

**THE REPUBLIC**

**OF THE GAMBIA**

**POPULATION AND HOUSING CENSUS**

**APRIL, 2013**

# **ENUMERATOR'S MANUAL**

**GAMBIA BUREAU OF STATISTICS**

**2013**

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## CHAPTER 1

### INTRODUCTION

#### ***What is a Population Census?***

1.1 A Population Census is the official enumeration of persons in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis and publication of demographic, social and economic statistics relating to the population.

1.2 The 2013 Population and Housing Census of The Gambia, to be taken in April 2013, will, like the 2003 one, follow as much as possible the essential features of a modern Census as recommended by the United Nations.

#### **Objectives of the Census**

1.3 The objectives of the Census are to count all the people in the country and to provide the Government with their number in each Local Government Area and District, by age, sex and several other characteristics. These figures are required for various aspects of economic and development planning. The ultimate aim of such planning is to provide a better way of life for the people of The Gambia, and to conquer what have been called the Five Giants: Disease, Ignorance, Squalor, Idleness and Want.

1.4 Planning for education obviously requires knowledge of the number of children of school age who are likely to require schooling at various levels. The Government cannot know where to build the necessary schools or how many school teachers must be trained unless it knows where the need is great in terms of the number of children who should be going to school.

1.5 Housing is a major problem, particularly in urban areas where people are often living in terribly crowded conditions. If new houses are to be built in order to relieve this overcrowding, the Government must know the number of people living in these conditions who will be requiring such houses.

1.6 The Government wishes to improve and extend the medical services of the country so as to eliminate diseases and to reduce the number of children dying in infancy and early childhood. But if medical services are to be planned properly, the Government must know the number of people involved the number of children being born and the rate at which they are dying.

1.7 For all these purposes, it is not enough just to know how many people there are at the time of the Census because figures of this sort get out-of-date very quickly. We must know also how fast the population is increasing, so that we can tell the Government how many people there will be, not only this year but also next year, in five years, in ten years time, etc. We therefore wish to obtain information not only of people now living, but also of the number of children being born and the number of children who have died.

1.8 Since the last Census there might have been changes in the structure of the population. The 2013 Census will thus help us up-date the Census data thereby ascertaining the specific changes in the structure of the population since 2003.

## **History of the Population Census**

1.9 Records show that a Census was taken in The Gambia in 1881 and every tenth year thereafter. However, because of the war, the 1941 Census could not be held. It was deferred to 1944 when a count of Banjul (then Bathurst) was taken. The 1951 Census covered only Banjul and Kombo St. Mary. The population of the rest of the country for that year was based on estimates made by Travelling Commissioners.

1.10 The 1961 Census which was deferred to 1963 on account of general elections, was the first complete and simultaneous count of the country's population. The 1973 Population Census was the eighth in the series of censuses undertaken in the country but it was the first since Independence. The 1983 Census marked the second and, the 1993 the third, the 2003 the fourth, and the present 2013 the fifth since independence.

## ***Legal Provision for the Census***

1.11 In The Gambia, legal provision for conducting the Censuses exists in the Statistics Act of 2005. The Act empowers the Statistician General of GBOS to conduct or direct Population Censuses. It makes provision for the appointment of Census Officers, for the completion of Census forms and for the protection of confidentiality.

## ***Failure to Respond and Making False Statements***

1.12 The Act provides a penalty of a fine not exceeding D20,000 or imprisonment for a term not exceeding 2 years or both fine and imprisonment for wilfully refusing to furnish information and for making false statement.

## ***Entering House or Compound to Conduct the Census***

1.13 Any Officer authorized by the Statistician General in writing is empowered by the law to enter premises for the purpose of enumerating persons. Anybody who hinders or obstructs any Census Officer in carrying out his or her assigned duties is guilty of an offense with a penalty of a fine not exceeding D20,000 or imprisonment for a term not exceeding nine months.

## ***Importance of Confidentiality***

1.14 The Act places a restriction on publication so that information obtained from individuals shall not be published or disclosed without lawful authority. Penalty for such an offense is a fine not exceeding D20,000 or imprisonment for a term not exceeding one year, or both.



### ***Oath of Office and Secrecy***

1.15 To enforce this confidentiality you will be required to take an oath of secrecy. This oath is prescribed by the law and is normally administered to all other staff of the Gambia Bureau of Statistics (GBOS) and to all others employed to carry out inquiries including census-taking under the Statistics Act.

### ***Careful Handling of Documents***

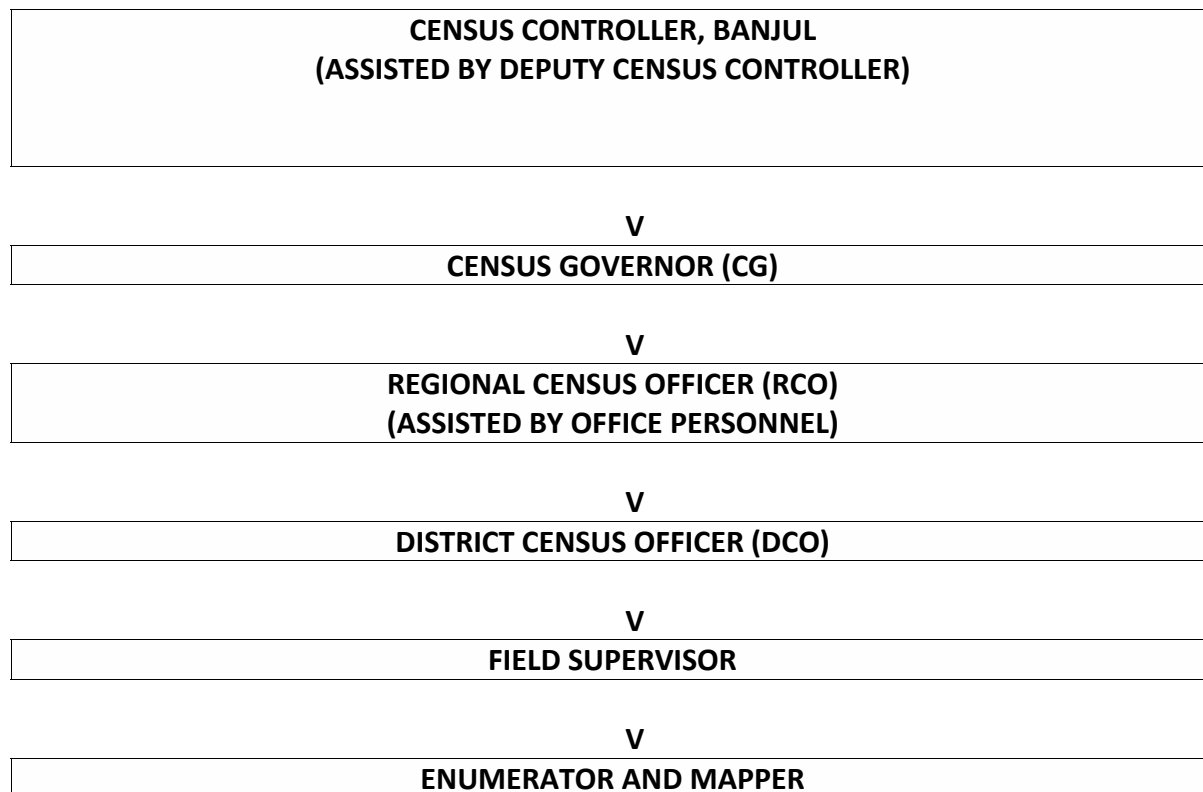
1.16 Finally, there is a penalty for the destruction, defacing or mutilation of forms or other documents connected with the Census. The law stipulates that "any person who wilfully and without lawful authority destroys, defaces or mutilates any schedule, form or other document containing information obtained in pursuance of the Provisions of this Act, shall be guilty of an offense and liable on summary conviction to a fine not exceeding D20,000 or a term of imprisonment not exceeding one year, or both such fine and imprisonment". All the Census information you receive should be kept confidential and under no circumstances should you reveal it to anyone unless that person is a sworn employee of the GBOS and needs it for official purposes. All forms and documents connected with the Census should be handled with great care.

## **CHAPTER 2**

### **CENSUS ORGANISATION**

## ***Your place in the Census Field Organisation***

2.1 The Field Organisation, of which you form a very important part, is structured as follows:-



- (a) There is a Census Controller based at the GBOS in Kanifing who is responsible for the entire field operation. The Census Controller is the Statistician General. He is assisted by a Deputy Census Controller.
- (b) At the Local Government Area Level a Census Commissioner is the formal head of the Census. For the census, each of the Local Government Areas has been designated a "CENSUS REGION". The highest authority in all census matters is the Regional Census Officer (R.C.O) who heads the Region. He is assisted by the office personnel from the GBOS.
- (c) Each Local Government Area has been divided into a number of Districts and each of these has been placed under the supervision of a District Census Officer (D. C .O.)
- (d) Each District is, in turn, divided into convenient Supervision Areas with a number of such areas placed under one supervisor. A supervisor has up to a maximum of five Enumeration Areas (E.A) under his/her supervision.

- (e) The whole country has been divided into about 4000 **Enumeration Areas** (EAs) and it is your responsibility to enumerate all persons present on Census Night in the E.A assigned to you. Hence you play a very important role in the entire field organisation.

2.2 As noted above, you play an important role in the 2013 Census operation of The Gambia as one of the enumerators whose common goal is to collect complete and accurate information about every person who qualifies to be enumerated within the territorial boundaries of the country. The quality of the data therefore depends in a large measure on the effort that you will make and the thoroughness with which you and your fellow enumerators will carry out the tasks assigned to each one of you. Thus the census results cannot be better than the data you collect from the field. This, therefore, enforces the importance of your role in this great national task. You have to fulfil your responsibilities with a sense of pride and devotion to duty. Please note that you will not be normally permitted to abandon your work once you have commenced it.

### **CHAPTER 3**

#### **PRE - ENUMERATION ACTIVITIES**

##### **Training of all Enumerators**

3.1 All recruited enumerators for the 2013 Population and Housing Census will be expected to attend a training course which will consist of lectures and field exercises. The training will be given by regional trainers and the District Census Officers, with the help of the Regional Census Officers and their technical assistants. In addition to the classroom sessions, you will undertake field exercises involving the use of maps and completion of actual Census questionnaires. Your participation in the 2013 Population and Housing Census will depend on your performance in these classes and in the field exercises. At the end of the training, there will be an assessment to select the enumerators who will conduct the census. If you fail to measure up to the required standards, you may not be continued as Enumerator.

### **Documents and materials you will receive before the Census**

3.2 You will be provided with the following documents and materials:

- (a) Identity Card
- (b) Enumerator's Bag
- (c) Census and Housing Questionnaires (Forms A, B and C)
- (d) Enumerator's Manual
- (e) A Map of your Enumeration Area (E.A.) containing E.A. Identification Particulars
- (f) Two copies of form GPC-1 called E.A. Population Abstract (EAPA)
- (g) Blank forms of GPC-2 called Listing Sheet
- (h) Two ball-point pens (one blue one red)
- (i) Chalk
- (j) Enumerator's Materials Receipt Form

### **Enumerator's Materials Receipt Form**

3.3 You will have to complete the appropriate part of the Enumerator's Materials Receipt Form when you receive documents or materials from your Field Supervisor, and the latter will do the same whenever you hand over any documents or materials to him.

### **Your E.A and the E.A description**

3.4 You will be supplied with a map showing the Localities/settlements you will have to cover. On each E.A. map a list showing Identification Codes for LGAs, District, Ward, EA and Settlement is shown on the right-hand corner of the map. On this part of the map you can also find legends showing the physical features on your EA.

At the bottom of each map you will find a description of your EA boundary called Enumeration Area Description (EAD). A model E.A. map is at Appendix - I.

### **What is a Locality?**

3.5 For Census purposes, a Locality should be defined as a distinct population cluster (e.g. inhabited place, settlement, etc.) in which the people live in neighbouring living quarters or compounds and which has a name or a locally recognized status. Thus a Locality may be a single house, fishing hamlet, village, town, city or other population cluster which meets the criteria specified above.

3.6 Note that a large Locality like a city or big town cannot be constituted as one E.A. It may consist of several E.As depending on its size.

3.7 Similarly, although there is no physical distinction between, for example, SAMBANG FULA KUNDA, SAMBANG MANDINKA and SAMBANG NJIE-KUNDA, they are different Localities because each one of them has a locally recognized head or Alkalo. On the other hand, in some areas the compounds in a particular Locality are separated by farmlands or open spaces but bearing the same name with one Alkalo. They all constitute a Locality but make sure you record the name given to the area, followed by the specific names of some of the isolated compounds.

#### **New Settlements and Localities and other changes in the E.A.**

3.8 Do not assume that Localities shown in the Map and EAD are complete. There may be other Localities in the E.A. which do not appear on the map or in the EAD. Though the E.A. map and EAD should indicate all villages and hamlets in the E.A., it is possible that some of these may have been overlooked, some may no longer be in existence and new ones may have been found since the completion of the geographical field work.

3.9 If a street name has been changed, alter it on the map and on the EAD also; if the Locality in the field is not the same as that given in the EAD or on the map, make the necessary correction on the relevant documents. You should also inform your Field Supervisor of any other difficulties in the course of your census duties. If you come across a village or hamlet which falls within your E.A., but which is not in the EAD, add it to the list of Localities in the EAD. You should also make a rough indication of its location on your E.A. map. This should also apply to a Locality listed in the EAD for which no description of location has been provided or which is not plotted on the map. If, on the other hand, you find that a locality listed in the EAD no longer exists, you should write the reason for the non-existence of this particular Locality, e.g. inhabitants moved to another Locality. You may get this information from any reliable person in the area, preferably from the Seyfou or Alkalo of the neighbouring Locality. Finally report the matter to your Field Supervisor.

#### **Introducing the Census: Contacting the Seyfou or Alkalo**

3.10 In the rural areas, it is necessary to contact the Seyfou or Alkalo and inform him of your mission before you start your enumeration. Do not forget to mention the fact that the Census will provide the basic data required for the planning of economic and social services, e.g.

provision of water, health services, schools, etc. Lastly, briefly explain to him that information you will be collecting will be kept confidential.

### **What is a Compound?**

3.11 A compound for the purposes of the census is defined as a roofless structure consisting of a space enclosed or in some cases not enclosed by walls and containing one or more buildings or huts. There can be a separate single house or structure which constitutes a compound by itself.

### **Types of Census Enumeration Forms.**

3.12 There are three types of Forms (Form A, Form B and Form C). Forms A and B will be used to enumerate persons who qualify for enumeration in this population Census. Form A will be used to enumerate persons in private or normal households and Form B for inmates of institutions and the floating Population which are referred to as Group Quarters. Form C will be used to collect information about the characteristics of buildings and compounds.

### **Form C-Building and Compound Particulars.**

3.13 This form which is to be completed first for every building/structure in a compound collects information on construction materials for outer walls, and roofs and floors as well as the purpose for which the building/structure is used. Also enquired are the number of rooms in each particular building/structure and the households, if applicable, using the building.

### **Form A-Household Questionnaire- Parts 1 and 2**

3.14 This is the form which will be used to enumerate all persons in a household. It is known as the Household Questionnaire and will be used to enumerate all usual members of households (and their visitors) who spent Census Night in private houses or compounds as well as persons on night duty but who normally live in private houses or compounds, (e.g. nurses, policemen, prison warders, Census Officials, etc.). Note that persons who are travelling on duty on Census Night should be enumerated on Form B.

### **Form A - Household Questionnaire - Parts 3, 4 and 5**

3.15 Part 3 is the mortality module and it will be used to collect information about deaths if any in the household in the last 12 months. Part 4 is the housing module and will be used to collect information about type of accommodation, main source of light, kitchen facilities, main

cooking fuel, bath room, toilet facility and source of water, waste disposal, assets, and security of tenure in respect of the household. Part 5 is the agricultural module is intended for collecting information on the agricultural activities, livestock rearing and fish farming activities of a household.

### **Form B- Group Quarters Questionnaire Parts 1 and 2.**

3.16 This form is to be used to enumerate all inmates of institutions and the floating population. For persons in institutions remember that it should be used to enumerate only the inmates who are present in the institution on Census Night. This Form has two parts only. Part 1 contains only the group entries, that is, EA, LGA, District, etc. Part 2 contains some of the questions in Form A part 2. There are no parts 3, 4 and 5 in Form B.

## **CHAPTER 4**

### **COMPLETING GPC- 2 THE LISTING FORM AND FORM C**

#### **Listing of Compounds in your E.A.**

4.1 A week before you begin the enumeration exercise (i.e. by April 8, 2013), you will start listing all compounds in your E.A. by using GPC2. During the mapping exercise in 2011-2012 Field Identification (FID) addresses were assigned to compounds. The numeric part of this address shows the serial number of the compound. You have to use this number when you start numbering the compounds on your Listing Form – GPC2.

### **Completing GPC 2**

#### **DURING LISTING**

The Form GPC 2 (col 1 to col 7) will be completed before the actual enumeration of the population.

Each row in GPC2 is reserved for a distinct and unique household or locations of persons to be enumerated on census night in the EA assigned to you. Hence, **column (1) - serially numbers the households and locations of the population of institutions, outdoor sleepers and floating population in ascending order.** Note that if a compound has, for example, four households, you should use four successive rows to enter information for these households. If a compound has one or more locations of institution, and/or group quarters and/or floating populations only one row should be used for entering the details of these locations for the compound. Hence, if a compound has, for example, four households and four locations of outdoor sleepers, you should use five rows to enter the information for the four households and the fifth row will be used to enter the information for the four locations of outdoor sleepers found in the compound.

**Column 2- Compound No. Or Location No. Of Outdoor sleepers.** Use the FID number of the compound you are listing. If you enter the FID for the first household in a compound, you need not enter it for the other households in the same compound, use ditto (“) in their cells in column 2.

#### **Column 3- ADDRESS OF COMPOUND/LOCATION OF OUTDOOR SLEEPERS**

Write the address of the compound or location of the outdoor sleepers. For example, Ceesay Kunda; or 31 Imam Omar Sowe street, etc.

**Column 4 – No. Of buildings in the compound for households/institutions.** For the first household in each compound on your GPC2 write the number of buildings in the compound that are used by the households and use ditto (“) for number of buildings if there are more than one households in the compound. If the compound has households and institution, if possible, report separately the number of buildings used by the household(s) and the number of buildings used by the institution. **NOTE: AS YOU COUNT THE BUILDINGS AND STRUCTURES USE A CHALK TO WRITE THE NUMBER YOU ASSIGNED TO THE BUILDING ON A VISIBLE AREA OF THE BUILDING.**



**Column 5 – No. Of Households/institutions/Group quarters/Floating population or Outdoor sleepers' locations.** For the first household in each compound on your GPC2 write the number of households in the compound and use ditto (") if you want to repeat the number in this column for other households in the compound. If you come across a compound that has both household and institution population use separate rows to record the households and institution or location of outdoor sleepers.

**Column 6 – Household serial number within compound.** Under this column the first households in each compound are numbered from 01, 02, 03 and so on until the last household in the compound. In the next compound the households are likewise numbered as follows: 01, 02, 03,.....until the last household in this compound.

**Column 7 - Name of Household Head. Write the name of the household head for each of the households identified in the compound.**

## **AFTER ENUMERATION**

After census night you will start obtaining complete information for Form A and Form B. Column 8 and Column 9 can be completed from the Form A for a household. You can obtain information for the Males and Females interviewed for a given household on the front page of Form A under the cell labelled Persons in **GPC3 & GPC4**. In Form B the number of males and females interviewed can be obtained from the column labelled Total Number of Persons.

Before you leave a compound or location after enumerating all persons in Form A or Form B, you should complete columns 8 to 13 of Form GPC-2 for this compound or location.

