period and working hours

7. No regular working hours will be fixed for you and your enumerators. In general you will have to start work early in the morning and close late in the evening. Please find out in which part of the day household members are likely to be present in their houses and advise the enumerators to approach them at those hours. You should see that there is no non-response in the Enumeration Areas under your charge simply because the enumerators could not contact them. If a building is locked since the inmates have gone to market, work or studies the enumerators should leave a Call-Back-Card (as instructed in the Enumerator's Manual) and come again to the building at the appointed time. You should ensure that such steps are taken by your enumerators to minimise non-response due to buildings being locked or household members being away at work or shopping.

7.1 You may have to work beyond the normal working hours during the enumeration period. Work as hard as you can to ensure that your enumerators complete their tasks during the enumeration period (March 3 to 6, 2013). If you anticipate any difficulty in finishing your work on time, report the matters to PSO or his nominated staff immediately for remedial action.

7.2 You have to adhere to the calendar of operations and collect and hand over the enumeration records on the due date to the PSO for remedial action.

7.3 Remember that you are performing a valuable national service. Ask each of your enumerators to do their best without minding the usually heavy demands that the survey may make on him/her.

7.4 The inter-censal population survey takes place after 5 years from the 2008 population census in Cambodia. Help to make the 2013 CIPS of Cambodia a success and you can be legitimately proud of having contributed to a national task.

7.5 First task is to select carefully **30 households** from Form A by systematic selection. The operation will be done as follow :

- (i) –Write one by one the serial number of households in the shaded portion in column 14 of Form A (**House list**).
- (ii) –While doing so, ignore (that is do not give serial number) households for which “Building locked- household travelling “ is written in the Remarks column. **Also ignore vacant and institutional households.**
- (iii) –Note that the last serial number you have given will be equal to or less than the total number of households in the EA.
- (iv) Follow these instructions for selecting 30 households for survey. Suppose in the Houselist Column 14, the last serial number is 102 households. Divide 102 by 30. You get 3.43 or 3.4 (to one decimal place). Take out a currency note whose last two digits are 34 or under 34. Suppose you find one with last two digits 17, then you random start would be 1.7. The selection numbers for households would be 1.7, 5.1 (that is 1.7 plus 3.4), 8.5 (5.1 + 3.4), 11.9 (8.5 + 3.4) , 15.3, 18.7, 22.1, 25.5, 28.9, 32.3, 35.7, 39.1, 42.5, 45.9, 49.3, 52.7, 56.1, 59.5, 62.9, 66.3, 69.7, 73.1, 76.5, 79.9, 83.3, 86.7, 90.1, 93.5, 96.9, 100.3.

The 30 sample households are households having the following serial number in column 14 of Form A (i.e. dropping the decimals) :

1, 5, 8, 11, 15, 18, 22, 25, 28, 32, 35, 39, 42,
45, 49, 52, 56, 59, 62, 66, 69, 73, 76, 79, 83, 86,
90 93, 96, 100.

Replacement of Inefficient Enumerators

Every effort should be made to ensure that only enumerators who are efficient are appointed to conduct the survey. You must keep a close watch on the work of all your enumerators during enumeration. In particular, go through a few Household Questionnaires. If you detect any sign of inefficiency or you feel that an enumerator is not working satisfactorily, report the matter to the PSO or nominated staff immediately and suggest to him/her that a replacement should be made in the interest of survey work.

CHAPTER - 2

Supervisor's Duties Before the Survey

Conversion table for age

8. As you are aware, age is one of the important characteristics of the population. It is also difficult to collect this information correctly as many people may not be aware of their exact age. The enumerator is provided with a conversion table to convert year of birth from animal to universal calendar. A list of historical events is also provided so that age of an informant could be estimated with help of this list. You should help your enumerators in using these two materials in estimating the age of an informant who does not know his date of birth.

