

REPUBLIC OF RWANDA

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PLANNING (MINECOFIN)



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POPULATION AND HOUSING CENSUS (16-30 AUGUST, 2012)

CODING MANUAL

Kigali, April, 2012

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INTRODUCTION

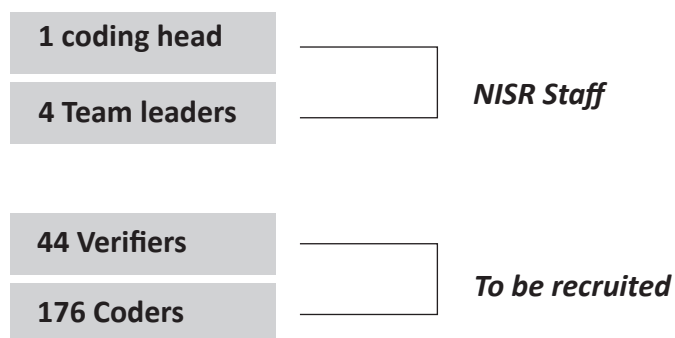
After data collection, the next phase is to process the data collected. This involves manual coding as well as computer processing.

Coding is basically the process of translating word into numerical codes. This process is necessary so as to facilitate computer processing of data.

It is important to note that therefore, great need of accuracy is called for on the part of all coders in ensuring that only the right codes are entered for the appropriate items and columns.

I. THE ORGANIZATION OF CODING WORK

Coding organization will be organized as follows:



The work will be done in 2 shifts:

One from 07:00 a.m to 2:00 p.m and other from 2:30 p.m to 09:30 p.m

1.1. Coders' duties:

- To code the questionnaires according to the instructions given
- To ensure proper ordering of questionnaires

1.2. Verifiers' duties:

- To verify coded questionnaires done by coders
- To distribute the work
- To maintain transmission sheets or registry
- To verify technically the quality of work

1.3. Team leaders' duties:

- To verify EAs transmission sheets
- To distribute to verifiers the work
- To receive questionnaires and technical documents from archives
- To ensure that coders in his/her team are producing work of acceptable standard both in quality and quantity (assembly the daily statistics for assessing the work of each person.).
- To prepare the EAs list to be posted to Centrak.
- To ensure good behavior and conduct of each of his/her coders.
- To ensure that uniform solutions to any problems arising during coding are known and used by every coding team.
- To manage the available equipments (materials) to coders under his responsibility
- Provide daily report to the Head coding

1.4. Coding Head's duties:

- To be responsible for all census questionnaires coding;
- To ensure that coders and verifiers are performing their job correctly
- To prepare the progress report
- To analyze the progress report and identify the appropriate actions.
- To ensure that Centrack applications is up to date

II. GENERAL INSTRUCTIONS

2.1. All Coders staff should observe the following:

- ✓ Code digits should be clear and readable.
- ✓ Codes should be precise, **i.e.** extra care should be taken while writing like digits,"0" written as "6" can be mistaken as "6" or "7" written as "1" can be mistaken as digit "1"
- ✓ Use red pen during coding. No color other than red should be used for coding.
- ✓ Never change any original entries.
- ✓ Erasing or using correcting fluid (Tippex/blanco) in coding is not allowed. In case of corrections, strike out the wrong code carefully so that it can still be read and write the correct code legibly beside or near the wrong code.
- ✓ Coding should be done within the boxes intended for this purpose. If in doubt you should consult the Coding Supervisor immediately.
- ✓ The coders must be careful to ensure that they are performing their job correctly; otherwise the verifiers who are checking the coders' job will be continuously

pointing out their omission/errors and thus indicating the coders' poor performance which will entail very close supervision by the Team leader.

- ✓ All coded information should be checked in full and corrections made in green ink.
- ✓ In case there is no appropriate code for some information recorded in the documents, coders/verifiers should consult their Team Leaders for their necessary actions.
- ✓ When you are leaving the coding room for lunch or at the end of the day's work, you must ensure that all the EA questionnaires are arranged.
- ✓ The daily work is scheduled from 7:00 to 2:00 p.m for the 1st shift and from 2:30 to 9:30 p.m. for second shift.

2.2. Discipline in the workplace

The workplace must be kept clean and always pleasant atmosphere favorable to work.

It is strictly forbidden to the group:

- To make noise in coding room (any noise, ring ton, discussions,...)
- To smoke in the coding room;
- To sleep in the coding room;
- To bring food in coding room;
- To take the questionnaires out side of coding room;
- No visitors in coding room.