In columns 8 and 9 the number of males and females enumerated for each household should be given. In columns 10 and 11 the number of males and females enumerated for each institutions\outdoor sleeper's location should be given. The number of completed Forms A or B for each row of entries should be given.

### **What to do when a Compound has no FID number**

**4.2** About 2 years before the commencement of the 2013 population and housing census, the cartographic unit has been assigning numbers to features that can be used on GIS maps to demarcate and show the geographic coverage of an EA. The numbers are called feature identification (FID). The geographic coordinates of the FID numbers of compounds not only help show the coverage of a given EA but can be used to show population at compound level on the GIS map. Because of this usefulness of the compound FID numbers, they will be used where available on a compound as the census number of that compound. If a compound does not have an FID then you must assign a number to that compound. When you found the boundaries of your EA verify that the compound FIDs on your map are on the ground.. In rural areas where group of settlements constitute an EA, compound FIDs are not on the map but are available on the ground.

During listing of compounds write the FID number of a compound if available. If the FID number is not available leave the space or cell for compound number blank and complete other

relevant information for this compound on GPC 2. When you completed listing all compounds in your EA, use a page from your notebook or note sheet to list in ascending order the compound numbers. The example, shown in the Table below illustrates how to address missing and duplicate FID numbers:

1	SRL. NO. (1)	01	02	03	04	05	06	07	08	09	10
2	Compound No (2)	275	215		276	277	275*		288	401	
3	Arrange numbers In ascending order	215	275	275*	276	277	288	401			
4	Compound No (2)	275	215	402	276	277	403	404	288	401	405

When the compound numbers are arranged in ascending order with blanks coming last, row 3 of the Table above shows that the highest number in the EA is 401 and that there are 4 compounds (three of which have blank numbers and one has duplicate number), that should be assigned with new FID numbers. Because of data entry errors for few EAs, of which all may not be rectified before census begins and also because of the emergence of new compounds after mapping and few erased numbers through changes in the appearance of few compounds, we expect to have few duplicate FID numbers and FID numbers found on the map and not found on the ground and vice versa. The duplicated number is identified with asterish(\*). The cartographic unit maintains that more than 90 % of the FIDs on the map can be found on the ground. Please use a red pen for writing the new FID numbers. Each compound number in an EA must be unique within the EA.

Compound number written in red colour will alert the GIS unit of the need to regularly update its GIS database.

4.3 After copying or assigning a number to a compound, you will enter it and complete the Building and Compound Particulars Questionnaire (Form C). At the same time you should fill in the columns 1 to 7 of GPC-2 – the Listing Sheet, by assigning a row to each household in the compound of your E.A. Start numbering households in each compound from 01. Similarly, in each compound start numbering buildings/structures from 01. If a compound has one or more households you should identify household 01 with building 01. It is possible to come across a compound in which, for example, 3 households reside in building 01, then you should identify the 4<sup>th</sup> household in the 2<sup>nd</sup> building and so on if they are available in the compound.

The compound numbering and filling of the Form C should be completed by April 13, 2013 i.e. sufficiently before the commencement of the population census on April 15, 2013.

#### **Listing of households in your EA**

4.4 Use GPC-2 to list and number all households in each compound.

## **Filling up of Form C : Building and Compound Particulars**

### **The importance of the questions on housing**

4.5 The questions on housing are designed to provide the government and other bodies interested in solving housing problems, with reliable statistical data on the number and type of houses as well as quality of housing. It is also necessary to know the density of persons per room in various parts of the country to have an idea of congestion. Moreover, the data which will be obtained from the questions will provide the basic framework on which housing policies can be formulated.

The building and compound particulars are collected through Form C. The method of filling the identification particulars at the top of this form like LGA, District, Settlement E.A. number and compound number is the same as explained for Form A. The method of filling the main columns in Form C is explained below:-

#### **Col 0: Building/Structure Number**

4.6 Form C should be filled for every building\structure in every compound in your E.A. A building/structure means a structure with a roof. Each building or structure within a compound will be given a number and this number should correspond to the number in column 0 of the form. The numbers in this column run from 1,2,3,... to 0. For the 10th building/structure you will place 1 beside the digit 0 to make it 10; for the 11th building you will take another form and place 1 beside the digit 1 printed on the form to make it 11 and so on. The materials used for constructing the walls, roof and floor of each building/structure will be recorded by entering the appropriate code.

#### **Col 1: What is the status of the building/housing unit?**

4.7 Write code 1 for complete and code 2 for incomplete. **A complete building/structure is a structure that has roof, window(s) and door(s).**

#### **Col 2: Household(s) using the Building/Structure**

4.8 Write the household numbers of the households using the building. You can obtain the household numbers from the compound and household listing form GPC-2. If three households are using a building/structure list all three households separated by commas as follows 01, 02, 04 in col2.

#### **Cols 3: Construction Material Of Walls**

4.9 This question refers to the main materials used for the construction of the outer walls of the building/structure for which particulars are being recorded.

If two or more materials are used for the outer walls of a building/structure you should ask for the main material used.

- (1) **Cement Block, Burnt Brick:** - Cement blocks refer to outer walls which have been built with cement blocks. Remember that most of the houses or compounds built with cement are plastered over with a mixture of cement and sand. Burnt bricks (i.e. fire-stones) refer to earth which has been kneaded, moulded and baked by fire in Brick kilns. Write code 1.  
Note that bricks dried in the sun (unburnt bricks) do not come under this category.
- (2) **Mud \ Krinting:-** Mud refers to outer walls which were constructed with mud or earth only. In some cases this mud covers a wattle (sticks) framework. Un-burnt bricks or sun dried bricks also fall under this category. Note that there are some buildings constructed with mud and plastered with cement. These should come under this group. Krinting refers to outer walls constructed with bamboo. Write code 2.
- (3) **Other, Specify:** Write code 3 for other and write in detail the materials which do not fall under any of the above categories. The materials you may come across, which you have to specify here, include corrugated iron or aluminium sheets, packing cases, wooden boards, palm leaves, etc. write code 3.

#### **Col 4: Construction Material of Roof**

4.10 Four different categories are provided for recording responses to this question. Note that roof here refers to the upper covering of a house in which the household stays. For example, if a household is occupying the ground floor of a one-storey house or compound, with a concrete slab separating the ground floor from the first floor and the top of the building is covered with corrugated iron sheets then circle the option for corrugated iron sheet. The four categories of roofing are explained below:-

- (1) **Iron\Asbestos:** These refer to corrugated iron or aluminium sheets, and sheets of asbestos of any form. Write code 1.
- (2) **Thatch Grass/Palm leaves:** Any kind of grass or leaves should be entered in this category. Write code 2.
- (3) **Concrete:** This refers to any building\structure with a concrete roof i.e. roof made of cement, stones and steel rods. Write code 3.
- (4) **Roof tiles**
- (5) **Other, Specify:** You should write code 5 and write roofing material of the house in which the household stays if it does not come under any of the above mentioned groups.

**Note:-** See that the Wall and Roof Materials are fairly consistent. For example a house with a mud wall cannot have a concrete roof.

### **Col 5: Construction Material of Floor**

4.11 Write the code of the main material used for making the floor.

### **COL 6 to 19 - Use /Classification of Building**

4.12 Columns 6 to 19 classify each building according to what purpose the building is put to. You should enter a tick mark in the appropriate cell corresponding to each building. If the building is used, for example for construction purposes, **you will mark a tick in this cell.** Please note that a building may be used for more than one purpose. In such a case you should mark a tick in the cells corresponding to the uses to which the building\structure is put. If a building is used for a purpose not described in columns 6 through 18, you will put a tick and enter the purpose for which the building is used under column 19 -"Other, Specify".

### **Col 20-29: Type of Rooms in the Building/Structure**

4.13 For each building identify the type of rooms it has and record the number of rooms available for each type. The type of room corresponds to one main use of the room. For example Living Room refers to room used mainly or only for living. If a room in a building is used as a bathroom and as a toilet record zero for bathroom and toilet and record 01 for column J (more than one use) and write bathroom and toilet when you specify. Each cell should have a digit either a '0' or the actual number of room(s).

Note that if a building is not used by any household for example buildings in markets, hospitals, offices, etc, which are open to the general public, inmates, patients, workers, etc, the number of rooms should not be recorded. In this case use dash(-) in each of the cells for the relevant building number in each line or row.

### **Col 31:- Total Number of Rooms**

4.14 Rooms here refer to all rooms found in each building including living rooms, sleeping rooms, bathrooms, kitchens, toilet rooms, stores used by the households occupying the building/structure. Add all rooms from A to K.

*"A room is defined as a space in a housing unit or other living quarters enclosed by walls reaching from the floor to the ceiling or roof covering, or to a height of at least two meters, of an area large enough to hold a bed for an adult, that is, at least four square meters. The total number of types of rooms therefore includes bedrooms, dining rooms, living rooms, studies, habitable attics, servants' rooms, kitchens, rooms used for professional or business purposes, and other separate spaces used or intended for dwelling purposes, so long as they meet the criteria concerning walls and floor space. Passageways, verandas, and lobbies should not be counted as rooms, even if they meet the criteria."*

4.15 Note that if one room is occupied by two or three single-person households the number of rooms should be assigned to one household only.

## **CHAPTER 5**

### **WHO SHOULD BE ENUMERATED**

#### **What is the unit of Enumeration?**

5.1 For the purpose of this Census, the unit of enumeration is the individual. But in private houses or compounds an additional unit of enumeration in which persons will be identified is the household. In institutions the additional unit is the hall, house, etc. of residence. In other words, you will have to use a fresh questionnaire for each hall or house forming part of the Institution. For outdoor sleepers the additional unit of enumeration is their location. For example, those staying in one corner of the Albert Market will form one unit. Those located in another corner will be treated as forming another unit and so on.

#### **What is a household?**

5.2 A household consists of a person, or a group of persons who live together in the same house or compound, share the same house-keeping arrangements and are catered for as one. It is important to remember that members of a household are not necessarily related (by blood or marriage) as, for instance, maid-servants may form part of a household. On the other hand, not all those related in the same house or compound are necessarily members of the same household. Two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same can be said of a father and his married children. Thus in many cases a house or compound may be broken into separate households.

5.3 Dividing a house or compound into households may not be easy. However, the following examples should guide you in deciding what a household is.

- (a) In general a household consists of a man, his wife, children and some other relatives or a maid-servant who may be living with them.
- (b) In large family houses or compounds where you have more than two generations of people living in the same house, you must not automatically treat the grandfather, his married children and their families as forming one household. First, find out which members of his house have a common catering arrangement and regard each such unit as a household. He may, for example, have four sons, each of whom has a separate arrangement for the preparation of food for his own "Family". Each of these units must be treated as a household. If the father shares meals with one of his married children he should be classified as part of that household.

5.4 from time to time you may come across a situation where in a house or compound, a man has several wives, with each wife and her children occupying their own set of rooms and the man eats successively with each of his wives each of whom prepares separately daily food from money provided by the man. In such a case, the man, his wives, their children, etc, may be treated as one household or each wife may form a separate household with her children depending on what the man or temporary head says.

- (c) You may also come across a married man who does not live in the same house or compound as his wife or wives. The children may take their meals in their respective mother's houses. But if the children sleep in their father's house they should be considered as forming one household with the father (not the mother).

NOTE:- You may have a situation where a man is married to more than one wife with the wives living in separate compounds. During enumeration care should be taken to avoid enumerating this man more than once. To ensure that such a man is enumerated in only one household you should ensure that this man is enumerated in the household in which he spent census night.

- (d) A servant, steward or watchman who sleeps and eats at least one meal a day with the household should be considered as a member of that household.
- (e) A servant or steward and his family who live in a house or in an outhouse in the same compound as the employer but prepare their own food and eat separately should not be considered as members of the employer's household. They should be considered as forming a separate household. However, a maid-servant or servant who eats and sleeps with the family of the employer should be considered as a member of the employer's household.
- (f) If two or more unrelated persons live together in one flat or in one room, they may or may not be regarded as one household, depending on whether or not they have a common catering arrangement.
- (g) It will be seen from the example (f) above that one person may constitute a household if a person lives alone in a house or part of a house, or even if the person lives with others in one room but prepares and eats his meal separately.
- (h) The members of staff of institutions such as the warden, manager, clerk, etc., who live with their families should be enumerated in their respective households. They should never be treated as inmates of institutions.

### **Who is a member of an institution?**

5.5 For the purpose of the census any inmate of an institution who slept in that particular institution on Census Night should be considered as a member of that institution and enumerated as such. The following are examples of institutions:

- |                                      |                      |
|--------------------------------------|----------------------|
| (1) Hospitals/health facilities      | (5) Daras            |
| (2) Armitage Senior Secondary School | (6) Boarding schools |
| (3) Prisons                          | (7) Police stations  |
| (4) Army Barracks                    |                      |

### **Who constitute the Floating Population?**

5.6 There are certain categories of persons such as outdoor sleepers and transients who may be counted more than once or may not be enumerated at all if sufficient care is not taken. These persons constitute the FLOATING POPULATION.

The following are examples of persons in this category:-

- (a) Persons who on Census Night were travelling in lorries, ferries or by foot and therefore did not sleep in any house or compound on that night, e.g. cattle drivers, etc.
- (b) Persons who spent Census Night in hotels, rest houses, transit quarters and ferry stations.
- (c) Persons staying on census night at airports, on ships, at ferries and at international border stations.
- (d) Fishermen and other persons who were, on the census night, on the high seas in the Gambia's territorial waters.
- (e) All persons who slept, on census night, in lorry parks, markets, in front of stores and offices, petrol filling stations, verandas, pavements and all such places which are not houses or compounds.
- (f) Beggars and vagrants (mad or otherwise) Persons at dances, parties, etc on Census Night should not be treated as part of the floating population without further probing.

**Note:-** All persons at work on census night who return to their respective households after their duties example policemen, nurses, watchmen, prison wardens should not be enumerated as part of the floating population, but should be enumerated in the households to which they return.

**Census Night - All enumeration must relate to Census Night.**

5.7 In order to meet one of the essential requirements of a modern census, **Monday, 15th April 2013** has been selected as **CENSUS NIGHT** - a reference time to which all enumeration should relate. Note that **ONLY PERSONS ALIVE IN THE GAMBIA DURING THIS NIGHT SHOULD BE ENUMERATED. NOTE THAT CENSUS NIGHT BEGINS ON SUNDAY MIDNIGHT 14<sup>TH</sup> APRIL, 2013 AND ENDS LESS THAN A MINUTE INTO MONDAY, 15 APRIL 2013** . Census Night is being publicized in advance throughout the country so that it will be easily remembered by everyone. Remember that all the questions you ask must relate to Census Night unless you have specific instructions to the contrary in this Manual (e.g. the economic questions).



5.8 Note that between Census Night and the time of enumeration the composition of a particular household may have changed. If somebody died after Census Night you should enumerate him as living on Census Night. If a baby was born after Census Night you should not enumerate him/her. Visitors are enumerated if they spent Census Night in the household.

### **Who should be enumerated in Form A Household Questionnaire-Part 2?**

5.9 Every person who spent Census Night, (i.e. the **15<sup>th</sup> April 2013**) in a household, an institution or out of doors in your E.A. should be enumerated. All usual members of a household and their visitors who spent Census Night in the house or compound should be enumerated on the inside pages of the Household Questionnaire (Form A- part 2). All usual members or other persons who did not spend Census Night in the house or compound should not be enumerated on the inside pages of the Household Questionnaire (i.e. Form A-Part 2) for that particular household.

### **Look out for special omissions.**

5.10 There are certain categories of persons (listed below) who are likely to be omitted. Make sure to enumerate these persons who spent Census Night in the household:

- (a) Babies who were born alive in the household before Census Night. It does not matter at all whether they have not been named or whether they have died after Census Night.
- (b) All persons who were alive on census night but died later.
- (c) All physically or mentally sick persons.
- (d) All old men and women.
- (e) All visitors.
- (f) All servants.

5.11 **In short, you should enumerate or list in Part 2 of Form A, every human being of whatever sex, age, social or family status and health conditions who was alive and who spent Census Night in a household or in an institution or slept out of doors in your E.A.**

Note that the following should not be enumerated:

- (a) Babies born after Census Night
- (b) Persons who died before Census Night

5.12 Note also that persons (relatives or non-relatives) who may be present in the household at the time of enumeration but who spent Census Night in a different house or compound should not be enumerated in this household.

### **Enumeration of all Census Officials including yourself.**

5.13 You should enumerate all Census Officials who spent Census Night in their respective houses or compounds in the usual way on Form A. Census Officials who were engaged in

Census duties during Census Night should also be enumerated in their usual houses or compounds provided they returned to their usual places of residence in the early hours of the following day.

5.14 However, if a Census Official left his house or compound and spent Census Night with a friend he should be enumerated in the friend's household as a visitor.

### **Who should be interviewed?**

5.15 Though we require information on every person who qualifies to be enumerated, it is not likely that you will obtain information directly from every individual. In some cases you will have to rely on some persons in the house or compound you visit to give you information about persons who may be absent when you call but who spent Census Night in the house or compound and should therefore be enumerated.

5.16 In such cases make sure that you obtain the information from responsible and reliable persons. You should NEVER rely on the following persons to supply you the information required:

- (a) Young children
- (b) Strangers
- (c) Mentally sick persons

Remember that in most cases you will have to use your own judgement to decide on whom to rely.

## **CHAPTER 6:**

### **HOW TO ENUMERATE THE DIFFERENT CATEGORIES OF THE**

## **POPULATION?**

### **Enumeration of persons in households in Form A.**

6.1 You will complete Form C well before the Census Night. After this operation you should start the enumeration of persons who spent Census Night in the households within these compounds in Form A.

6.2 It is important to remember that you should enumerate different households on separate questionnaires. If you use two or more questionnaires for one household you should place the questionnaires for this household inside each other.

Remember to include workers on duty on Census Night as well as visitors or usual members of a household who may not be present at the time of your visit who spent Census Night with the household.

### **Enumeration of inmates of institutions on Form B.**

6.3 All inmates of institutions will be enumerated in advance on the Group Quarters Questionnaire (Form B).

6.4 In these institutions the filling out of the questionnaire will be done with the help of the heads of the institutions and other members of staff who should supply certain basic information from existing records.

6.5 The Field Supervisors for the area should contact the head of institution sometime before Census Night. He should explain the Group Quarters Questionnaire to the head or the officer-in-charge of the institution and leave a specimen copy with him to enable him to collect information which may not be readily available.

6.6 You (the Enumerator) should record the entries in respect of the inmates of the institution with the help of the staff. This advance enumeration should be done sometime before Census Night. Then, on 15<sup>th</sup> April, the Enumerator should visit the institution again to up-date the information on the questionnaires. Particulars of inmates who did not spend Census Night in the institution should be deleted whilst those who were not covered in the advance enumeration but who spent Census Night in the institution should be included.

6.7 The advance enumeration technique is restricted to inmates of institutions. It is again emphasized that members of staff in these institutions except night watchmen should be enumerated in the same way as persons in normal households in their respective households.

### **Enumeration of the floating population on Form B.**

6.8 For the floating population you should treat each address (e.g. Albert Market) as a listing unit. Thus the address you write down in the Enumerator's Listing Sheet and on Form B should be applicable to all the respondents you enumerate at that location.

For convenience the floating population will be sub-divided into three groups:

- (1) Out-door sleepers.
- (2) Semi-stable floating population.
- (3) Fishermen and others on sea on Census Night.

#### **Enumeration of out-door sleepers.**

6.9 Those who will be enumerated as out-door sleepers immediately after Census Night are the following:

(1) Persons who, on Census Night, were travelling in lorries, ferries or by foot and therefore did not sleep in any house or compound on that night. An example is the cattle driver.

(2) Persons who, on Census Night, slept in lorry parks, in or around markets, in front of stores and offices, at petrol filling stations, ferry terminals, on verandas, on pavements and all other places similar to the above which are not houses or compounds.