Make sure that Enumerators know the boundaries of their EAs

9. About six days before the Survey Night (March 3, 2013) your enumerators are expected to visit their respective Enumeration Areas and check the boundaries of each EA with reference to EA maps provided to enumerators.

9.1 Show your enumerators how to read EA maps and how to identify the boundaries of their EAs on the ground.

9.2 It is important to do all you can to ensure that enumerators have a thorough knowledge of the location of the boundaries as well as the areas in which they will be working.

Please remember that in the survey operations omission or double counting should both be avoided for complete and correct coverage.

Preparation of itinerary

10. You have to make sure that each enumerator in a rural area keeps the Village Chief informed of his/her programme of enumeration. This will enable you to contact each enumerator in the field with the assistance of the Village Chief. It will also make the enumeration easier for the enumerator; for instance, the inhabitants **of the selected EA or** part of it could be advised to stay at home on the day scheduled for their enumeration.

10.1 You should also prepare your own itinerary for visiting the enumerators in the field and give a copy to Province Survey Officer (or nominated staff).

Seek the cooperation of Village Chief

11. During your visits to a village you are expected to approach the village chief to explain him the objectives of the survey and the need for him to co-operate with the enumerators. It is expected that by the time you pay your visit, the chief would have heard about the Survey through one of the media of publicity and education.

Materials you will receive before the survey and their distribution

12. At the appropriate time your Province Survey Officer will hand over to you the materials you and your Enumerators will use. These will include the following:-

- (a) Bags/folders containing materials for your Enumerators,
- (b) Your own bag/folder containing items given to you.

12.1 You will be expected to distribute these materials to your Enumerators at your base. Make sure that they leave for their respective EAs and that they are in possession of everything they will need in the field. Most important is to see that they have with them sufficient number of chalk pieces and pencils as well as Forms A and B.

CHAPTER - 3

Duties During Enumeration

Always keep in touch with your Enumerators

13. To ensure complete enumeration, you should be in constant touch with your Enumerators so that you check their work while at the same time help them to resolve any particular problem which they may have. Remember you are their leader.

13.1 You will ensure that they are in possession of the necessary documents and that they are in the field at the prescribed time, and that they perform their duties satisfactorily. By the time, the Survey enumeration starts, you would have become very familiar with the performance of your Enumerators and the difficulties in each of the Enumeration Area. Ensure that you visit the problematic areas first, starting, say, on the second day of enumeration. *An Enumerator should be visited at least three times but the problematic areas should be visited more often.*

Maintain effective control over Enumeration

14. You must exercise an effective control over the field activities of the enumerators. You must therefore, obtain some practice in checking questionnaires. Do this practice checking carefully and you will be more confident of your success during the survey enumeration. When your enumerators notice how conscientiously you approach your survey duties, they will follow your good example.

Observation and Field Review Procedures

15. The survey requires complete coverage of the EA in listing and all 30 sample households in the EA and the quality of the data collected is of great national concern. Since the enumeration period is short, it is absolutely essential that you spend most of the time during the period observing interviews and checking complete questionnaires. Each enumerator should be visited as often as possible. Do not forget to determine during each visit whether the enumerator is working at a rate that will enable him/her to complete the enumeration. You will also have to observe the work of the enumerators to ensure that procedures for canvassing and interviewing are being followed correctly.

15.1 You must observe at least two interviews but you will neither take part nor interrupt the interview. Errors committed by the enumerator are to be discussed after the interview is completed. Conduct the discussion in a manner that will improve the interviewing technique rather than pinpointing mistakes.

15.2 After you have made the required **number of observations** (at least 2) in each case, you will review the completed questionnaires according to the procedures outlined below.

Coverage check

16. In the Houselisting stage, at the very beginning, you must undertake a sample check of five buildings randomly selected to ensure that the Enumerator is doing his work well.

During the enumeration stage, you must personally **check 2 to 3 households** in each EA, the information collected in Form B by enumerator. This should be done by visiting the households yourself.