(3) Beggars and vagrants (mad or otherwise). Enumeration of the outdoor sleepers is the most problematic and so great care should be taken to ensure complete coverage. The Field Supervisor should undertake a preliminary survey of all places where this type of population is found and allocate enumerators to these places.

Both Field Supervisor and the Enumerator should note that the success of this operation depends on the fact that all enumeration should be done immediately after Census Mid-Night (i.e. in the early hours of 15<sup>th</sup> April 2013).

Remember that most homeless mad persons normally move within the same area even though they do not sleep in any house or compound. It is possible that some persons in the area may be able to give you information about them. If nobody is able to tell you anything about a mad person, just write down his sex and estimate age and record that the person is mad in the space provided for "FULL NAME". Then leave the rest of the items blank. You should do your best to enumerate all of them on Census Night.

#### **Enumeration of the semi-stable floating population**

6.10 In this category are persons who on Census Night slept in:

- (1) Hotels
- (2) Rest Houses
- (3) Transit Quarters, etc.

or persons who on Census Night stayed:

- (4) in airports (as travellers)
- (5) in harbours
- (6) on ships within The Gambia's territorial waters
- (7) at ferries
- (8) at international border stations

6.11 For persons under (1), (2) and (3), it is necessary that you visit these places before midnight of 15<sup>th</sup> April. Your Field Supervisor will see to it that you have a complete list of such "establishments" in your E.A. long before Census Night and where necessary other Enumerators will be assigned to help you cover them. You should visit these places around 10.00 pm on 14<sup>th</sup> April and with the permission of the authorities stay there till midnight in order to enumerate all those likely to sleep there that night.

6.12 On the following day you should go there to check whether those enumerated actually slept there on Census Night. Where any changes have occurred the forms should be duly amended.

6.13 However, for persons in categories (4) through (8) you are expected to be present at midnight on Census Night and start enumerating them a minute after midnight. Here too the Field Supervisors should see to it that all these places are adequately covered and enumerated immediately after Census Night.

#### **Enumeration of Fishermen and other persons on sea on Census Night**

6.14 In the fishing communities along the coast you should contact the fishermen a week before Census Night and enquire from them whether they will be away on sea within The Gambia's territorial waters on Census Night. Those who will be out on sea on Census Night should be enumerated a few days before Census Night. However, you should go to the houses or compounds of these fishermen on the following morning or as soon as possible after Census Night to record any changes that might have taken place during Census Night. Please note that

if you decide to leave the name of a fisherman permanently on Form B, then this fisherman will not be recorded at Part 2 Form B. When you visit the fisherman's house on the following morning and you found him there you then have to delete his name from Form B Part 2 and complete Form A Part 2 for this fisherman instead. You can obtain information about the addresses of fishermen from the Association of Fishermen which is responsible for fishermen in areas that are included in your EA.

### **What complete coverage implies**

6.15 One of the primary aims of a Population Census is to obtain an accurate count of the population. A Population Census can, therefore, only be described as successful if every person in the country who qualifies for enumeration is counted.

6.16 This means that:

- (a) If your Enumeration Area consists of a number of villages and hamlets you must see that each village or hamlet is listed in the EAD.
- (b) Within your Enumeration Area and within each Locality, you must make sure that you visit every house or compound, as well as any other building such as a school, a store, etc. Some people sleep in their stores or shop or shops and you may miss these persons as well as the watchmen who guard certain premises if you do not visit these places.
- (c) Within each house, compound or dwelling in your Enumeration Area, you must enumerate all persons who qualify for enumeration. Do not leave out any person unless you have specific instructions in this manual to omit him in your enumeration. Make sure you enumerate all infants, children, sick as well as insane persons.

### **How to ensure complete coverage?**

6.17 In order to ensure complete coverage you must pay attention to the following guidelines:

- (a) Study your area thoroughly:- The two basic documents which will assist you in achieving complete coverage of your Enumeration Area are the Enumeration Area Map and the Enumeration Area Description (EAD). With the aid of these two documents you must make every effort to become thoroughly familiar with the area assigned to you. For instance, if a road or a street forms one of its boundaries be sure you know the side which is in your Enumeration Area. You will create confusion if you enumerate persons in houses or compounds belonging to another Enumeration Area. Note that not all persons sleep in houses or compounds. A number of people sleep on verandas, in markets, at lorry parks, at international border stations, at ferries, etc. To

ensure complete coverage of these areas, it is absolutely essential that you note all such places in your Enumeration Area before Census Night and enumerate them according to the instructions given earlier in this chapter. If you are working in a rural area, make sure that you enumerate all Forest Rangers, cattle drivers, vagrants or persons in transit quarters and similar institutions in your area.

- (b) Systematic method of enumeration:- You should cover your area in a systematic manner since a haphazard manner of enumeration will result in the omission or double counting of houses or compounds.
- (c) Listing of Compounds: - You should complete the first seven columns of GPC 2 (Listing Sheet) with the help of Form C before you start the enumeration of locality\settlement in your E.A. This listing operation should be done carefully since there is a possibility of leaving out some compounds. Always ask members of households of what appears to be the last compound, whether there are compounds further on, which may be obscured from view and may be easily missed. The first seven columns of GPC 2, if filled in carefully, will help you to cover your area completely during enumeration.
- (d) Listing of Names:- You should complete the front page of the Household Questionnaire, i.e. the listing of names of all usual members present on Census Night on Form GPC 3, visitors who spent Census Night in the household on Form GPC 4, and all usual members absent on Census Night on Form GPC 5 before you start detailed interviewing.
- (e) Disputed Boundaries: - If there is some dispute about who should enumerate a certain compound or settlement (i.e. if two Enumerators claim that the same settlement or compound lies within their respective Enumeration Areas), this should be reported at once to the Field Supervisor who will check up to see whether there has been any duplication or error on the map. He will decide which Enumerator should enumerate the disputed compound or hamlet. Such an extreme case is, however, unlikely to arise during enumeration as Enumerators are expected to have checked their boundaries before Census Night.
- (f) Call-backs:- You should make sure that you honour all call-backs.

## **CHAPTER 7**

### **GENERAL INSTRUCTIONS FOR COMPLETING**

## **THE QUESTIONNAIRES**

### **The Code Numbers Given On The Questionnaire**

7.1 Code numbers have been provided for recording responses to some of the questions. For instance, in the SEX column 2 in Form A part 2, two code numbers have been provided. You should record 1 if respondent is male and 2 if female. If both code numbers are recorded, it will mean that the person is both male and female. Thus you should never record more than one code number for each person. Do not enter any code in the shaded columns. For instance, in column 5, write 00 in case of Gambians in the blank space.

### **The Number Adjacent To The Responses**

7.2 Nearly all the code numbers like 00, 1, 2, 3 etc. have been printed. These are codes and are to be recorded where they correspond to appropriate responses.

### **How To Correct a Wrongly Recorded Answer?**

7.3 If you have wrongly recorded a code number, and you wish to correct this, simply put an 'X' on the wrongly recorded code. Don't over-write.

### **What Is Meant By "Other, Specify"?**

7.4 In some cases you will find that an answer does not fall into any of the categories for which pre-coded responses have been provided. In such cases you must write down the code number for "other, specify" and specify the answer. For example, in the Religion Column (Column No.7 of Form A part 2), for a person reporting a religion other than Islam, Christianity or Traditional, like Hindu, '4 Hindu' should be written.

### **Avoid Missing And Double Entries**

7.5 Never forget to make an entry whenever it is necessary to do so. If you leave out an entry, you must know that you are providing us with incomplete information. Providing double entries is also confusing.

### **The Need For Clear Handwriting - Always Use Block Capitals**

7.6 You should always write neatly and legibly. Remember that after enumeration other officers will have to read what you have written on the Census documents. Your writing therefore should be such that it can be easily read by others. Alternately, you can use block capitals. But please remember that you should write within the space provided in each column.

### **What To Do With Untidy Questionnaires?**



7.7 If a questionnaire becomes untidy as a result of making many corrections, copy the information carefully onto a new questionnaire, cancel the old and write across the untidy questionnaire the word "CANCELLED". You should not throw away the untidy questionnaire, but keep it in your bag because after enumeration you will be required to give an account of all documents given to you.

Note that re-copying of questionnaires should be avoided as much as possible since this practice usually introduces copying errors and involves time. This means that when you are making your entries you must do so very carefully to avoid mistakes.

### **What To Do When a Question Is Not Applicable?**

7.8 In the inside pages of the questionnaire you will find that certain questions are restricted to a particular category of the population. For example, questions on full time Education are restricted to persons aged three years and over while those on type of Activity, Occupation, Industry and Employment Status are for persons aged seven years and over. Question 13 (c) – the field of study, for the highest level completed should not be completed by those whose highest level completed is less than level 5. Hence, whenever a question is not applicable to a specified group of persons you should put a dash (-) and not leave it blank. But if a question is not applicable to a specified group of people and you are asked to Skip any persons that belong to this group you should then leave their cells blank you should not write (-). Sometimes if a question is not applicable to a specified group of persons you may be instructed to write '00'. This happens with questions that ask for quantities such as the total children a woman aged 12 years and over has. See Form A part 2, column 22 and column 23. A woman 12 years and over without children you should record '00'. But for a male or a female below 12 years use dash(-) throughout. Before using a dash (-), or '0', or blank, you should read the instruction about how to complete the column number likely to take on one of these response signs.

### **How To Arrange The Completed Questionnaires?**

7.9 After you have completed the enumeration of persons in a household and if you use more than one Form A, you should place the Forms inside each other, that is the 2<sup>nd</sup> Form A inside the 1<sup>st</sup> Form A, and the third Form A inside the 2<sup>nd</sup> Form A and so on. Arrange all the Forms A in your EA in ascending order.

### **FILLING UP ENTRIES IN PART 1 OF FORMS A AND B (i.e. The Front pages of These Two Questionnaires)**

7.10 In part 1 of both Form A and Form B spaces have been provided for certain items which are called GROUP ENTRIES. These entries refer to all members of a household (in Form A) or persons in Group Quarters (in Form B).

### Filling Up Of Group Entries In Form A Part 1

The group entries are referred to as the Identification Particulars or Information. The information is available on the map given to you. The diagram below shows an example of the identification information that will be printed on your EA map:

## EA21114 MAP

GEOGRAPHIC UNIT	GEOCODE
LGA <b>Kanifing Municipal Council</b>	2
DISTRICT <b>Jeshwang</b>	21
WARD <b>Kanifing</b>	211
ENUMERATION AREA/EA <b>21114</b>	
SETTLEMENT <b>21101</b>	
RTYPE <b>1</b>	

LGA	DISTRICT	WARD	EACODE	SETTLEMENT CODE	RTYPE
KMC	JESHWANG	KANIFING		LATRI KUNDA/KANIFING	
			2 1 1 1 4	2 1 1 0 1	1

**CENSUS QUESTIONNAIRE**

## Completing Group Entries

Write the names of the LGA, District, ward and settlement in the un-shaded space provided. Also write the codes of EA and settlement in the un-shaded space provided.

7.11 Following are the group entries in Form A:-

- (a) Name of Local Government Area (L.G.A)
- (b) Name of District
- (c) Ward
- (d) Enumeration Area Number (E.A. No.)
- (e) Name of Settlement
- (f) Residence type – urban or rural
- (g) Number of Compound within E.A.
- (h) Type of household, whether it is Normal or Group
- (i) Serial Number of Household within Compound
- (j) Name of the Head of the Household

7.12 In addition to these group entries, there are Forms GPC-3, 4 and 5 on the front page of Form A. Form GPC-3 is for usual members of the household who were present on Census Night, Form GPC-4 is for visitors who, on Census Night, slept with the household, and Form GPC-5 for usual members who were absent on Census Night.

7.13 The group entries on Form A part 1 have to be filled as per instructions below:-

- (a) Name of Local Government Area: You will be provided with the name of the Local Government Area in which you work and you are expected to write it down in the space provided. In case of any doubt consult your supervisor.
- (b) Name of District: As in the case of Local Government Area you will be provided with the District name.
- (c) Name of Ward: As in the case of District you will be provided with the Ward name.
- (d) Enumeration Area Number: Copy this number from the Enumeration Area Description on all the questionnaires you use. Before going to the field you may copy this number at home on all the questionnaires you expect to use for a particular day.
- (e) Name of settlement: Write in the space the name of the town or village or hamlet where you are conducting that particular enumeration. Note that in the rural areas you may have many Localities in one Enumeration Area; therefore the questionnaires

relating to same Locality should have the name of the particular Locality written on them. Where the names of individual localities are not written on the questionnaires of particular E.A., the likelihood is that information collected for the whole Enumeration Area would be put under one locality. This may give the impression of the disappearance of data for the rest of the localities\settlements or the omission of such localities during enumeration.

- (f) Residence type – urban or rural. On the map where you have the geographic information of your EA you will find the code of the residence type (RTYPE). Circle code 1 for urban or code 2 for rural.
- (g) Compound number: Copy this number from column 1 of the Listing Sheet (GPC-2) on all the questionnaires you use for all the households in a particular compound. For instance, if you enumerate five households in one compound, all the questionnaires for these households should bear the same serial number of compound.
- (h) Normal: This part is pre-coded for official use; do not write anything in these boxes.
- (i) Household number in compound: Every household you enumerate in each compound you visit should be given a serial number in two digits. Therefore the first household you enumerate in a compound should be given the number 01, the second household 02, the third household 03, and so on.
- (j) Name of Head of Household: You are required to write down the name of the person identified as the head or temporary head of the household from whom information is being collected. Note that where the head of household is absent from the household on census night, his name should not be written here but rather the name of the person acting in his absence (i.e. temporary head of household) should be written.

**NOTE: (1) Write down the names and codes of LGA, District, Settlement and name of Head of Household in the spaces provided. For E.A. No., Compound No. and Household No. in compound write down the assigned numbers in the columns provided under code. Under these categories, do not write anything against name.**

**What to do if more than 1 form A is used for a household**

If the usual members and visitors who spent census night in a given household is more than 10, You will have to use more than one Form A and then show that more than one Form A was used. Example, suppose you listed 30 usual members and visitors you would have used 3 Form As. The bottom of Form A part 1 has the following statement – **Form.....of.....** Complete this statement for the first Form A by writing **Form ..1..of..3..** For the second Form A **write Form ..2..of..3.** For the third Form A **write Form ..3..of..3.** When you complete the interviews for all

the 30 persons and having shown the continuation as already explained you then have to bind the three Form As together by using a paper clip or a stapler.

### **Filling Up Of Group Entries In Form B Part 1**

7.14 The group entries in Form B part 1 have to be filled as per instructions below:-

- (a) L.G.A: Same procedure as for Form A should be followed.
- (b) District: Same procedure as for Form A should be followed.
- (c) Name of Ward: As in the case of District you will be provided with the Ward name. Same procedure as in Form A to be followed.
- (d) Enumeration Area Number: Same procedure as in Form A to be followed.
- (e) Name of settlement : Same procedure as in Form A to be followed.
- (f) Residence Type: use same procedure as in Form A.
- (g) Compound\Location Number: Same procedure as in Form A to be followed.
- (h) Group: This part is pre-coded for official use, do not write anything in these boxes.
- (i) Total Number of Persons Enumerated: This main Column is divided into two sub-columns:- Male and Female. You should record the total number of males and females listed for a particular group quarter, e.g. Serekunda Market's Former Garage or particular institution e.g. Serekunda health centre. This total should appear only in part 1 of the first questionnaire and only for a particular institution or location if you have used more than one questionnaire. If you enumerate twenty persons at a Ferry Terminal, you should record 020 in the Total boxes on the first questionnaire only. The Males and Females of the 20 persons found at the terminal should also be recorded on the first Form B only. Use **Form....of.....**to show continuation. Do not forget to bind or tag the Form Bs of an institution or group quarters together.
- (j) Name of Group Quarters/institution/Place of outdoor sleepers
- (k) Description\Address of Location of Group Quarters/Institution/outdoor sleepers: The address you will record here should be the same as the one in the Listing Sheet GPC-2. It should be so detailed and meaningful that another person can use the address to find the institution or the location of outdoor sleepers in question.

Remember that Post Office Box number should not be recorded here. What is wanted is the exact description of the location of the place.

(l) Type. You will have to tell us whether the group quarters or institution is one of the following: Hospital, Health centre, Boarding school, Security (prisons, police, army, private, securities, etc), Crossing point/terminals, markets, Fish landing site, etc.

## **CHAPTER 8**

### **FILLING UP OF FORM A - HOUSEHOLD QUESTIONNAIRE**

#### **PART 1: Filling Up Of GPCs In Part 1 (i.e. The Front Page) Of Form A** **GPC-3 Usual Members Present On Census Night**

8.1 You should first write down in GPC-3 on the front page of Form A the name, sex and relationship to the head (or temporary head) of household of each USUAL MEMBER of the household who slept in the compound on Census Night.

A USUAL MEMBER of a household is defined as a person who has not been away from the household for more than 6 consecutive months. Hence, persons who have been away from their households for 5 consecutive months and whether or not returned before the end of the 6<sup>th</sup> month are considered as usual member. A person is no longer a usual member if the person spent more than 6 consecutive months away from the household. A usual member can also be defined as a person who spent most of the time in the past 6 months with his or her household.

You should write down first the name of the head of household if the head of household was absent during the reference night find out who is responsible for the household in his absence and record his or her name, provided that this person slept in the household on Census Night. Please follow the instructions given for filling full name (Col 1), sex (Col 2) and Age (Col 3) under "Instructions for filling up Questions in column 1 to 23 of Form A household questionnaire - part 2" while filling the column on full name, sex and relationship to head of household in GPC-3. However in the column relationship to head of household/temporary head please write the exact relationship only in words. The code need not be given.

8.2 In polygamous households, after you have written down the name of the head of household, you should write the name of the senior wife followed by the names of her children in the order of seniority. Then write down the name of the second wife and her children, the third and so on.

8.3 You should note that the method of listing the names first is meant to ensure completeness of coverage within the household. If this is not done the person who is giving you

the information required may forget after an interview of about half an hour whom he has reported and whom he has not. To guard against this you should write down all the names first.

#### **GPC-4 Visitors Present On Census Night**

8.4 You have to record in GPC-4 the full name, sex and relationship to the head or temporary head of the household of every VISITOR (i.e. guest of any member of household who slept in the house or compound on Census Night). Here again follow the instructions mentioned above for filling these three columns. You are also required to write in the space provided the name of the settlement or town or village and the District where the visitor usually lives. If the visitor usually resides in another country, write the name of the country alone under the column District/Country. If you write the name of the foreign country, then write 'Outside the Gambia' under town or villages.

#### **GPC-5 Usual Members Absent On Census Night**

8.5 The entries in GPC-5 are restricted to the usual members of the household who were ABSENT from the house or compound on Census Night.

8.6 In GPC-5 you should, in addition to full name, sex and relationship to head or temporary head of household record age, address on Census Night and the duration of absence of every usual member of the household who was absent on Census Night. For filling the name, sex and relationship to head or temporary head, follow the instructions mentioned above. For filling the age follow the instructions given for filling column 3: Age, of part-2 of Form A.

8.7 The "Address on Census Night" refers to the place where the absentee usual member spent Census Night. Under the column labelled 'District/Country' You are required to record the name of the District if the place is in the Gambia, if the respondent don't know the District write 'The Gambia'. Under the column labelled 'Settlement' write the name of the settlement in the Gambia. If "Address on Census Night" is not known write 'Don't Know' in both columns (District/Country; and 'Settlement'). If it is another country, other than The Gambia write the name of the country in the column labelled 'District/Country'. If the name of the country is not known write 'Outside the Gambia'. For settlement not in the Gambia always write 'Outside the Gambia' under the column labelled 'Settlement'.