Checking of entries in the questionnaire

17. You must review completed questionnaires (Form B) for wrong or missing or vague entries and also ensure that all entries are consistent - i.e. they agree with each other and make sense. The following are some of the tests you may use in reviewing a completed questionnaire:

(1) **Equality Test**

*Are quantities which should be equal to each other actually equal? For example, is the number of persons enumerated in the household in Form B **Part 2 is the same** as the number of usual residents and visitors present on Survey Night (Statement 1.1 plus Statement 1.2)?*

(2) **Inequality Test**

Are quantities which should be greater (or less) than other quantities actually greater (or less)? For example, is a mother older than her oldest child by a specified minimum number of years? The reverse is the "less than" test.

(3) **Reasonableness Test**

Are the reported quantities reasonable? This is the test requiring human judgement. For example, is the number of years of schooling reported for a child reasonable when compared with the child's age? Or in the case of person who had another last residence, is duration less than his age?

You should also check whether both males and females in a household are enumerated. It is necessary to check whether children (including infants present on Survey Night) are also enumerated without omission.

How to deal with difficult cases?

18. During your visits to the EAs, your enumerators will seek your assistance in overcoming some specific problems mentioned below:-

Non-co-operative Respondents

18.1 The first commandment of the survey is to enumerate once and only once all persons who spent Survey Night in the selected households. Much will depend upon how people co-operate with the enumerators.

18.2 Every effort has been made to ensure that everybody the selected **village/EA** understands the purpose of the survey and it is hoped that by the time

enumerators start the enumeration most people will have heard about the survey. However, there are likely to be a few difficult cases.

18.3 In some cases you may have to obtain the help of the village Chief to be able to deal with some non-co-operative respondents.

18.4 The main difficulty arises when occasionally person refuses to be enumerated by your enumerators. He/she may give many reasons and excuses for not giving the enumerators the information that is required. Or, what is worse, he/she might give wrong replies.

18.5 Enumerators have been instructed to explain to such a person the beneficial nature of the survey and also to seek help from neighbouring houses or compounds. If this also fails, enumerators are to make a note of the problematic household and report to you as soon as possible.

18.6 It will be your duty immediately after receiving such a report, to do everything you can to ensure that the difficulties are overcome. You should explain to the persons concerned that the information collected in Survey will be kept confidential and will not be used for taxation, military purposes, elections, determination of nationality etc. This may make the persons cooperate in the enumeration work. We should not miss any person from the surveyed household. This means that all difficult cases must be overcome.

18.7 Officials including Village Chiefs have been asked to help the survey operation by bringing their influence to bear on their people to co-operate with our enumerators. The first thing you must do, therefore, is to approach the chief of village where difficulties have been encountered. The chief may come to the house or compound of the non-cooperating persons to explain the purpose of survey and to persuade the person to give the required information. If the person later agrees to co-operate contact your enumerator and ask him/her to proceed to enumerate.

Locked Buildings

19. Enumerators have been instructed that whenever they visit a household and do not find any member of the household (locked building), they must leave a message stating the time and date they will call again. They have been asked to make at least two visits, using call back card

19.1 Even if on the second visit no enumeration takes place they must make a note of the household and report it to you.

19.2 Whenever you call on an enumerator, obtain from him a list of all households which he or she has not been able to enumerate after making two visits. Try to help by contacting neighbouring households. Help the enumerator by passing on to him every piece of information which you obtain, and give him specific instructions on how he should conduct his visits. Do not allow the enumerator to write off some households simply because he/she did not find any person to interview on any of the two visits he/she made.

19.3 Remember that we must enumerate every person. We must do this at all cost. This means that you should not leave any stone unturned in your efforts. Visits may have to be made at odd hours by both yourself and the enumerator, e.g. early in the morning or late in the evening.

19.4 Such visits are usually very inconvenient to the respondents and should be made only when the enumerator has tried without success other possible means of enumerating the persons concerned.