8.8 You are also expected to write in completed months how long he\she was absent up to Census Night. For example, if the person has been away for two months three weeks, write down "02" in the space provided, if he\she was absent for less than one month write down "00". **Note that if the person has been away for six months or more he\she should not be considered as a usual member of the household. Note also that if this person spent more than six months out of The Gambia the person will not be listed in any of the GPC's Form for this census**

8.9 If the usual head of household was absent on Census Night his name should be entered on the first line in GPC-5. Remember, however, to indicate in the relationship column the relationship of this person to the temporary head entered in GPC-3. Thus, you should never

enter HEAD in the relationship column in GPC-5, but specify whether this absent person is the Husband, Brother, Mother, etc., of the temporary head.

### **Total Number Of Persons In GPC-3, GPC-4 and GPC-5**

8.10 Use all the GPC-3s you have for a particular household, count all males in all the GPC-3s and write the total on the first Form A Part 1 in the cell for male Persons in GPC-3. Similarly count all the females in all the GPC-3s for the given household and write the total in the cell for female Persons in GPC3 on the first Form. Do the same counting for Persons in GPC-4 and Persons in GPC-5.

### **Totals Of GPC-3 and GPC-4 and Totals Of GPC-3 and GPC-5**

8.11 Add up the males under the columns named Persons in GPC-3 and Persons in GPC-4 and write the total in the cell for male Persons in GPC-3&GPC-4. Do the same for females. Add up the males under the columns named Persons in GPC-3 and Persons in GPC-5 and write the total in the cell for male Persons in GPC-3&GPC-5. Do the same for females.

8.12 If you use more than one questionnaire for a household you should count the number of persons listed on each questionnaire and put the totals in the appropriate boxes of the first questionnaire for the household. **The boxes on the second and subsequent questionnaires should be left blank.**

8.13 **Date of visit.** Each day the enumerator obtains information from members of the household is regarded as a day of visit. If an enumerator called at a household and could not see any member to interview, and could not obtain information about the household from neighbours, then this particular day is not regarded as a day of visit. Hence the date of 1<sup>st</sup> visit is the day enumerators first obtain information about the household from members of the household or from neighbours about the whereabouts of the household. The Date of 2<sup>nd</sup> visit is the second time the enumerator obtains information from the household and the Final visit is the third contact with the household if there was any.

**Result of visit: At the end of each visit you should show the result of your visit by writing one of the following codes in the space provided:**

- 1 **Completed:** Write code 1 if you have completed all the interviews of persons in GPC3 and GPC4.
- 2 **Partially completed.** Write code 2 if you ended your work for the day while having more people to interview.



- 3 **Vacant:** Write code 3 if the dwelling of the household is vacant because the household has moved or is temporarily absent.
- 4 **Refused:** Write code 4 if the household refused to respond. This code should however not be used in the final visit because we hope that you would have resolved the problems of refusal by referring the matter to your supervisor and even higher authorities.
- 5 **Other (specify):** If you have results other than the above then write code 5 and specify.

Similarly fill up the dates of visit and results of interview in Form B part 1. In this case the result of your visit is complete only when you finished interviewing all persons listed on FORM B.

### **P A R T 2 The Layout Of Form A- Part 2 (The inside pages of the Questionnaire)**

8.14 This part of the questionnaire is divided into columns and rows. There are columns numbered 1, 2, 3,.....25. Small letters of the alphabet are used to subdivide some of the columns into sub-columns. For example, major column 16 is sub-divided into (a), (b), (c) (cc) and (d). Each column refers specifically to a questionnaire item which is clearly stated at the head of the column. There are ten rows. Each row is reserved for one person. This means that if you are writing down the particulars about one person you must use one row, starting from the left and moving along the line to the right.

8.15 **Remember that these individual entries are restricted to usual members and visitors (i.e. persons in GPC-3 and GPC-4) who slept in the house or compound on Census Night.**

### **What To Do When Two Or More Questionnaires are Used For a Household?**

8.16 There is provision on one questionnaire for the enumeration of 10 persons. Column Number 0 is for giving serial number to the persons enumerated in each line like 1, 2, 3, 4 etc. The last serial number in the page may be made 10 by putting 1 before 0 for the tenth person enumerated in the household. If there are more than 10 persons in a household you must continue enumeration on a new questionnaire. This new questionnaire is a continuation of the first one and must be treated as such. You must continue the numbering of persons on the new questionnaire by entering the digit "1" before the numbers already printed on the second questionnaire to form 11, 12, 13, etc., and for the last one you will have to prefix the "0" with 2 to form 20 and so on.

8.17 When you use a third questionnaire you should put the number 2 before the existing numbers to form 21, 22, 23 and so on. Remember that whenever you use more than one questionnaire for any one household you must clip all the questionnaires together and complete the statement, **Form.....of.....**, on all the Forms A used for the household.

### **Instructions For Filling Up Questions In Columns 1 To 25 Of Form A - Part 2**

8.18 Some of the following questions have been answered in Form A Household questionnaire part 1. Therefore there will be no need to ask these questions again. In such cases all you have to do is to copy the information in the appropriate cells.

#### **Arranging the Forms A**

Arrange the Forms A for all the households in each compound in ascending order of household numbers. Do not forget to clip together all the Forms A used for households with more than 10 persons. After arranging the Forms A for households in each compound in ascending order of households, next arrange the sets of the Forms A for compounds in ascending order of compound numbers.

#### **Col 1: Full Name**

8.19 Write in the spaces provided the names of all respondents. The names you put down should be such that if a second visit is paid to the house during or after the final enumeration, the persons to whom the names refer can be easily identified.

#### **Babies Who Have Not Been Named**

8.20 Occasionally you will come across babies who were born before Census Night but who haven't been named by the time you call to enumerate. In such cases write down "Baby" before the family name. For example, if the newly born baby's father's surname is Jallow you should put down **Baby Jallow**.

#### **Persons With Identical Names**

8.21 You may also come across households where two or more persons have identical names. In such cases you must record also the names by which they are distinguished in the household, neighbours and friends (e.g. Isatou Haddy and Isatou Fatou). Sometimes, household members identify persons with similar names by using age such as 'Haddy Mu Mag' and 'Haddy Mu Ndaw. Always ask for the identities used by the household to identify persons with the same name.

#### **Col 2: Sex**

8.22 Record the code 1 for males and 2 for females. It is important to ask the sex of the persons when information is being given to you by a third person. Bear in mind that some names can be misleading in this respect. For example, Adama (more examples: Sarjo, Ousman, Modou, Safie, Alaji, Mari etc) can be used for a male as well as a female.

#### **Col 3: Age**

8.23 The age of every person must be stated in completed years only as at 15<sup>th</sup> April 2013. For those who know their birthdays the age to be recorded is the age as at last birthday. "Age in completed years only" means that all the ages must be recorded in full years discarding fractions of years and months.

8.24 For instance, 15 years 11 months should be written down as 15. Do not write down months. Only years are required. The age of all infants who are less than one year old should be recorded as "00". In this connection you are requested to make sure that infants even if one day or less than one day old as on Census Night are invariably enumerated.

### **What To Do When a Person Does Not Know His\Her Age?**

8.24 For such persons use the following method to obtain or estimate his\her age:-

- (1) Ask for documentation – birth certificates, passport, ID, etc.
- (2) Ask him\her to name any historical event (preferably a local one) which he\she has been told as having occurred around the time of his\her birth. Please see the calendar of events Appendix - III
- (3) Ask him\her to give you an indication of how old he\she was when that event occurred or how many years elapsed before his\her birth.
- (4) Then use this information to work out his\her age. For example, if a respondent tells you that he\she was about 20 years old when Gambia attained her Independence this person would be about  $20 + 48$  (18th February 1965 to April 15th 2013) = 68 years old.

8.25 If this method fails, you should try the following approach:-

- (1) Simply estimate how old he\she may be.
- (2) Then select from your list of local, district or national historical events some events which occurred about the time when according to your estimate, he\she must have been born.
- (3) Ask whether he/she has heard about any of these events.
- (4) If he\she has, ask him\her to give you an indication of how old he\she was when this event occurred or how many years elapsed before he or she was born.

8.26 If this second approach also does not elicit the required information then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old however small she may look. You may try to work out her age by the following method:

- (1) Determine the age of her oldest child.
- (2) Then assume that the average woman in The Gambia gives birth to her first child at about 16. However, without further probing you should not base your assumption on the oldest child who is at present living. There is the likelihood that in certain cases the first child died later on or that the woman had a miscarriage or still-birth before the oldest living child was born. Therefore if the woman tells you that she had one miscarriage or still-birth before the oldest living child was born, you should make your estimation taking this into account.

Note also that some women do not have children early in life whilst others have children earlier than what generally occurs in the community. Therefore in every case you must find out whether she had her first child, miscarriage or still-birth at the usual age before you assume she was 16 years at her first pregnancy.

- (3) Then use the information obtained by means of (1) and (2) above to estimate her age.
- (4) Sometimes the age can be ascertained with reference to the age of another person of a known age, who may be living in the same household or in the neighbouring household or that of a well-known person of the settlement such as the Alkalo.
- (5) Only as a last resort should you estimate a person's age from his\her physical features. If you are obtaining information about an absent person from a third person then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under no circumstances must you leave this column blank.

#### **Col 4: Relationship**

8.27 The head of a household is generally the person who is responsible for the upkeep and maintenance of the household. He\she is not necessarily the oldest person in the household. However your main guide as to who is the head is whoever will be pointed out to you as the head when you ask.

As already mentioned if the head of household was away on Census Night you should ask for the person who took charge of the household when the usual head was away. This person thus becomes the "Temporary Head of Household" and all other relationships should refer to this person and not to the usual head who is absent.

**Enter the name of this person on the first line and write in the relationship column the code for Temporary Head (i.e. 02) and relate all other relationships to this person.** For instance, if the usual head of household was away and the wife becomes the Temporary head all the relationships should refer to this woman. Thus the usual head becomes the "Husband" and his sister's son becomes "Husband's Sister's Son" and not "Sister's Son".

8.28 In the relationship column the relationship of every member of the household, including guests and visitors, to the head or temporary head of household must be written. Most relationships are established either by blood (descent) or by marriage . This means that your brother's and sister's sons are your blood relatives whilst your wife's mother and wife's sister are your relatives by marriage.

8.29 The relationship would always be written as if reported by the head of the household. For example, if the head replies:-

- |     |                        |   |                              |
|-----|------------------------|---|------------------------------|
| (a) | A is my son/daughter   | - | write SON (i.e. Code 04)     |
| (b) | B is my brother/sister | - | write BROTHER (i.e. Code 09) |
| (c) | C is my wife/husband   | - | write WIFE (i.e. Code 03)    |
| (d) | D is my father/mother  | - | write FATHER (i.e. Code 07)  |

8.30 On the other hand, if you ask a member of the household about his or her relationship to the head of the household you have to invert the relationship before you enter it. If, for example, a person tells you that:-

- (a) The head is my father - you will write SON OR DAUGHTER (whichever is the correct one).
- (b) The head is my mother's brother - you will write SISTER'S SON OR SISTER'S DAUGHTER.
- (c) The head is my son - you will write FATHER OR MOTHER.

8.31 ALWAYS REMEMBER TO AVOID SUCH VAGUE TERMS AS NEPHEW, COUSIN, UNCLE ETC, which do not denote exact relationships. Nephew may mean brother's son or sister's son and these should, therefore be distinguished.

8.32 Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son etc. However, half-brothers (i.e. persons having one mother but different fathers, or one father but different mothers) should be recorded as brothers. Similarly half-sisters should be recorded as sisters.

8.33 As you may note in Col 4, relationships have been pre-coded. **You are required to record the code given that corresponds to the relationship to Head of Household in the space provided.** Please note that the codes recorded in this column must agree with the corresponding relationships in the GPCs.

#### **Col 5: Nationality**

8.34 For persons reporting "Gambian" record code 00 in the blank space and proceed to fill Col 6 on Ethnicity. If not Gambian, insert the code of his\her country in the space provided and skip to Col 7 leaving Col 6 blank as no information on ethnicity is to be collected in respect of non-Gambians. This information has to be carefully collected. You must specifically put this question without yourself determining the nationality of a person by his\her appearance. Please also remember that there can be different nationals in the same household. You may make it clear that this information is collected only for statistical purposes and one can freely and truthfully give his\her nationality.

8.35 A Gambian national is any person who falls into any of the following categories:-

- (a) A person born in The Gambia, one of whose parents or grandparents was born in The Gambia.
- (b) A person born in The Gambia before 17th February, 1965 and who within the meaning of the law in force in The Gambia on that date was a citizen of the United Kingdom and colonies or British protected person (such a person has to register to become a Gambian citizen).
- (c) A person born outside The Gambia with at least one Gambian parent or grandparent who acquired The Gambian citizenship by birth or where both parents acquired The Gambian citizenship otherwise than by birth under the British Nationality Act 1948 or before that Act came into force.
- (d) A person who acquired The Gambian citizenship by registration.
- (e) A person who acquired The Gambian citizenship by naturalization.
- (f) Any woman who is or was married to a Gambian citizen and who applied to be registered as a citizen of The Gambia.

#### **Col 6: Ethnicity**

8.36 What is your ethnic origin? (For Gambians Only): Nine ethnic groups have been listed and pre-coded in this column. You are required to record the code which corresponds to the ethnic group that the respondent says he or she belongs. For example, if a person reports to

belong to the Madingka/Jahanka ethnic group, record code 0; if he or she reports to be Serere record code 5 etc. When completing this column care needs to be taken to ensure that the codes that correspond to the ethnic groups are being recorded.

8.37 If a reported ethnic group is not familiar, probe by asking what language they speak and how it differs from languages spoken by the ethnic groups listed from code 0 to 8. By such probing you will be able to avoid recording 9 (other Ethnicity) since it could be identified with any of the 9 listed ethnic groups. If a respondent is not a Gambian, do not ask his/her ethnic origin.

#### **Col 7: Religion**

8.38 Record the appropriate code number for the religion professed by the respondent. There is no need to probe to ascertain the authenticity of the claim. You must accept whatever answer is given by the respondent. "Traditional" refers to the traditional African religion and is indigenous to the respondent. For those claiming to belong to religions that fall under other categories, record code 4 for other religions and specify, e.g. Hindu.

#### **Col 8: Survival Of Parents:**

##### **(a) Is Your Father Alive?**

##### **(b) Is Your Mother Alive?**

8.39 These questions should be asked of all members of the household. You should record the appropriate code number according to whether or not the person's parent is still living. Please make absolutely sure that the parent referred to is the "real" parent of the person concerned. Foster parent or other relatives should in no circumstances be recorded as the parent of the person concerned. It is well known that many people in The Gambia regard their uncles or aunts as fathers or mothers. You should make sure that the person is not referring to any of these.

8.40 If the person is a Mandinka you can ascertain this by asking if the person claimed as father and mother, is his "Wulu Fa" and "Wulu Ba", if he is Wollof, the corresponding phrase is "Bai Bi La Jur" and "Ndey Bi La Jur". Similarly for Fula it is "Baba Ma Gibindo Ma" and "Nene Ma Gibindo Ma". For Jola, "Ampaya A Bajim" and "Nya Ya Bajim". For Serahuli, "Andang Ke Habe Ai Miandang Anchara" and "Andang Nkeroma Ai Miandang Anchara".

If for some reason the respondent does not know the survival status of his/her parents, record code 3. One may think that it is impossible for one not to know the survival status of his/her parents but this is particularly possible if details about an individual are being provided by proxy.

#### **Col 9: Birth Place**

8.41 If birth takes place within the territory of the Gambia, birth place may be defined as the place of usual residence of mother at the time of birth. If a person says he was born in this settlement, record code 00 in the blank space (not in shaded sub-column). Persons reporting to have been born in this settlement are those born in the same settlement in which you are conducting your enumeration. If for example you are conducting your enumeration in Barra and the respondent was born in Barra you will record 00. In this Census the birth place of a person is the place of usual residence of the person's mother at the time of birth. For example, for a person born in (a) a hospital or maternity home outside the usual place of residence of the mother or (b) the hometown of the mother or (c) some other Locality where the mother had gone for a short visit, the birthplace of this person will be the Locality in which the mother usually lives and not the Locality of the hospital, residence of the mother's mother or place of visit. If however, the mother's length of stay outside her Locality of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual place of physical birth" will be considered as the birthplace of the person in question. For example, Adama who normally resides with her husband at Serrekunda went to Banjul to deliver her child in her mother's house and returned to Serrekunda before six months. In such a case the birthplace of the child will be Serrekunda and not Banjul.

If however, she stays in Banjul for six months or more then the birthplace of her child will be Banjul and not Serrekunda.

8.42 For those persons reporting to have been born outside the settlement in which you are conducting your enumeration, record name of settlement or village or town that the respondent gives and the name of the district in which the settlement falls. If birth took place outside the Gambia, then you have to specify the country.

#### **Col 10: Duration of stay**

8.43 Duration of stay should be recorded in the space provided in completed months. If a person is reported to have resided in a town\ village for less than a month, record 00, if from 1 month to less than 2 months record 01, if 2 to less than 3 months record 02 and so on and if 59 to less than 60 months record 59 and if 60 months and over, record 60.

#### **Col 11: Previous Residence**

8.44 In the blank space (not shaded sub-columns), record code 00 if the respondent lived in the settlement where enumeration is being conducted continuously since birth (except for shifting to other place outside the settlement of enumeration for a purely temporary stay) and skip to column 13a.

For a person who had his\her last previous residence in another settlement, write down name of settlement and name of district of previous residence. If respondent is reported to have resided outside The Gambia, write the name of the country. It is important to note that even if a person was born at the place of enumeration but had shifted subsequently to another for



work or for studies and had come back again to the place of enumeration, he\she should be considered as having had another place of residence prior to his\her enumeration here.

#### **Col 11a: Reason for movement**

8.45 Those who answered question 11 should be asked the question in Column 11a, which seeks to find out the main reason a person moved from his place of birth to his place of enumeration. If the main reason was education then record 1; or if the main reason was employment record 2, etc.

#### **Col 13: Full Time Education**

8.46 The question on full-time education is **strictly limited to persons aged three years and over**. It refers to full-time education in a formal educational institution. A formal education has a given curriculum. In this type of education programme or system students are regularly tested for their understanding of subjects taught and, test or examination results are often available. Note that formal education excludes Daara or karanta therefore probe to make sure it is formal education/madrassa

The question "13 (a) Have you ever attended school" should be recorded as follows:-

- (a) Never:- Record 1 if the person has never at any time received full-time education in a formal education institution and skip to question 14.
- (b) Now:- Record 2 if the person is still receiving full-time education in a formal education institution at the time of the census.
- (c) Past:- Record 3 if the person received full-time education in a formal education system in the past and is no longer receiving it.

#### **8.47 Question 13(aa): If Now or Attended in the Past; In Which educational system did Name have the highest level of education?**

Record 1 for Western type of education and record 2 for 'Madrassa' type of education. Note (exclude Dara / Karanta). This question should be answered only if you have recorded code 2 or 3 in 13 (a).

#### **Col 13 (b): If Now or Past in 13a, what is the highest level and grade attained/completed in Regular School\Institution attended?**

8.48 Question 13 (b) applies only to those for whom you have recorded code 2 or 3 in 13 (a). Eight education programme levels, which are pre-coded from 0 to 8, have been provided. Each

level has a range of numbers which shows the number of years one may take to complete the given level or the number of years one has spent or is spending within the given level. Each of the numbers in a given range is referred to as a grade in this census for the purpose of collecting information on number of years one has spent or one is spending in each level of education without repetition..

**Note: For persons who are no longer students, that is those who attended education in the past we should ask for the highest grade completed. For example if a person left school during first term in grade 6, then the highest grade completed by this person is grade 5.**

**For persons who are currently attending school, the current grade in which they are, should be recorded. For example if a person says that I am in grade 6, then the highest grade attained is 06.**

**The term level, when used outside pre-school environment, refers to the level attained or attended when a grade is completed (by respondents who are not presently students), or when a grade is attained (reached) by those currently attending school.**

**For persons who are not currently attending and who moved from one level to another level and did not complete the first year of the grades in this level. Then his grade will be '0'. For example if a person stopped at grade 10 without completing this grade record 3 for the person's level and 0 for the person's grade.**

At pre-school level of education, the range of numbers is 1 – 4. The use of the term level corresponds to year of education. Hence, if a person says that I stopped at or I am at level 2, then under level record 0 and under Grade record 2. For pre-school level 1 is the first year, level 2 the second year, level 3 the third year and level 4 the fourth year of pre-schooling.

Under the current education system the use of the term Grade gives an idea of both the levels (primary or secondary) and the number of years one has spent or one is spending on the given level without repetition.

If a person says that I stopped at grade 6. This means that the level of the person was 2 and he has completed grade 5, you should then write 05 for grade or write 06 for grade if the person has actually completed grade 6.

## **Levels and Grades**

**8.49 Early childhood education** or Pre-primary education is defined as the initial stage of organised instruction, designed primarily to introduce very young children aged 3 years and not more than 6 years old to a school-type environment, that is, to provide a bridge between the home and a school-based atmosphere.

The code for this level is '0'. The range of years, that is, the grades for this level is 01-04. This shows the minimum and maximum number of years one can officially spend at this level.

Example: For a person who is 4 years old who is attending second year of early-childhood education record 0 for level and 02 for grade.

**8.50 Primary:** Primary education usually begins at age 6, 7, or 8 and generally lasts for 6 years. Hence, the range of years for this level corresponds to the grades 01-06.

Example: For a person who is 15 years old who reported that his schooling stopped at the second year in a primary school, record code 1 for level and code 02 for grade

Example: For a person who is 18 years old who reported that his schooling stopped before completing the first year in a primary school record code 1 for level and code 01 for grade attended. Note that the highest grade attained or attended but not completed is 01.

In the Gambia names of programmes corresponding to primary level are: lower basic; primary; class 1 to 3; and standard 1 to 4. Use code 1 for any of these levels. Then ask for the number of years spent at this level. Note that the number of years that is grade should not be more than 06.

**8.51 Lower Secondary:** Lower secondary education may either be “terminal” (i.e. preparing the students for entry directly into working life) and/or “preparatory” (i.e. preparing students for upper secondary education). This level can range from 3 to 4 years in The Gambia. The educational system of the Gambia shows that entry into this level happens at the age of 12, 13 or 14, that is when someone has spent 6 years in schooling from primary 1 or grade 01 primary level, the person would have been at grade 07 that is the first grade of Lower Secondary Level at age 12, 13 or 14. **All Grades from 7 to 9 belong to the lower secondary level.**

Example: A person aged 16 years who reported that the highest grade completed is grade 9. You should record 2 for level and 09 for grade.

Names of programmes corresponding to Lower Secondary Level are: upper basic; middle basic; secondary technical; secondary four; form 1 to 4; and standard 5-7.

Example: If a person reported to have completed the level - upper basic, then record code 2 for Lower Secondary Level and ask for the number of years spent at this level. If the person responded 4 years, note that the maximum number of years one can spend at this level is 3 years, then  $7 + 2 = 9$ . You should therefore record grade 09.

Example: If a person reported to have completed the level - form four or secondary four, then record code 2 for Lower Secondary Level and ask for the number of years spent on this level, if the person responded 4 years, then  $7 + 2 = 9$ . You should therefore record grade 09.

**8.52 Upper Secondary:** Programmes corresponding to Upper Secondary Level are: high school; senior secondary; and form 1 to 6. You should use code 3 for this level and then

proceed as explained above for recording the grade. **All Grades from 10 to 12 belong to the upper secondary level and the maximum number of years one can spend on this level is 3 years**

Example: If a person completed and spent 5 years in Form 5 high school, record 03 for level, and find the grade as follows;  $10+2 = 12$ . The maximum number of years one can spend at this level is 3 years. Hence, record grade 12.

**Note it is only for secondary levels that you have to reduce the maximum number of years by one when finding the grade of a person. For other levels the grade is simply the number of years spent at the given level.**

**8.53 Post Secondary Non-Tertiary:** After completing secondary school (lower or upper) a course conducted by an NTA approved training institute or an internationally recognized institute for 6 to 16 months leading to a specialized certificate such as certificate in word processing, computer hardware maintenance, accounting, plumbing, and so on. It also includes ordinary diploma, teacher's certificates, and health certificates such as – SEN, SRN and CHN. It however, excludes higher diploma, bachelor's, master's and doctorate degrees. The range of grades here can however be 01 to 04 and the level takes on code 4.

**8.54 Tertiary:** This level includes mainly higher diploma holders who successfully completed upper secondary. Duration of the course may be between 1 to 3 years. Use code 5 for this level and the maximum grade is 03.

**8.56 Bachelor, Master's and doctorate level** a person must have completed upper secondary in the case of doctorate level a bachelor or master's level must have been completed by the person.

### **8.57 13(c) The field of study for the highest level completed**

This question should be answered by those for whom you have recorded code 5, 6, 7 or 8 under level in question 13 (b). These are persons who have completed these levels and obtained relevant certificates. Write in short the field of study for the highest level completed. For example if a person completed advanced diploma in computer engineering, and diploma is his highest level completed then write 'computer engineering' under 13 (c).

### **Col 14: Literacy and Numeracy**

**8.58 "Can you read and write with Arabic\Roman Alphabets?":** The questions on literacy refer to persons aged 7 years and over. Codes have been provided for possible answers to this question. Record the appropriate codes in the space provided. If a person reports to be able to only read, record in 14 (a) code 2 and if he\she can both read and write record code 1. Record in 14 (b) the code for the script in which a person is reported to be able to read and\or write a given language. If a person is reported not to be able to read or write in any script record code 3 in 14 (a) and skip to 14a (a) to ask question about numeracy.

Under Column 14a-numeracy a person aged 7 years and over is also asked about whether s(he) has the skills and ability to add or subtract simple numbers (may be 2-digit numbers) in Roman or Arabic numerals. You should therefore ask the respondent whether S(he) can write for example,  $10 + 15 = 25$  in Roman or Arabic numerals. A person who answer 'yes' to the numeracy question may have reported his or her ability to handle basic arithmetic, number sequences and simple mathematics.

#### 8.59 **Col 15: Access to ICT**

Access to ICT is defined as reading a newspaper at least once a week, listening to a radio at least once a week or watching TV at least once a week. It also includes access to mobile phone, land line telephone and computer (desktop or laptop) at least once a week. Having access to these media is not restricted to owning one but having access to it at least once a week. Care must be taken in administering this question to ensure that access is not limited to ownership. In the space provided record the appropriate code (i.e. 1 for 'Yes' and 2 for 'No'). **Do not record Yes (Y) or No (N).** Note that this question is limited to persons aged 7 years and over. Column 15a: Do you own a mobile? This question seeks to know the number of persons that own a mobile. A person who had access to a mobile but does not own one is not counted here. Note column 15a(g) seeks information about ownership of mobile phones not access.

#### **Type of Activity: Economic Characteristics For Persons Aged 7 Years And Over**

8.60 Questions 16 to 19 relate to the economic characteristics of each individual aged 7 years and over. The answers to these questions which are very important for economic planning have to be properly ascertained and recorded. You should carefully read the following instructions and be thorough with the concepts before you start enumeration.

Questions under this heading refer to a reference period of one month before Census Night (30 days).

Question 16 has five sub-parts (a), (b), (c), (cc) and (d) which are explained below. Please carefully note the "skip" instructions wherever given in these sub-parts and implement them.

#### **Col 16: Type Of Activity During The Past 30 Days**

##### **8.61 (a): What were you doing most of the time during the past 30 days (16<sup>th</sup> March – 14<sup>th</sup> April 2013)**

Six categories of answers are provided under this question with codes from 1 to 6.

(1) **WORKING:** For those who are working during the month preceding Census Night, record 1. For these people, you should proceed to question 16 (d) - 'How many days did you work?' after this. For the purpose of answering this question it is necessary to know who are the persons to be treated as working. In this census the following categories of persons should be regarded as working and code 1 should be recorded for them:-

- (a) All those aged 7 years and over who were in regular employment one month (i.e. 30 days) before Census Night but who may or may not have done any active work during the reference period but received pay or profit from his or her employment, e.g. persons on paid leave.
- (b) All those aged 7 years and over who worked for most of the time for pay or profit during the month (16<sup>th</sup> March to 14<sup>th</sup> April) before Census Night.
- (c) All those aged 7 years and over who, during the reference period, worked on farms or went out to fish for most of the time even though they may not have sold any produce during the period.
- (d) Domestic servants aged 7 years and over who worked for most of the time during the month and were remunerated for their work either in kind or cash.
- (e) Apprentice workers (i.e. persons learning a trade and who normally work under the supervision of qualified workers) aged 7 years and over and who worked for most of the time during the reference period.
- (f) All persons aged 7 years and over who worked without pay for most of the time during the month in an establishment or farm operated by a family member. Such persons are known as UNPAID FAMILY WORKERS. Two examples are:-
  - (i) Wives who, during the reference period, worked in their husband's store or farm or other economic enterprise. If these wives are paid they should not be classified as unpaid family workers or homemakers.
  - (ii) Children aged 7 years and over who during the reference period helped in their father's farm or shop or assisted them in other economic activities such as mango selling.

**Please do not treat as family workers those persons aged 7 years and over who helped family members in their economic activities but were full time students in educational institutions. These persons should be treated as students.**

(2) **HAD A JOB BUT NOT AT WORK:** Record code number 2 for any person who, during the reference period, did not do any work for pay or profit although he had a job to which he could return. Persons who come under this category may not have been receiving payment during their absence from their employers and include the following who were temporarily absent from their jobs for any of the following reasons:-

- (a) On leave without pay but with definite instructions to return to work after a certain period. Note that persons on study leave who are receiving full-time education in

an educational institution e.g. teachers on study leave, etc. should not be included in this category as they are to be treated as students.

(b) Off-season workers (e.g. farmers or fishermen) who did not do any work because it was their off-season. Note that work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen.

(c) Temporarily ill without pay, but will return to a fixed job after recovery (e.g. workers on sick leave or admitted in hospitals).

(d) Labour dispute, strike or lockout.

(e) Temporary lay-off with definite instructions from employer to return to work at a specific date. Such workers include permanent farm labourers, workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and or other reasons.

(f) Persons not working because of bad weather. For example: farmers who could not go to their farms because the path leading to their farms is flooded; fishermen who could not fish because of stormy weather; mason who did not work because of bad weather; etc. **Note: For respondents reported to have had a job, but did not work, you have to record code 2 and skip to question 17.**

(3) **DID NOT WORK AND DID NOT HAVE A JOB:** Record 3 for any person who did not work and did not have a job. For this category of persons, skip to question 16 (c) to enquire whether they were actively looking for work. A person is said to be actively looking for work if the person has done something, such as sending an application, talking to employers for work, trying to obtain assets to start a business, etc. A person who wants to work and has not done any tangible effort to get a job or start a business is not actively looking for a job during the 30 days before census night.

(4) **HOMEMAKING:** Record 4 for a person of either sex who was wholly engaged in household duties and was not paid for this work. Please note that if such a person worked regularly for some hours daily or engaged in some economic enterprise (i.e. worked on a farm or in a beer bar) or did any part time work (e.g. typing, dressmaking etc.) for which the person was paid or did any work on the family farm or business for most of the time during the month without pay, the person should NOT be classified as homemaker BUT should be grouped with the working population. Great care needs to be taken in identifying homemakers. Rural women especially, have a dual role to play. In addition to homemaking such women are generally engaged in farming and/or vegetable gardening which are of economic nature. Such women who are economically active should be treated as working and not as homemaker.

(5) **STUDENT:** Record 5 for a person aged 7 years or over who is pursuing full-time education in an educational institution and for whom "NOW" (i.e. code 2) has been recorded in Question 13 (a). Students are persons who did not work most of the time during the past 30 days but who is attending regular educational institution private or public with set curriculum.

(6) **SOMETHING ELSE:** Record code 6 for answers which do not fall in any of the above categories (i.e. working, had job but not at work, did not work and did not have a job, homemaking and student). The main types of persons who come under this group are:-

- (i) Pensioned or retired
- (ii) Living on independent income
- (iii) Old
- (iv) Disabled
- (v) Prisoner
- (vi) Hospital patient and not to return to a fixed job
- (vii) Voluntarily unemployed, i.e. not employed although able to work and not interested in seeking work.

Note that the permanent and paid staff of educational institutions, hospitals, prisons and similar institutions should be regarded as WORKING and code 1 given. The inmates like patients, prisoners etc. should be regarded as NOT WORKING even if they receive a small allowance and the code 6 recorded and the category specified in the space provided.

**Col 16 (b): Did You Work At All For Pay Or Profit ? (to be answered only if code 4 or 6 has been given in column 16 (a))**

8.62 For persons falling under category 4 and 6 in question 16 (a), record 1 if the answer to this question is "Yes", then proceed to Question 16 (d). If the answer is "No", record 2 and go to Question 16 (c). Please note that we are trying to collect information in this column about some marginal work done by people who were mainly not at work during the reference period like homemakers, pensioners etc.

**Col 16 (c): Were you available for work**

8.63 Circle '1' for Yes or circle '2' for No. If you circled '1' for Yes, this implies that the respondent reported that he or she was ready, or willing, or have the ability, or have the desire to take up paid employment or undertake self-employment activity when it is available or when the opportunity arises during the reference period 16 March to 14 April, 2013.



This question is addressed to those who answered "No" for Question 16 (b) i.e. code 2 and those for whom code 3 is given for Question 16 (a).

**Col 16 (cc): Were You Looking For Work ?**

8.64 Record 1 for those who were looking **actively** for work and 2 for those who were not looking for work during the reference period. Actively looking includes applying for job, enquire for job or results of application, talk to relative or friends in position to find job for you, borrow, save or find money or capital or goods to start business, etc, during the reference period 16 March to 14 April, 2013.

Note that if both 16(c) and 16(cc) are No, this person does not belong to the unemployed or employed category because he or she is considered as not belonging to the labour force. You should then skip to question 20.

If both 16(c) and 16(cc) are not 'No' then Questions 17, 18 and 19 should be asked for these persons.

For all these persons, who are the unemployed, Questions 17, 18, 19, would refer to their last job if any within the past one year before 16 March, 2013.

**Col 16 (d): How Many Days Did You Work ?**

8.65 Note that what is required here is the actual number of days the respondent worked for pay or profit during the reference period. This should be filled for all those for whom code 1 has been given in 16 (a) or 16 (b). Also note that the answer cannot be blank in this column for these persons as they had said they had worked during the reference period.

**Col 16 (dd): On average how many hours did you work per day?**

Write the average number of hours the respondent worked per day in the space provided. You may have to probe to get a good estimate of the average number of hours worked per day during the past 30 days. You can take the most frequently occurred number of hours reported as the average. For example, if the respondent says that, or you discover that, he or she worked 9 hours most of the days in the 30 days, then the average number of hours worked per day is 9. Hence, write 9 in the space or cell.

**Col 17: Occupation - What Is Your Main Job\Work?**

8.66 Occupation refers to the type of work done in a job by the person employed (or the type of work done in the past 12 months, if the person is unemployed or presently not in the labour force), irrespective of the industry or status of employment in which the person should be classified. Type of work is described by the main task and duties of the work.

The past 12 months refers to April 2012 to March 2013. For instance, if a person was an Accounts Clerk during the past 12 months before he became unemployed you should write in the space (the larger column) provided "Accounts Clerk". Similarly, if a person who was a farmer growing groundnuts during the last 12 months before he became unemployed during the reference period (16<sup>th</sup> March to 14<sup>th</sup> April 2013) you should write in the space (the larger column) provided "groundnut farmer". However, there are certain unemployed persons who have never worked before i.e. those who have just finished school or college or completed their period of training and who are actively looking for a job. For such persons write down in column 17, "Never Worked". Do not write on the smaller three columns.

8.67 Note that you should write down in answer to this question what the respondent actually did during the month preceding Census Night and NOT what he is trained to do or what he used to do. For instance, if the respondent has been trained as a lorry driver but actually worked as road labourer during the month preceding Census Night, you should write down ROAD LABOURER. Remember to write down a detailed and exact description of the job the respondent was actually engaged in. For example, the term LABOURER is too vague. Hence, be more precise by indicating whether the person was OFFICE CLEANER, BUILDING LABOURER, GARDENER, FARM LABOURER, TREE FELLER, etc. Avoid other vague terms like CIVIL SERVANT, FACTORY WORKER etc, which cover several groups of persons occupying different grades and doing different kinds of work.

8.68 ALWAYS therefore, specify the exact job done by the respondent. For instance, you should give the following information about TEACHERS:-

University Lecturer

Teacher - Training Tutor

High School Teacher

Upper Basic School Teacher

Lower Basic School Teacher

Pre-school Teacher

You should also distinguish between the following:

(a) Food Seller

(b) Food Maker

(c) Food Seller and Maker

When you write that a person is a seller or a maker of a particular commodity which is only understood in the area concerned you should also write in brackets after it whether that commodity is food, drink etc. For instance, you may write SELLER OF GINGER (Non Alcoholic drink), MAKER OF CHEREH (Food).

**Col 18 (a): What Is The Name and location Of The Establishment Where You Work ?**  
**(For unemployed, last establishment)**

8.69 Give the name of the establishment and the location - in terms of the name of settlement, or country. In the case of an unemployed person who had worked before, you should collect this information for the establishment where he last worked within the past one year before census night.

8.70 "Establishment" simply means the place where the respondent worked. Establishment applies not only to the big enterprises such as NAWEC GAMTEL or Banjul Breweries Ltd but also to small ones such as say, Jasseh's farms, place of petty trading in the market like small shops etc.

6.58 If the establishment has no name, then you must write down the name of the owner of the establishment.

- e.g. (i) Sedia Bayo's Farm
- (ii) Alieu Sarr's retail cloth store
- (iii) Lolley Jallow's wholesale grain shop
- (iv) Vegetable stall of Nyakassi Sanyang

8.71 The name of establishment in which the respondent works would help a lot in determining the major product or service of the establishment. It is therefore advisable to be specific when writing names of establishments. Not much use can be made if it is simply written Government Service. The respondent should be asked to specify the Government Department in which he\she works e.g. Police, Accountant General's Department, the Judiciary etc. Also specify the location, that is, the address of the establishment. If a person has no fixed place of work, write No fixed place of work. Examples of this kind are:-

- A carpenter who moves about and does petty carpentry work
- A fruit seller who goes round the streets or village selling fruits, etc.

**Col 18(b): What Is The Main Product or Service Of This Establishment ?**

Note that ESTABLISHMENT is where the respondent worked and NOT what the respondent produced. For instance, if a carpenter who makes window frames is employed by a

firm which builds houses the major product you must write down is HOUSE, not window frames, since houses are produced by the establishment where he worked.

8.72 Similarly, if a carpenter gives Kairaba Beach Hotel as the name of the establishment where he worked, you should write catering or hotel services in this column. You must also note that the major product or service of all educational institutions (e.g. the Muslim High School) is EDUCATION even though the persons employed in these institutions may be doing different types of jobs. However for craftsmen employed by a construction company which has undertaken a contract with an educational institution you should write down BUILDING CONSTRUCTION but not education. In other words the product or service of the establishment for which he works should be given here. If a carpenter works on his own as a self employed worker write "repairing of wooden furniture", "manufacture of small wooden articles" etc as the case may be.