19.5 You will have to exercise tact whenever you make such visits. In particular, explain why you are calling at such odd hours. If possible always give advance notice through neighbours. Be always courteous and do not lose your temper at any time as you are doing a national task which should be completed successfully.

Reserve stock of questionnaires

20. You will be given a reserve stock of Questionnaires and other materials like chalk, pencils etc., so that if any of your enumerators runs short of questionnaires, etc. you can readily replenish his stock. You may also help an Enumerator who wants Forms etc, by supplying from any surplus which another Enumerator may have.

20.1 Your PSO will also have a reserve stock of some these materials. If your own stock runs short contact him/her immediately for new supplies. Do not wait until you completely exhaust the schedules, for contacting your PSO for more. If he/she is far away, you may contact neighbouring Supervisor and ask him/her whether he can help you out.

Taking over filled-in Survey Questionnaires and other materials from each Enumerator and final check of filled in schedules

21. It will be your duty to collect all the houselists (Form A) and the Household Questionnaires (Form B) - completed, and unused - as well filled-in **Forms I and II from the enumerators and hand them** over to your coordinator officer appointed for the province after you have thoroughly checked the filled-in Questionnaires. It is advisable to fix an appointment with each enumerator so that you will have sufficient time to do the checking.

21.1 You must examine these schedules carefully. This will be the last opportunity for you to correct errors which may have been committed by the enumerator. Note that in certain cases of very serious errors, you will have to send back the enumerator to the field to correct these errors. You must check the entries in the Houselist Summary (Form I) with reference to each page of the Houselist (Form A) and make correction if any. The Enumerator's Summary (Form II) should be checked with reference to each Form B filled and correction made. Please check the totals struck by the enumerator in both the Summary and make correction if necessary. Only after satisfying yourself that the entries

are correct you must sign the questionnaires and summaries in the place allotted for you.

Supervisor's Summary

21.2 You have to prepare the Supervisor's Summary in the prescribed Form III given at the end of this manual.

21.3 This should be filled with reference to Enumerator's Summary of each EA under you. Please note that no Summary is to be prepared by you from House list Summary of the enumerator.

21.4 The Supervisor's Summary has to be filled-in village by village. First fill in the identification particulars at the top of the forms. In column 1 write the name of village. Each line is for one EA in the village. Copy name of enumerator in Column 4 and the total number of households enumerated by enumerator (Grand Total of Column 3 of Enumerator's Summary) in Column 5. In Columns 6, 7 and 8, copy the Grand Totals of Columns 5, 6 and 7 of the Enumerator's Summary.

Handing over records to coordinator officer appointed for the province

22. You have to hand over the following records submitted to you by each enumerator (separately in each folder):

- (a) All questionnaires i.e. Form A and Form B arranged separately for completed, cancelled and unused.
- (b) Completed Form 1 House list Summary
- (c) Completed Form 2 Enumerator's Summary
- (d) Completed Form 4 Certificate from Village Chief
- (e) Enumeration Area Map
- (f) Enumerator's Manual

Thus, if you have three enumerators you will submit three separate folders.

These should be accompanied by the Supervisor's Summary. You should obtain from PSO acknowledgement for having received your records.

22.1 If you have carefully followed the instructions in this manual you should feel proud on having accomplished a national task.

APPENDIX

Cambodia Inter-Censal Population Survey, 2013
Supervisor's Summary
 (To be prepared from Enumerator's Summary by supervisor)

Name	Khet/Municipality		Srok/Khand/ Krong		Khum/Sangkat	
Code						

Village Code	Name of Village	EA Number	Name of Enumerator	No. of Households	Population			Remarks
					Males	Females	Persons	
1	2	3	4	5	6	7	8	9
Total for Supervisor								

Name of Supervisor: _____

Signature: _____ Date: ._____/_____/ 2013

Name of NIS
Survey Officer: _____

Signature: _____ Date: ._____/_____/ 2013