Large enterprises like NAWEC have about three main establishments each of which specializes in one main service different from the others. NAWEC has a branch dealing with electricity generation and distribution, another branch dealing with water production and supply. There is also a third branch dealing with sewerage disposal and treatment. Hence, a person who works for the water division, you should write 'production and distribution of water' as the service of the branch or establishment of NAWEC the person works for. For NAWEC's main administration its service should be described as 'management of the water, sewerage and electricity divisions of NAWEC

**Col 19: Employment Status - What is\was Your Employment Status  
In This Establishment**

8.73 Five categories have been provided under this term. When the answer corresponds to one of these you should record the appropriate code number. Note that you should record only ONE CODE for each respondent.

- (a) Employee for pay or wages:- Record code number 1 for a person who works for a public or private employer and is paid by this employer. Note that in certain establishments like the Public Transport Corporation some employees work under the title "Apprentice". Such persons should be recorded under this category if they receive pay or wages, otherwise they should come under "Other, specify".
- (b) Self-employed without other employees:- Record code number 2 for person who operates his own enterprise (e.g. a farmer, petty-trader, carpenter, private doctor, advocate who practices independently) and who DOES NOT EMPLOY anybody to work for him in operation of his enterprise except perhaps apprentices who should not be classified as employees. Thus, a carpenter or tailor, who works with apprentices only, falls under this category. You should, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.

- (c) Employer:- Record code number 3 for a person who operates his own enterprise directly or through another person (e.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES whom he pays. Note that the persons considered employees here exclude unpaid family workers and apprentices.
- (d) Unpaid family worker: - Record code number 4 for a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary.
- (e) Other, specify:- To this category belong all persons who do not fall in any of the above groups. You should write down the person's employment status in the space provided. An example of the type of worker you are likely to encounter here is Apprentice. Apprentice refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker. He is normally given an allowance.

#### **Col 20: Marital Status**

**8.74 The question on marital status should be administered to all persons aged 12 years and over.** Record the appropriate code for the answer given by the respondents. Record code 1 for Never Married i.e. for those who have never entered into any form of marital union. Record code 2 for Married, 3 for Divorced, 4 for Separated and 5 for Widowed. Spouse is a married man or woman.

8.75 The category "Married" will include those persons who are contractually married but not yet living as a man and wife. The category separated will include both legal and de facto separations. Persons who have been widowed or divorced but have remarried must be recorded as married.

#### **Col 21: Type Of Union**

**8.76 The question on type of union should be referred to ever married persons only.** These include persons reporting to be currently married, divorced, separated or widowed. For males or females who got married more than once and those ever married but not married at the moment (i.e. divorcees, the separated and the widowed), the type of union refers to current or most recent union. For this question five options have been provided. Persons reporting to be in monogamous marriages are those married to persons with one spouse. For those in polygamous marriages, the number of spouses is indicated and you are required to record the appropriate code in the space provided.

8.77 If a female reports that her husband is married to more than one woman, record against her the code corresponding to the number of spouses her husband has/had and if she reports that her husband is married to her only, record code 1. In administering this question, ensure that it is referred to most recent marital union. If a man says he has more than one wife, record the code corresponding to the number of wives he has. If he has only one wife, record code 1.

### **Col 22: Number Of Ever Children Born**

8.78 Questions in column 22 should be asked of all female respondents aged 12 years and over. These questions have been designed in such a way as to elicit the vital information we require without embarrassing the respondents. We have to find out the number of children born, living and dead. You should remember that most people are very sensitive to questions regarding death. Hence most data on death are very defective. Nevertheless, you should try as much as possible to gather accurate and reliable data on deaths. Please remember that the nature of responses you will obtain will depend, to a great extent, on how tactfully you put these questions on "death" in any of the Gambian languages. Great care must be taken to choose words which while retaining the exact meaning of the questions will not give rise to any emotional outburst. Finally, please note that the word "children" in all the questions refers to the woman's own offspring of whatever age and sex and not to the children of a brother, sister or husband or other relative or non-relative or adopted ones who may be living with her.

### **Col 22 (a) and (b): How Many Children Have Been Born Alive To You ? (Separately by males in col (a) and females in col (b) )**

8.79 Record the number of children born alive to the respondent in the space provided-- Col (a) for male children and Col (b) for female children. When administering this question care must be taken to ensure that only children born alive to a respondent are recorded. These children should include both living and dead. When not properly administered the likelihood is respondent would report only living children, both born alive and stillbirths or only children residing with respondent in the same household.

8.80 It is therefore necessary for you to know the definition of live birth (or children born alive). It is as follows:-

*"Live birth is the complete expulsion (delivery) or extraction from its mother of a product of conception (baby), irrespective of the duration of pregnancy. The baby after such separation breathes or shows other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Each product of such birth is considered live-birth".*

### **Col 22 (c) and (d): How Many Of Them Are Living In This Household ? (Separately for male children in Col (c) and female children in Col (d)**

8.81 Record in the space provided the number of the woman's own children by sex who live in the household. Remember to include in this category any of the woman's own children who normally live in this household but who are absent at the time of the interview. In case of doubt as to whether a child lives in a household or not you should find out where the child slept during the greater part of the six months before the Census.

**Col 22 (e) and (f): How Many Of Them Are Living Elsewhere (Separately for male children in col (e) and female children in col (f))**

8.82 This question collects information on the respondent's own children by sex living elsewhere (i.e. living either with another household in the same compound or living outside the respondent's compound). Care should be taken to avoid having to list dead children in this column. Explain to respondent that children to be listed in this column must include only living children born to the respondent who are living outside their households.

**Col 22 (g) and (h): How Many Of Them Have Died ? (Separately for male children in col (g) and female children in col (h))**

8.83 Record in the space provided the number of the woman's own children by sex who are dead. Note that some women may not easily remember the number of their children who have died. Therefore you should help them find the correct number by counting your fingers as she mentions their names.

8.84 You should also note that some of your respondents may be old and their memory weak. You should therefore, exercise patience and help them to recollect as much as possible the correct number of children they have had.

**Note: To be sure that no child is counted more than once or omitted, the number of children born alive to a respondent should be equal to the total of the number of these children living with her in the same household, the number living elsewhere and the number dead.** Please remember that **Col a = Col c + Col e + Col g** and **Col b = Col d + Col f + Col h.**

**Note: All the columns under column 22 must be filled for all women aged 12 years and over. Even if a woman has no child, please record "00". For males of any age and females below 12 years of age leave the columns blank.**

**Col 23: Particulars Of Births In The Last 12 Months**

8.85 This question is aimed at collecting information on births in the last 12 months to all females aged 12 years and over. What is most likely is that the respondent might have had only one delivery within reference period although cases of two deliveries or twins are possible and should be recorded after a little probing to establish accurate dates of birth. Where a respondent reports to have had more than one birth over the one year period, chances are high that one of the births was a still birth which for the purpose of the census should not be

recorded. When a child born within the one year period is reported to have died, probe to establish if the child was born alive and if not, do not record particulars of such a child.

If the child whose particulars have been recorded in this question is alive and is living in the same household with mother, the child should have been enumerated in the household and you should be able to check the child's date of birth against age as recorded in the age column i.e. column 3. If no child is reported for any of the sub-parts, write 00 Under 23(a)(a) for male and 00 under 23(a)(b) for female.

**Col 23 (a)(a) and Col 23(a)(b): How many Children have been Born to you during the last 12 months?**

8.86 If a female person aged 12 years and over has no child record '0' under 23(a)(a) Male and '0' under 23(a)(b) Female. If a woman aged 12 years and above has one Female, then record '0' under Male and record '1' under Female. Note that if you record '1' under column 23(a) then one of the cells 22a to 22h must have entry '01'.

**Col 23 (c): Year of birth**

8.87 The answers to this question are pre-coded with 2012 which is assigned code 2 and 2013 is assigned code 3. You are required to write the appropriate code in the space provided. In those rare cases when a respondent reports to have given birth to a child in 2012 and another child in 2013, record code 3 in column 23 (c).

**Col 23 (d): Month of birth**

8.88 The month of birth should be recorded in numbers. A number is assigned to each month of the year as for example, January: 01, February: 02, June: 06, November:11 etc. Record the appropriate code for reported month of birth in the space provided. In the rare case of two deliveries in the year as mentioned in the previous paragraph, write the code for the month of the last birth in Col 23 (d).

Remember that you are recording particulars of birth in the last 12 months. Always refer to the year and month of birth to be sure you are recording particulars of eligible births. Some of the respondents may not understand what is exactly meant by last 12 months. You have to explain to them with reference to any local event.

**Col 23 (e) and (f): How Many Of Those Children Born To You During The Last 12 Months Are Still Alive ?**

8.89 As in the previous question, columns have been provided for male and female children and you are required to record the number of male and/or female children born to the respondent during the last 12 months **and still alive**. Remember that the children recorded here can only be less than or equal to the number of children recorded in the sub-parts Col: 23



(c) and (d). Be sure that what you have recorded in this question is consistent with the reported number of births to the woman.

#### Column 24: Main Disability

8.90 The question on disability should be addressed to the household members or the Head of Household or his/her representative. Care needs to be taken in administering this section of the questionnaire to avoid either missing some of the disabled population or wrongly classifying people as being disabled. **Since it is difficult to identify disability at an early age this question should be administered to persons aged 2 years and over only.** A disabled person is someone who is limited in the kind or amount of activities that he or she can do because of ongoing difficulties due to long-term physical condition, mental condition, sensory impairment or health problem. It must however, be noted that short-term disabilities due to temporary conditions such as a broken leg and illness are excluded. Only disabilities lasting for more than six months should be included. It may not be enough to rely on the household head for the identification of the disabled members of the household but if possible observe the persons reported to be disabled. Disability is categorized as follows:

No.	Type of Disability	Question	Description of Condition
<u>1</u>	Seeing/Visual	Does this person have difficulty seeing?	Difficulty seeing even with glasses.
<u>2</u>	Hearing	Does this person have difficulty in hearing?	Difficulty hearing even with hearing aid.
<u>3</u>	Speech	Does this person have difficulty in speaking?	Difficulty speaking.
<u>4</u>	Physical	Does this person have difficulties moving in general or moving his/her hands or feet?	Difficulties walking, climbing stairs, standing, kneeling or gripping/holding objects
<u>5</u>	Strange Behaviour/Mental	Does this person show strange behaviour?	Abnormal behaviour showing signs of psychological problems
<u>6</u>	Fits/Epilepsy	Does this person have fits?	Fits (sudden unconsciousness, sudden changes in the mental state) seizures, convulsion.
<u>7</u>	Learning Difficulty	Does this person have difficulty learning?	Learning difficulties (intellectual difficulties, retardation).
<u>8</u>	Other, specify	If other specify?	Other difficulties.

There may be instances where a person is suffering from more than one form of disability. In Such instances, try to establish from the respondent which of the disabilities concerns him/her most or the one he/she is most worried about – that is the main one.

Where a respondent is not able to decide the most pressing disability, please use your discretion to identify one disability as main and record the appropriate code for the disability identified.

**Col 24: Do you have any form of disability?**

8.91 Circle '1' for Yes or circle '2' for No and then skip to column 25 – the Tobacco module. If the person has more than one disability ask for the main disability or use your discretion to decide on the main disability.

**Col 24a: What is the main cause of disability?**

8.92 There are several causes of disability, if a person's response is one of the causes listed in Column 24a then record the appropriate code. For example, If a person became disabled as a result of disease or illness record 2.

**Col 25 Tobacco. Does (Name) smoke?**

8.93 All persons aged 10 years and over are ask whether they smoke any form of tobacco – cigarettes, cigars, tobacco leaves, at least once a week.

**CHAPTER 9**

**FILLING UP OF FORM A: HOUSEHOLD QUESTIONNAIRE PARTS 3, 4 AND 5**

**PART 3**

**Filling Up Of Form A Household Questionnaire - Mortality - Part- 3**

9.1 As the instructions at the head of this part indicates, it is to be administered to the head, temporary head of household or any responsible member of the household. This section could be considered as one of the most sensitive parts of the questionnaire and requires that you have to be courteous and tactful while administering it, as questions about death are very sensitive .

9.2 The deaths to be recorded here are deaths of household members within the last 12 months. Before any death is recorded, probe to establish that the deceased was a member of the household being interviewed at the time of his\her death. Watch out for respondents who may report deaths of persons who might have been living elsewhere at the time of death. For example, former female members of households now married and settled elsewhere who died at their places should not be recorded as deaths in their original households.

9.3 The place of death is not very important in some cases. For example, a sick member of a household who was admitted in hospital might have died. Such a death should be recorded as death in the household despite the fact that he\she died in hospital. A member of a household travelling to another locality for the sole purpose of receiving medical treatment and died there should be recorded as a death in the original household. For example, Pateh who is a member of Household A fell sick and decides to travel to Bansang for medical treatment and stays with Household B at Bansang for his treatment. If he died later, he should be recorded as a death in Household A and not in Household B.

9.4 In column 1 state the number of deaths in the household in the last 12 months. In column 2 you are to write the name(s) of the deceased, in column 3, his\her sex, in column 4 his\her relationship to the head of the household and in column 5 his\her age at death. In recording name, record as reported and where a child died before being named record "Baby plus the surname of the child". For example, if the child of Dodou Sonko died within the last 12 months before the naming ceremony record under name "Baby Sonko". Codes have been assigned for sex. The code for male is 1 and that for female is 2. You are required to record 1 if the deceased is male and 2 if female. When writing the relationship to head of the household, you should follow the earlier instructions, about how to write relationship to head of household (Col. 4 of part 2). For age of deceased, you are required to record the age of the deceased at death, i.e. his\her age at last birthday before death.

#### **Col 6: Maternal Deaths**

9.5 Among the deaths reported in column 1, we want to know which of them are maternal deaths. If the woman whose death is reported was 15 or more years old at the time of death, you will have to ask about the causes of death in Col 6(a), Col 6(b) and Col 6(c).

#### **Col 6 (a): During pregnancy**

9.6 Ask whether the woman died when she was pregnant. Record 1 for Yes; record 2 for No and record 9 for Don't Know (DK).

#### **Col 6 (b) : Giving birth**

9.7 Ask whether the woman died when she was giving birth, that is during labour. Record 1 for Yes; record 2 for No; and record 9 for Don't Know (DK).

#### **Col 6 (c): After delivery or termination of pregnancy**

9.8 Ask whether the woman died within six weeks after delivery or termination of pregnancy. Record 1 for Yes; record 2 for No; and record 9 for Don't Know (DK).

9.9 When recording the deaths of un-named babies, avoid as much as possible recording still births as deaths, **STILL BIRTHS ARE NOT SUPPOSED TO BE RECORDED AS DEATHS AS THEY ARE NOT CONSIDERED AS BIRTHS EITHER.** Always probe to be sure that babies that died un-named were actually born alive and not born dead. In this connection your attention is again drawn to the definition of live birth given earlier:

9.10 Live birth is the complete expulsion (delivery) or extraction from its mother of a product of conception (baby), irrespective of the duration of pregnancy. The baby after such separation breathes or shows other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached. Each product of such birth is considered as a live-birth.

#### **PART-4**

#### **HOUSING CONDITIONS**

9.13 This part of the Questionnaire on housing conditions should be completed for each household and should be filled in on completion of the main household questionnaire (Form A part-2). This part should be completed with the assistance of the head of the household or any responsible member of the household.

9.14 In cases where within a household, members use a variety of facilities, probe to establish the facility used by the majority of household members and record it for the household. For example, if the members of a household use more than one source of light you should record the main source of light used by the majority of members. You should avoid filling particulars of a household by inferring from the answers obtained from the other household in the same house or compound.

9.15 Please note that in this part you are required to circle only the code corresponding to the appropriate answer. Under no circumstances should you circle more than one code for any of the questions.

#### **Col 1(a): On What Basis Do You Occupy This Dwelling**

9.16 Three Code Numbers have been provided for recording the answers to this question. Dwelling here refers to the room or the set of rooms occupied by the household.

9.17 **Owner occupied:** Circle code Number 1 if the household has a dwelling belonging to either the head or a member of the household for which no rent was paid during the reference period. Note that this group includes persons occupying houses or compounds on hire purchase basis or living in houses or compounds built with loans from financial institutions for which full payments have not been made. Note also that even if the head or a member of household owns part of a "family" house or compound which was occupied by the household during the reference period you should circle Code Number 1.

9.18 **Rent:** Circle Code Number 2 if the household was paying rent for its accommodation during the reference time. Remember that rent here implies the payment of money at the end of a specified period.

9.19 **Not owner, but rent-free:** Circle Code Number 3 if the household had an accommodation free of charge although the house or compound was not the property of the

head or any member of this household. For example, households staying in "family" houses or compounds free of rent.

**Col 1 (b): If You Rent It Or It Is Rent-Free, Who Owns The Accommodation**

9.20 Circle one of the five pre-coded answers provided.

- (1) **Relative:** Circle 1 if the accommodation is owned by someone related to the respondent or head of the household.
- (2) **Non-relative:** Circle 2 if the accommodation is owned by someone who is not related to any of the members of the household.
- (3) **Private (Institution):** Circle code number 3 if the dwelling is owned by a private institution.
- (4) **Public Ownership:** Circle code number 4 if the dwelling belongs to the Central Government. This includes houses or compounds owned by Public Boards and Corporations, e.g. NAWEC, SSHFC, GPA, etc.
- (5) **Other Private (Institution):** Circle code number 5 if the dwelling belongs to other non-profit private institutions, e.g., mosque, churches and other charity organisations

**Col 2: Main Source Of Light**

9.21 This item refers to the main source of light in the household during the night. If the members of a household use more than one source of light then circle the code number applicable to the source of light which is used by the **majority** of the household members.

- 1) **Electricity:** This includes electricity generated through (NAWEC supply/community generator)
- 2) **Electricity (Generator) – private generators**
- 3) **Kerosene lamp with glass shade:** Under this category are kerosene lamps, which are fitted with glass shades.
- 4) **Other kerosene lamp:** These are locally manufactured lamps which use kerosene and are not fitted with glass shades.
- 5) **Candle:** This includes all types of candles.

- 6) **Solar:** Power generated by sun to provide light.
- 7) **Firewood**
- 8) **Battery powered light**
- 9) **Other, specify:** You should circle code number 9 and specify the type of light if this does not fall under any of the categories mentioned above.

### **Col 3: Kitchen:- Where Do You Generally Cook?**

9.22 Five code numbers have been provided to record the answers to this question. Note that cooking place here refers to any place where the main meals of the household are prepared.

- 1) **Separate room (in the house or compound) for exclusive use of household:** Circle code number 1 if there is a separate room for cooking which is used only by the household you are interviewing. You should, however, note that there are certain households, especially the single-person ones, where the head has a separate kitchen which he rarely uses possibly because he takes his meals outside. You should include such households in this group.
- 2) **Separate room (in the house or compound) for use of other households also:** Circle code number 2 if the household you are interviewing cooks in a separate room (in the house or compound) which is also used by other households.
- 3) **Open space (in the compound):** Circle code number 3 if the household cooks in an open space in the compound. This place of cooking may or may not be shared by other households.
- 4) **Don't Cook** (skip to column 5)
- 5) **Other, specify:** If the cooking place of a household does not correspond to any of the three categories mentioned above you should circle code number 5 and specify the cooking place of the household in the space provided. Some of the answers you may get include "veranda", etc.

### **Col 4: Main Cooking Fuel.**

9.23 Circle the appropriate Code Number for the fuel which is mainly used in the household for cooking. In cases where two kinds of fuel are used you should circle the code number corresponding to the **main fuel used**. You should never circle more than one Code Number.

9.24 Remember that if the main cooking fuel used does not come under any of the categories given, you should circle code number 9 (other) and specify the cooking fuel in the space provided.

**Col 5c: Bath Room:- Where Do You Usually Have Your Bath?**

9.25 Code Numbers have been provided for recording the answer to this question which are explained below:-

- 1) **Separate room (in the house/compound) for exclusive use of household:** This refers to cases where there is a bathroom for the exclusive use of the members of the household you are interviewing.
- 2) **Separate room (in the house or compound) for use of other households also:** This should be circled if the bathroom is also used by other households in the house or compound.
- 3) **Enclosure without roof (in the compound):** This should be circled if the household members have their bath in a structure which is not a room but used for bathing purposes and which is exposed to the sky. This enclosure may be exclusive to the household or shared by members of other households.
- 4) River/Sea
- 5) **Other specify:** Circle this category when the members of a particular household have their bath in any other type of place. Under other, specify indicate where the household members have their bath. An example is open place. etc.

**Col 6: Toilet Facility.**

9.26 Col 6(a): What type of toilet does your household use?

- 1 **A piped sewer system** is a system of sewer pipes, also called sewerage, that is designed to collect human excreta (faeces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater. Circle 1 if this is applicable. Note that you should circle only one code for this question. CODE 1 SHOULD BE CIRCLED FOR ONLY BANJUL LGA. THIS CODE SHOULD NOT BE CIRCLED FOR THE REMAINING LGAs (KANIFING, BRIKAMA, MANSAKONKO, KEREWAN, KUNTAUR, JANJANBUREH, AND BASSE).
- 2 **A septic tank** is an excreta collection device and is a watertight settling tank normally located underground, away from the house or toilet. Circle 2 if it is the main facility used by the household.

- 3 **A pit latrine with slab** uses a hole in the ground for excreta collection and has a squatting slab, platform or seat that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit. Circle code 3 if applicable.
- 4 **A pit latrine without slab** uses a hole in the ground for excreta collection and does not have a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected. Circle code 4 if it is the most appropriate answer.
- 5 **A ventilated improved pit latrine or VIP** is a type of pit latrine that is ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark. Circle code 5 if it is the most appropriate answer.
- 6 **Bucket** refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal. Circle code 6 if it is the most appropriate answer.
- 7 **No facilities or bush or field** includes excreta wrapped and thrown with garbage, cat method, defecation in the bush or field or ditch, and defecation into surface water (drainage channel, beach, river, stream and sea). Circle code 7 if it is the most appropriate answer.

9.27 Only one of the Code Numbers should be circled. Note that toilet here refers to any installation which is used for the disposal of human excreta

**Col 6 (b):** In column 6(b) you have to probe and found out the condition under which the household is using the toilet facility

9.28 Circle Code Number 1 if the toilet is used only by the household you are interviewing.

Circle Code 2 even if one member of a different household shares the toilet with the household you are interviewing.

Circle Code Number 3 if the household members are using a public or communal toilet facilities.

### **Col 7: Source Of Water**

**Col 7 (c): What is the main source of drinking water used by your household?**



9.31 You should circle one of the Code Numbers provided according to the source of water supply available for the use of the household. You should note that it may not always be easy for you to record the respondent's answers without further probing. For instance, there may be a standpipe in the house or compound which may be restricted to some households only. In such a case you should enquire whether the standpipe is used by the household you are interviewing before you circle the Code Number for "Standpipe or running water in the house or compound".

- 1 Piped into dwelling:** Circle code number 1, if the household's source of water supply is from a standpipe or from running water in the house. This means that water is piped into the rooms in the house where it is used (e.g. kitchen, bathroom etc).
- 2 Piped into compound:** Circle code number 2, if the household's source of water supply is from a standpipe or from running water in the compound. This means that water is piped into an open space in the compound.
- 3 Public Standpipe:** Circle code number 3, if the household's source of water is from a public standpipe located in the street.
- 4 Protected well in compound:** Circle code number 4, if the household's main source of water supply is from a well dug within the compound. This well should be in the compound and should be used by occupants of the compound. Protected well is a dug well that is protected from run-off water through well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. Additionally, a protected dug well is covered so that bird droppings and animals cannot fall down the hole.
- 5 Unprotected well in compound:** Circle code 5, if the household's main source of water supply is from a well dug within the compound. This well should be in the compound and should be used by occupants of the compound. An unprotected well is a dug well for which either one of the following condition is true:
  - a) the well has no raised platform such that it is not protected from run-off water, such as rain, etc ;
  - b) the well is not covered such that it is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.
  - c) the well is not lined with concrete columns
- 6 Well with Pump (public):** Circle code number 6 if the main source of water supply is from a public well with pump. Water is delivered from this type of well or borehole through a pump which may be human, animal, wind, electric, diesel or solar powered.

- 7 **Well without Pump (public):** Circle code number 7 if the main source of water supply is from a public well without a pump. This type of well may have a pulley for delivering water, a pulley is a rope tied to a bucket and the rope passes over a movable wheel, or it may not have a pulley.
- 8 **Stream or River:** Circle code number 8 if the source of water supply is a stream or river.
- 9 **Rain water collection:** Circle 9 if the household collects rainwater in a tank for drinking purpose.
- 10 **Bottled or sachet water:** Circle 10 if the household's main source of water for drinking is bottle. Bottled water is purchased water sold in bottles. Note that the code refers only to bottled water that is commercially available. Also include bagged water from recognized factories- e.g. Naturelle, Comfort, NAN, etc. You should not include water placed in sacs for informal trade. Sometimes household members may store cool water in plastic sachets for selling in the streets – this should not be coded as bottled water because they are not purchased and used as main source of drinking water by households.
- 11 **Other, Specify:** Circle code number 11 for any other source of water and specify

## **DISPOSAL OF HOUSEHOLD WASTE**

**Disposal of household wastes:** is one broad method among several methods of waste management, it comprises of the various techniques of eliminating wastes generated in households. Households generate various types of wastes both solid and liquid wastes. The methods of disposal of these two broad types of household wastes are mostly not the same. Disposal of waste may be defined as the removal of waste from where it is originally produced and collected, so as to keep this place clean and healthy, to another final location where it may be further processed for final rest or reuse. Given this definition one can identify three stages in the solid waste disposal process: a) collection, b) transportation and c) techniques of disposals (bury, landfill, burn, use as compost, recycle and reuse). Households that perform collection and or transportation only their disposal activities will be regarded as indirect disposal. Households that engage in all the three stages or, only in the techniques of disposal, would be regarded as having done direct disposal of solid waste.

### **9(a) How does the household usually dispose of rubbish (refuse)?**

#### **9.32 Direct disposal**

1. **Landfill/Bury:** Circle code 1 if the household mainly bury the waste in a hole dug in the compound where the household is residing, or if the household members usually take

the waste to a landfill (large, shallow hole) used by the general public to throw waste. Landfill is a dump site for final placement of solid waste in or on the land in a controlled or uncontrolled way according to different sanitary, environmental protection and other safety requirements.

2. **Burn:** Circle code 2, if the household usually burns the solid waste of the household.
3. **Use as compost:** Circle 3, if the household mainly use solid waste as compost or organic manure.
4. **Recycle:** Circle 4, if the household mainly collects solid waste and sells it to those who will recycle it, that is, process and change it to another usable product, or if the household itself does the recycling.

#### Indirect disposal

5. **Collected by municipality (household provides container) Circle code 5,** if the household usually finds its own containers (empty bags, plastic containers, metal containers) to package and collect waste. The waste collected is often picked up by local authorities or municipalities for proper and final disposal. Local authorities often do the collection before or after the national cleansing day (Set Setal).
6. **Collected by municipality (municipality provides containers): Circle code 6,** if the household usually collects its waste in containers provided by local authorities in the streets. The waste collected is often picked up by local authorities or municipalities for proper and final disposal.
7. **Collected by private body:** Circle code 7, if the household usually finds its own containers (empty bags, plastic containers, metal containers) to package and collect waste. The waste collected is often picked up by private collectors who receive payment for each trip of transportation of the waste. Private collectors may come any time or at one's request.
8. **Use Set Setal:** Circle 8, if the household often waits for the national cleansing day (Set Setal) when it takes out its waste into the street hoping that it will be cleared by people involved in the voluntary cleansing exercise.
9. **Public Dump (Authorised):** Circle 9, if the household usually takes the waste generated by the household to a public dump site. The waste collected on this public dump site is collected at regular intervals by local authorities for proper disposal.
10. **In the bush or open space near compound:** Circle code 10, if the household throws its waste in the bush or in an open space nearby the compound in which the household stays. The waste dump in this case is not cared for by the local authority or by the household.
11. **Other (Specify):** Circle code 11, if the method of disposal is none of the above methods and specify.

### **9(b) Frequency of Collection**

9.33 If the main ways of disposing a household's refuse in column 9a is one of code 5, 6 and 7, then in 9(b) you should ask about the frequency of collection. If the collection is mainly done by Private Collector then circle code 1 for regular or circle code 2 for not regular. If the collection is done mainly by local authorities or municipalities, then circle code 3 for regular or circle code 4 for not regular.

### **9(c)(d)(e) Liquid waste disposal**

9.34 Liquid waste refers to all wastes that have high content of water that allows the waste to be soft or capable of flowing, e.g. faeces, urine, bath water, cleansing water, laundry water liquid waste from economic activities, such as manufacturing, etc. One can therefore identify three broad categories of liquid waste: Liquid waste from human convenience (c), Liquid waste from household chores (d) and liquid waste from economic activities (e).

#### **9(c) Liquid waste from human convenience**

9.35 Circle one of the 7 options as the main way of disposal. Liquid wastes from human convenience are human excreta, urine and shower water.

#### **9(d) Liquid waste from household chores**

9.36 Circle one of the 7 options as the main way of disposal. Liquid wastes from **household chores** are cleansing water and laundry water.

#### **9 (e) Liquid waste from economic activities**

9.37 Circle one of the 7 options as the main way of disposal

### **Col 10 Household Assets**

**9.38 Do members of this household own any of the following assets which are in good condition?**

**9.39** Circle one for each asset owned by the household and circle 2 for each asset not owned by the household.

### **Col 11 SECURITY OF TENURE**

**Like other modules in Part 4, questions on security of tenure are directed to the person speaking on behalf of the household. Ask each of the following questions and circle 1 for Yes or 2 for No:**

A = Do you have compound title deed for the compound in which you stay?

B = Do you pay compound yard rate for the compound in which you stay?

C = Do you have any ownership document for your accommodation in this compound?

D = Are you the owner of this compound in which you stay?

E = Are you the owner of the accommodation in which you stay?

F = Is this land suitable for residence?

G = Is this compound a family compound?

## **PART 5**

### **FILLING UP OF FORM A HOUSEHOLD QUESTIONNAIRE –** **AGRICULTURE- PART 5**

9.40 Questions in this module should be answered by someone knowledgeable about the household, preferably, the head of household.

#### **1. Did any member of your household cultivate crops for sale or family use in the last 12 months?**

If yes, circle 1, then proceed to column 1a to circle all the crops grown by any member of the household for sale or family use. For each crop grown record the number of male and/ or female member of the household who participated in the cultivation of the crop.

The other (specify) row and rows below it should be used for crops grown which are not among the list. A respondent may not know the name of a crop in English you should always attempt to translate local crop names into English. If you cannot then write the local name of the crop followed by the language in brackets. For example if a the head of household says that a member of the household grew GERTEH BAMBARA and if you do not know the English name probe to find out which local language uses this name. If the response is Wollof then under 1a write the crop name as GERTEH BAMBARA (Wollof). Then proceed to record the number of household members by sex who participated in the cultivation of the crop. When the household is large or small you may come across responses such as all members of the household were involved or many members were involved. Do not record this type of

information you should always insist to have very rough estimates of males and/or females if not the exact numbers.

If the response of the household head in column 1 is no, circle 2 and skip to column 2.

**2. Did any member of your household grow vegetables for sale or family use in the last 12 months?**

In column 2, you should use the same procedure of recording your answers as in column 1. Note this time your focus is on vegetables grown by any member of the household.

**3. Did any member of your household plant forest trees for sale or family use in the last 12 months?**

All types of trees grown by any household member in the compound or in a special plot of land such as orchard or in the forest for sale or use of the family are considered. In column 3, you should use the same procedure of recording your answers as in column 1. Note this time your focus is on trees grown by any member of the household.

**4. Did any member of your household farm fish for sale or family use in the last 12 months?**

Only fish in specially built pools of water are considered here. In column 4, you should use the same procedure of recording your answers as in column 1. But your focus this time is on type of fish caught from the pool of water in the last 12 months.

**5. Did any member of your household rear livestock for sale or family use in the last 12 months?**

In column 5, you should use the same procedure of recording your answers as in column 1. But your focus this time is on type of livestock reared in the last 12 months. In column 5b the person representing the household should give the total number of the livestock reared and the number of male and female livestock. However for chicken and ducks only their total should be given. Exclude their sex breakdown.

## **CHAPTER 10: COMPLETING FORM B**

### **Filling-in of Form B Group Quarters Questionnaire**

#### **PART 1**

**Complete the group entries as in the previous forms (See Para 7.14)**

**10.1 Name of Group Quarter/institution**

**10.2 Description/Address of location of outdoor sleepers**

**10.3 Date of Visit. (See Para 8.13)** As in Form A Part 1 fill up the dates of visit and results of interview in Form B part 1. In this case the result of your visit is complete only when you finished interviewing all persons listed on FORM B.

## **PART 2**

### **Col 1: Full Name**

10.4 (See Para 8.19).

### **Col 2: Sex**

10.5 (See Para 8.22)

### **Col 3: Age**

10.6 (See Para 8.23)

### **Col 5: Nationality**

10.7 (See Para 8.34)

### **Col 6: Ethnicity**

10.8 (See Para 8.36)

### **Col 7: Religion**

10.9 (See Para 8.38)

### **Col 9: Birth Place**

10.10 (See Para 8.41)

### **Col 10: Duration of stay**

10.11 (See Para 8.43)

### **Col 11: Previous Residence**

10.12 (See Para 8.44)

### **Col 13: Full Time Education**

10.13 (See Para 8.46)

**Question 13(a): If Now or Attended in the Past; In Which educational system did Name have the highest level of education?**

10.14 (See Para 8.47)

**Col 13 (b): If Now or Past in 13a, what is the highest level and grade attained/completed in Regular School\Institution attended?**

10.15 (See Para 8.48)

**Levels and Grades**

**10.16 (See Para 8.49) Early childhood education**

**10.17 (See Para 8.50) Primary:**

**10.18 (See Para 8.51) Lower Secondary**

**10.19 (See Para 8.52) Upper Secondary:**

**10.20 (See Para 8.53) Post Secondary Non-Tertiary:**

**10.21 (See Para 8.54) Tertiary:**

**10.22 (See Para 8.57) 13(c) The field of study for the highest level completed**

**Col 14: Literacy and Numeracy**

10.23 (See Para 8.58)

**Col 16: Type Of Activity During The Past 30 Days**

**(a): What were you doing most of the time? (during the past 30 days (16th March to 14<sup>th</sup> April)**

10.24 (See Para 8.61)

**Col 16 (b): Did You Work At All For Pay Or Profit? (to be answered only if code 4 or 6 has been given in column 16 (a))**



10.25 (See Para 8.62)

**Col 16 (c): Were You Looking For Work?**

10.26 (See Para 8.63)

**Col 16 (cc): Were you available for work?**

10.27 (See Para 8.64)

**Col 16 (d): How Many Days Did You Work?**

10.28 (See Para 8.65)

**Col 17: Occupation - What Is Your Main Job\Work?**

10.29 (See Para 8.66)

**Col 18 (a): What Is The Name and location Of The Establishment Where You Work?  
(For unemployed, last establishment)**

10.30 (See Para 8.69)

**Col 18(b): What Is The Main Product or Service Of This Establishment?**

10.31 (See Para 8.72)

**Col 19: Employment Status - What is\was Your Employment Status  
In This Establishment?**

10.32 (See Para 8.73)

**What To Do When Two Or More Questionnaires are Used For an Institution?**

10.33 There is provision on one questionnaire for the enumeration of 10 persons. Column Number 0 is for giving serial number to the persons enumerated in each line like 1, 2, 3, 4 etc. The last serial number in the page may be made 10 by putting 1 before 0 for the tenth person enumerated in the institution. If there are more than 10 persons in the institution you must continue enumeration on a new questionnaire. This new questionnaire is a continuation of the first one and must be treated as such. You must continue the numbering of persons on the new questionnaire by entering the digit "1" before the numbers already printed on the second questionnaire to form 11, 12, 13, etc., and for the last one you will have to prefix the "0" with 2 to form 20 and so on.

10.34 When you use a third questionnaire you should put the number 2 before the existing numbers to form 21, 22, 23 and so on. Remember that whenever you use more than one questionnaire for any one institution or floating population location you must clip all the questionnaires together and complete the statement, **Form.....of.....**, on all the Forms A used for the institution.

## **CHAPTER 11**

### **POST ENUMERATION ACTIVITIES**

#### **QUICK COUNT OF PERSONS**

11.1 As soon as you complete the enumeration of your E.A. and you are absolutely sure that you have not omitted any person, quickly check all your entries and totals wherever made in the questionnaires and filled in by you. Now take the GPC-2 of each locality\settlement and write the totals of columns 3 to 10. After carefully checking the totals put your signature and date.

#### **Columns 1 to 8 of GPC-1 to be filled in and totalled.**

11.2 First write on each line in Col 1 of GPC-1 the name of Locality\Settlement in your E.A. Enter in Col 2 the total male population according to form A of each locality\settlement from Col 8 total of GPC-2. Similarly fill in column 3 of GPC-1 for this locality\settlement from total of Col 9 of GPC-2, fill in Col 4 of GPC-1 from total of Col 10 of GPC-2, and Col 5 of GPC-1 from total of Col 11 of GPC-2. Now you have to give some totals in GPC-1. Add Col 2 and 4 and write the result in Col 6. Add Col 3 and 5 and enter the result in Col 7. Add Col 6 and 7 and enter the result in Col 8. This has to be done for each locality\settlement. Finally show the total for Columns 2 to 8. Cross check the totals. The total figures of GPC-1 give the population according Form A and B for the E.A. as a whole.

11.3 Rush this copy to your Supervisor. A great importance is attached to these figures because it is on the basis of these that the GBOS will be able to provide to the Government, the press and the public, information about the provisional total population of the country immediately after the field work has been completed.

### **Final Review**

11.4 After you have handed over Form GPC-1 to your Supervisor make a thorough check of the entries in GPC-2 (Listing Sheet) and the completed questionnaires and then complete a second copy of Form GPC-1. The following procedures should be adopted.

- (1) Go through your GPC-2 and make sure that all the required entries are properly completed.
- (2) If you have cancelled any questionnaires make sure that they are properly labelled as such.
- (3) If you are satisfied that everything is correct, count again the number of persons you enumerated in the various Localities and complete a second copy of Form GPC-1.
- (4) Make sure that there are no missing entries on the questionnaires and the Listing Sheet. You must give reasons why there are missing entries. Note however, that serious errors such as "missing entries" cannot be corrected by the GBOS, and you should therefore try as much as possible to correct all mistakes and complete all required entries in the field.

### **Hand over all checked documents to your Supervisor**

11.5 After you have meticulously gone through the exercise outlined in section 11.4 above, complete the Enumerator's materials receipt and pack the following materials in your bag.

- (a) All questionnaires, i.e. completed, spoiled, cancelled and unused ones. Note that the total number returned should be equal to the total number received before the enumeration began.
- (b) All listing Sheets (GPC 2)
- (c) Second copy of GPC 1
- (d) E.A. Map and Enumeration Area Description (EAD)
- (e) Identity Card
- (f) Enumerator's Manual
- (g) Enumerator's materials receipt and any other document relating to the 2013 Census .

Use a special form to account for materials received and handed over.

11.6 Return the bag with its contents to your Supervisor who will check your materials item by item with you.

11.7 Do not forget to obtain a receipt from him for all documents handed over to him. This receipt will entitle you to your honorarium.

**11.8 IF YOU FOLLOW ALL THE INSTRUCTIONS CONTAINED IN THIS MANUAL CAREFULLY YOU SHOULD FEEL PROUD TO BELONG TO A SMALL GROUP OF INDIVIDUALS WHO HAVE CONTRIBUTED A GREAT DEAL TO THE SUCCESS OF THE 2013 POPULATION CENSUS OF YOUR COUNTRY.**

## **APPENDIX I**

### **GLOSSARY**

#### **ALKALO**

The local head of a village or town.

### **BUILDING AND COMPOUND PARTICULARS-FORM C**

The purpose of this questionnaire is to obtain data on construction materials, use classification of building e.g., residential, business, industry, education, health, government and private owned buildings. It enables Government and other agencies in planning in the building/housing sector.

#### **BUILDING OR STRUCTURE**

Is any independent free standing structure comprising one or more rooms or other spaces covered by a roof. It is usually enclosed by walls, thatched or otherwise, or dividing walls. Building or structure could either be residential, store, kitchen etc.

### **CENSUS-REFERENCE MOMENT**

This is the time to which enumeration should relate. It is the midnight of 14th April, 2013. That is as soon as 15<sup>th</sup> April, 2013 commences.

### **COMPOUND**

A compound may be defined as a "roofless" structure consisting of a space enclosed or in some cases not enclosed by walls and containing one or more buildings or huts. There can be a separate single house or structure which constitutes a compound by itself.

### **DISTRICT**

The district is an administrative area within the region and is usually headed by a Seyfou.

### **ENUMERATION AREA (E.A.)**

E.A.'s are subdivisions of a District or Locality. These are convenient units useful for conducting the Census and also surveys in order to collect systematically the information required. An E.A. may be a single settlement or a group of villages. Several E.A.'s may also be within a single village or town. In general, one E.A is allocated to one Enumerator.

### **E.A. POPULATION ABSTRACT (GPC 1)**

This gives the population totals settlement - wise for each E.A. This has to be prepared by enumerator from Enumerator's Listing Sheet (GPC 2) describe below. This is an important document to be carefully checked by supervisor as this forms the basis for the provisional population totals of the 2013 Census.

### **ENUMERATION MAP AND ENUMERATION AREA DESCRIPTION (EAD)**

These contain the names of localities or settlements in each E.A. The E.A. map shows the boundaries of the E.A. These documents help to discover any missing Locality within the E.A.

### **ENUMERATOR'S LISTING SHEET (GPC 2)**

This helps the Enumerator to discover whether he/she misses any household or compound and provides easy reference for return visits. This also helps in compiling the population totals for each settlement within the E.A. This is to be prepared by Enumerator in stages as indicated in the Enumerator's Manual and carefully checked by the supervisor.

### **FLOATING POPULATION**

These are categories of persons such as out-door sleepers and transients. Examples of these persons are those travelling in lorries, ferries, those in hotels, airports, fishermen, watchmen, beggars and those sleeping in parks, verandas etc. Special care should be taken to enumerate them as per instructions in the manual

### **GROUP QUARTERS QUESTIONNAIRE - FORM B PARTS 1 AND 2**

This is used to enumerate all inmates of institutions and the floating populations.

### **HOUSEHOLD**

A household consists of a person or a group of persons who live together in the same house or compound, share the same house-keeping and or catering arrangements as a single unit.

### **HOUSEHOLD QUESTIONNAIRE - FORM A PARTS 1 AND 2**

These parts of form A relate to collection of data on the demographic, social, cultural and economic characteristics of the population. These data are useful for developmental planning.

### **HOUSING CONDITIONS - FORM A PART 3**

This is used for collecting data on housing facilities to enable Government to improve housing conditions.

### **INMATES**

These are groups of persons occupying the various institutions.

### **INSTITUTIONS**

These are places where a group of persons live for a specific purpose. Examples of such places are boarding schools, hospitals, police barracks, prisons etc.

### **LOCAL GOVERNMENT AREA (LGA)**

These are administrative regions within the country. Each region is usually headed by a Governor. There are, however, exceptional cases where areas have been divided to form an L.G.A., such as Banjul, Kanifing and Kuntaur. Such places are large and are subdivided for easy administration.

### **LOCALITY**

Is defined as a distinct population cluster in which the people live in neighbouring living quarters or compounds and which has a name or locally recognised status. A Locality may be single house, hamlet, village, town or city or other population cluster meeting the criteria.

### **OUT DOOR SLEEPERS**

These are persons who on Census Night were travelling and did not sleep in any house. They might be sleeping in parks, or might be beggars or vagrants moving about.

### **POPULATION CENSUS**

Is defined as the official enumeration of persons in a country at a specified time. This implies the collection, compilation, evaluation, analysis and publication of demographic, social and economic statistics relating to population. It is usually done every 10 years.

### **POPULATION SCRUTINY SHEET (GPC 8)**

This sheet to be prepared by each District Census Officer for his/her area helps in monitoring the 2013 Census count with reference to 2003 Census population at District level.

### **RESPONDENT**

This is the person to whom all questions are asked. He answers Census questions in order to give the required information.

### **SETTLEMENT**

A settlement refers to a distinct population cluster or populated centre which has a name or locally recognized status. Thus, it may be a single house, fishing hamlet, village, locality, town, city or other population cluster which meets the criteria specified above. The Census geographical planning takes into account all the settlements which are about 2,000 within the country.

### **SEYFOU**

A Seyfou is the local administrative head of a District.

### **SUPERVISOR'S RECORD BOOK (GPC 6)**

Is used to monitor the Enumerator's field activities and to ascertain his/her performance in the field by the supervisor.

### **SUPERVISOR'S RETURN SHEET (GPC 7)**





**THE 2013 GAMBIA POPULATION AND HOUSING CENSUS**

**Gikoko Ward  
SA 431-03  
EA 43140**

GEOGRAPHIC UNIT		GEOCODE
DISTRICT	Jama West	43
WARD	Gikoko	431
ENUMERATION AREA	EA	43140
SETTLEMENT	DARUSALAM	43100
SETTLEMENT	KOHEL	43107
SETTLEMENT	SARE SAIDY	43109
SETTLEMENT	RURAL	43112

**LEGEND**

- SETTLEMENT
- LGA Boundary
- District Boundary
- Ward Boundary
- EA Boundary
- Selected EA
- Road
- water

**EAC43140** Enumeration Area Geocode

- Residential
- Hotel/Restaurant
- Educational Facility
- Health Facility
- Electricity
- Water Facility
- Petrol Station
- Mosque
- Church
- Communication
- Other Landmark

**MAP SCALE**

0 200 400 600 800 1000 Meters

**Data Sources:** (Cited Data Source) Date: 2013-01-01  
 Census Data: (Cited Data Source) Date: 2013-01-01  
 Map Data: (Cited Data Source) Date: 2013-01-01  
 Survey: JICA Topographic Sheet and Digital Maps (DMIS)

Note: This map is for reference only and does not represent official boundaries or land ownership. It is not intended for legal purposes.

The prime purpose of the census cartographic preparatory work is to divide the country into small parts called Enumeration Areas (EAs). Thus, an EA is an area that can be covered by one enumerator during the prescribed enumeration period thereby ensuring complete area coverage and counting of each and every person without omission or duplication.

## 2. What is an EA Map

Without maps enumerators must rely on verbal descriptions of assignment areas and local knowledge of boundaries. This could lead to confusion/error. This is because people usually have different mental maps of same place and can be disagreement on size/boundaries of an area.

- EA boundary.

- Landmarks.
- Feature Identification Numbers (FIDs).
- Location of settlements.
- Transportation networks i.e, roads.
- Landmarks.
- The EA identification information
  - Names of administrative areas.
  - Settlements
  - Geocodes.
- Map Legend
  - EA Boundary
  - Boundary of the selected EA
  - Various feature symbols.
  - Selected EA boundary.

### **3. The Role of the EA maps**

EA Maps will play very important role in having a successful complete census enumeration. They will specifically help enumerators to:

- Identify administrative boundaries, streets/roads, rivers/streams and major landmarks e.g. mosques, churches, airports etc.
- Cover their entire assignment areas without gaps or overlap with other enumerators.
- Determine the best route of travel, assignment area, movement within assignment area and plan for covering area most efficiently taking least amount of time.
- Measure distances and judge amount of travel time.
- Locate places/persons.
- Make call backs/return visits.
- Make daily progress reports and arrange meetings with supervisors.
- Assign replacement and point to areas completed on map.
- Mark completed areas to show visually the work progress.
- Add new features and names and cross out those found no longer existing, thus updating the maps for future use.

Note that the field staff need to work with the local officials to identify the EAs on the ground whenever is necessary.

### **4. Enumeration Areas Comprising Small Settlements**

In some cases you will be dealing with EAs comprising several small settlements. Thus, a number of settlements grouped together to form an EA based on their population size.

The settlements involved in such EAs must be identified correctly with the help the supervisor and the local officials in order to enumerate their population successfully.

**APPENDIX III**

**CALENDAR OF EVENTS**

<b>NO OF YEARS</b>	<b>DATE</b>	<b>EVENT</b>
<b><u>CALENDAR OF EVENTS – NATIONAL</u></b>		
113	1900	<i>Arrival of Governor Denton</i>
102	1911	<i>Departure of Governor Denton</i>
99	1914	<i>Start of First World War</i>
95	1918	<i>End of First World War</i>
94	1919	<i>Influenza Epidemic</i>
92	1921	<i>Arrival of Governor Armitage</i>
88	1925	<i>Visit of Prince of Wales</i>
80	1933	<i>Arrival of Governor Richards</i>
74	1939	<i>Coronation of King George VI</i>
74	1939	<i>Start of Second World War</i>
68	1945	<i>End of Second World War</i>
68	1945	<i>Return of Army from Burma</i>
66	1947	<i>Governor Andrew Wright Appointed</i>
64	1949	<i>G.P.M.B. Established</i>
61	1952	<i>United Party formed by P.S. N'Jie</i>
60	1953	<i>New Royal Victoria Hospital Opened</i>
60	1953	<i>Coronation of Queen Elizabeth II</i>
60	1953	<i>Ilmenite Discovered</i>
54	1959	<i>Ilmenite Mining Project Closed</i>
53	1960	<i>Introduction of marbles on the polling system.</i>
52	1961	<i>Mr P.S. N'Jie Appointed Chief Minister</i>
52	1961	<i>Visit of Queen Elizabeth II</i>
51	1962	<i>General Elections - D.K. Jawara Appointed Premier</i>
50	1963	<i>President Senghore's First Visit to The Gambia</i>
48	1965	<i>Independence</i>
47	1966	<i>Sir Farimang Singhateh Appointed Governor General</i>
46	1967	<i>President Senghore's Second visit</i>
45	1968	<i>Death of Hon. Amang Kanyi</i>
43	1970	<i>Republican Status Attained</i>
42	1971	<i>General Gowon Visits The Gambia</i>
41	1972	<i>Hon S.M. Dibba resigns as Vice President</i>
40	1973	<i>President Tolbert Visits The Gambia</i>
40	1973	<i>Bathurst Renamed Banjul</i>
35	1978	<i>General Obasanjo Visits The Gambia</i>
35	1978	<i>President Saikou Touray Visits The Gambia</i>
35	1978	<i>First Steel Ferry Commissioned Banjul/Barra</i>
34	1979	<i>Second Steel Ferry Commissioned Banjul/Barra</i>

32	1981	<i>Rebellion</i>
31	1982	<i>Senegambian confederation</i>
29	1984	<i>The M.V. Lady Chilel Jawara sunk</i>
29	1984	<i>PPP Silver Jubilee</i>
28	1985	<i>State of emergency lifted</i>
27	1986	<i>Albert Market destroyed by fire</i>
25	1987	<i>First National conference on Education</i>
25	1987	<i>Seyfo Mama Tamba Jammeh died</i>
22	1991	<i>PPP Congress at Mansakonko</i>
21	1992	<i>G.P.T.C. bus accident at Sankuleh Kunda Ferry</i>
<i>Crossing</i>		

#### **CALENDAR OF EVENTS – BANJUL**

103	1900	<i>Governor Denton Appointed</i>
112	1901	<i>Methodist Boys High School Established</i>
108	1905	<i>Fencing of MacCarthy Square</i>
98	1915	<i>Old Denton Bridge Completed</i>
97	1916	<i>Pipe Borne Water Supply in Banjul</i>
93	1920	<i>Mile two Prison Opened</i>
85	1928	<i>The New Street Clinic Opened</i>
79	1935	<i>Outbreak of Yellow Fever in Banjul</i>
76	1937	<i>Death of Imam Omar Sowe</i>
74	1939	<i>Mohammedan, St Mary's and St. Joseph's School Opened</i>
65	1948	<i>Banjul Floods</i>
61	1952	<i>P.S. N'Jie forms the United Party</i>
61	1952	<i>Banjul Bund Road and Pump House Completed</i>
60	1953	<i>New Royal Victoria Hospital Opened</i>
56	1957	<i>Duke of Edinburgh Visits The Gambia</i>
55	1958	<i>Crab Island School Opened</i>
54	1959	<i>Bread and Butter Demonstration</i>
54	1959	<i>New Denton Bridge Opened</i>
40	1973	<i>Bathurst Renamed Banjul</i>
30	1983	<i>Imam Alhagie Lamin Bah Died</i>
27	1986	<i>Albert Market destroyed by fire</i>

#### **CALENDAR OF EVENTS - KANIFING (K.M.C.)**

<b>74</b>	<b>1939</b>	<b><i>Old Jeswang Air crash</i></b>
<b>71</b>	<b>1942</b>	<b><i>Police Post Opened at Cape St. Mary's (Bakau)</i></b>
<b>66</b>	<b>1947</b>	<b><i>Seyfou Kombo St. Mary's Removed</i></b>
<b>62</b>	<b>1951</b>	<b><i>New Abuko Veterinary Station Opened</i></b>
<b>41</b>	<b>1972</b>	<b><i>Sunwing Hotel Opened</i></b>
<b>36</b>	<b>1977</b>	<b><i>Banjul Breweries opened</i></b>
<b>35</b>	<b>1978</b>	<b><i>Death of Hon. Bakary Camara, Bakau</i></b>
<b>29</b>	<b>1984</b>	<b><i>Sir Dawda opened the Independence Stadium</i></b>
<b>28</b>	<b>1985</b>	<b><i>New Serrekunda Health centre opened</i></b>
<b>22</b>	<b>1991</b>	<b><i>Fire destroys Serrekunda Market</i></b>

#### **CALENDAR OF EVENTS - BRIKAMA (W.D.)**

<b>75</b>	<b>1938</b>	<b><i>Bwiam Hospital Opened</i></b>
<b>68</b>	<b>1954</b>	<b><i>First Chiefs' Conference in Brikama</i></b>
<b>66</b>	<b>1947</b>	<b><i>Brikama School Opened</i></b>
<b>63</b>	<b>1950</b>	<b><i>Chiefs' Conference Held in Sukuta</i></b>
<b>59</b>	<b>1954</b>	<b><i>Second Chiefs' Conference in Brikama</i></b>
<b>55</b>	<b>1958</b>	<b><i>Busumbala Floods</i></b>
<b>50</b>	<b>1963</b>	<b><i>Brikama Mansakonko Road Completed</i></b>
<b>45</b>	<b>1968</b>	<b><i>Kitty Village Devastated by Fire</i></b>
<b>29</b>	<b>1984</b>	<b><i>Gunjur, Kombo South fisheries complex opened</i></b>
<b>28</b>	<b>1985</b>	<b><i>Chiefs conference at Brikama</i></b>

#### **CALENDAR OF EVENTS - KEREWAN (N.B.D.)**

<b>66</b>	<b>1947</b>	<b><i>Chiefs Conference Held in Barra</i></b>
<b>56</b>	<b>1957</b>	<b><i>Barra Ferry Disaster</i></b>
<b>43</b>	<b>1972</b>	<b><i>Dodou Sonko Appointed Head Chief of Upper-Niumi</i></b>
<b>36</b>	<b>1977</b>	<b><i>Death of Alasan N'Dure UP/NLP Candidate in Car Accident</i></b>
<b>28</b>	<b>1985</b>	<b><i>Fire break out at Farafenni Market</i></b>
<b>28</b>	<b>1985</b>	<b><i>Seyfo Abu Khan died</i></b>
<b>26</b>	<b>1987</b>	<b><i>Seyfo Mama Tamba Jammeh died</i></b>

**CALENDAR OF EVENTS - MANSANKONKO (L.R.D.)**

140	1873	<i>Foday Kabba Appointed War General for Muslims</i>
121	1892	<i>British Force Attacked Foday Kabba, Toniataba Destroyed</i>
113	1900	<i>Batteling and Sankandi Quarrel over rice fields, two British Commissioners, Alkalo of Batteling and six Policemen Murdered at Sankandi.</i>
112	1901	<i>Dumbutu Destroyed by a British Force</i>
64	1949	<i>Chiefs' Conference in Mansankonko</i>
60	1953	<i>Chiefs' Conference in Pakalinding</i>
45	1968	<i>Death of Hon. Amang Kanyi</i>
34	1979	<i>Dumbutu Day Nursery opened</i>
26	1987	<i>Rainstorm renders several people, homeless in Kiangs and Jarras</i>
22	1991	<i>PPP congress at Mansankonko</i>

**CALENDAR OF EVENTS – JANJABUREH/GEORGETOWN (M.I.D.)**

90	1923	<i>Musa Mollo Returns from Exile in Sierra Leone</i>
86	1927	<i>Armitage High School Opened</i>
75	1938	<i>Bansang Hospital Opened</i>
69	1944	<i>First Chiefs' Conference in Georgetown</i>
66	1947	<i>Kaur School Opened</i>
58	1955	<i>Second Chiefs' Conference in Georgetown</i>
56	1957	<i>Death of Seyfou Cherno Baldeh</i>
53	1960	<i>Death of Kande Kassi Jawara</i>
52	1961	<i>Death of Chief Matar Ceesay</i>
49	1964	<i>Third Chiefs' Conference</i>
45	1968	<i>Bansang Power Station Opened</i>
45	1968	<i>G.P.M.B. Mills Opened in Kaur</i>
41	1972	<i>Appointment of Jalamang Danso as Chief of Niamina East</i>
36	1977	<i>Armitage School Closed due to Student Strike</i>
29	1984	<i>Omar Ceesay elected as a chief of Upper Saloum</i>
26	1987	<i>Rainstorm course damages in Fulladu West district</i>
24	1989	<i>Mr. Ngain Nai Bah elected as chief of Niamina West</i>
21	1992	<i>G.P.T.C. bus accident at Sankuleh Kunda Ferry Crossing</i>

**CALENDAR OF EVENTS - BASSE (U.R.D.)**

<b>90</b>	<b>1923</b>	<b><i>Musa Mollo Returns from Exile in Sierra Leone</i></b>
<b>74</b>	<b>1939</b>	<b><i>Kristi kunda School Opened</i></b>
<b>69</b>	<b>1944</b>	<b><i>Basse Health Centre Established</i></b>
<b>67</b>	<b>1946</b>	<b><i>First Chiefs' Conference Held in Basse</i></b>
<b>62</b>	<b>1951</b>	<b><i>Basse Floods</i></b>
<b>57</b>	<b>1956</b>	<b><i>Second Chiefs' Conference Held in Basse</i></b>
<b>52</b>	<b>1961</b>	<b><i>Petrol Store Fire, Basse</i></b>
<b>45</b>	<b>1968</b>	<b><i>Standard Bank Opened in Basse</i></b>
<b>41</b>	<b>1972</b>	<b><i>Death of Head Chief Yaya Sagnia, Kantora</i></b>
<b>30</b>	<b>1983</b>	<b><i>Ahmadiyya Muslim High School at Basse opened</i></b>
<b>21</b>	<b>1992</b>	<b><i>Alh. Yorro Bah elected as chief of Sandu district</i></b>