Any offender (disobedient) liable to severe penalties that could lead to his exclusion. The team leader must ensure that always there is a friendly atmosphere within the team and between members of different teams. However, he must bring order, cleanliness, mutual respect, discipline and rigor at work.

III: CODING QUESTIONNAIRES

You should strictly follow these instructions and any time you have problems or any doubt, always seek clarification from the Coding Head through your team leader.

I. LOCALIZATION AND IDENTIFICATION OF HOUSEHOLD

Variables	label Names	Instructions
L01	Province/Kigali city	Code as per geographical code in annex
L02	District	Code as per geographical code in annex
L03	Sector	Code as per geographical code in annex
L04	Cell	Code as per geographical code in annex
L05	Village	Code as per geographical code in annex
L06	Enumeration area	Ensure that EA number is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
L07	Area of residence	Make sure that Area of residence number is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
L08	Building number	Ensure that Building number is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
L09	Household number	Ensure that Household number is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
L10	Type of household	<p>For Private household questionnaires already coded (no action).</p> <p>For institutional household questionnaires, use Institutional household codes in annex I:</p> <p>eg: - If Military camp, code as follows _2_ _0_ _3_ </p> <p>-If Hospital, code as follows _2_ _1_ _1_ </p> <p>-If Refugees camp, code as follows _2_ _1_ _3_ </p>

II. HOUSEHOLD SUMMARY TABLE

The coder will make sure that the sum of the members of the household indicated in the summary table corresponds to the listed number of members of household. He/ she should also check that the given results related to present resident, absent resident and visitors are matching with P06 in the questionnaire. The resident above 18 years old should be also checked in P05 (age).

III. INDIVIDUAL CHARACTERISTICS

Variables	Name of Labels	Instructions
P01	Serial number of the person and the name	Ensure that serial number and names of the concerned person are filled, if not consult your supervisors for necessary actions.
P02	Relationship to the head of household	The first page of the questionnaire is only reserved for household Head. The next pages are reserved for other household members, make sure that only one response among other modalities of this variable is encircled, if not or more than one modality is encircled; consult your supervisors for necessary corrections.
P03	Sex	Ensure that only one response is encircled, If not or more than one modality is encircled; consult your supervisors for necessary corrections (correct entry is mandatory).
P04	Date of birth	Ensure that date of birth is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary corrections (correct entry is mandatory).
P05	Age at last birthday	Ensure that age is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary corrections (correct entry is mandatory).
P06	Residence Status	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary corrections.
P07	Place of birth	Use Province and District codes <i>in annex II: Place of birth and Previous Residence</i> eg: - If born in Rwanda(Karongi District), code as follows __0_ __3_ __1_ - If born in Foreign country (eg,Tanzania) code as follows: __3_ __4_ __9_

P08	Nationality	<p>Use the <i>Nationality codes</i> in <i>annex III</i>:</p> <p>E eg :- If first nationality is Rwanda, Code as follows</p> <p style="text-align: center;"> _1_ _0_ _0_ </p> <p>- If second Nationality is uganda code as follows</p> <p style="text-align: center;"> _1_ _3_ _9_ </p> <p>- If Foreign Nationality, code using country code of origin:</p>
P09	Previous residence	<p>Use Province and District codes <i>in annex II: Place of Birth and Previous Residence</i></p> <p>eg: - If previous residence is in Southern province, Huye District, <i>code as follows</i>: _0_ _2_ _4_ </p> <p>- If previous residence is in Foreign country (eg, Burundi) <i>code as follows</i>: _3_ _0_ _7_ </p>
P10	Duration of residence	Ensure that Duration of residence is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions
P11	Religion	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary corrections.
P12	Types and causes of disability	Ensure that types and causes of disability codes are filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary corrections.
P13	Medical Insurance	Check that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary corrections.
P14	Parental survivorship	Check that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary corrections.
P14a	Mother alive	The same instruction as P14
P14b	Mother lives in this HH	The same instruction as P14
P14c	Father alive	The same instruction as P14
P14d	Father lives in this HH	The same instruction as P14

P15	Birth registration	Check that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary corrections.
P16	Language read, written and understood	Make sure that the sum of encircled codes is the same as the total written within the boxes (this is supposed to be done by enumerator) If not, correct the sum.
P17	School attendance	Check that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
P18a	Educational level attained	Check that only one educational level code is encircled, if not or more than one educational level code is encircled; consult your supervisors for necessary corrections.
P18b	Years of education completed	Make sure that only one code of years completed is encircled, if not or more than one code of years completed is encircled; consult your supervisors for necessary corrections.
P19	Highest certificate/ degree obtained	Ensure that only one modality is encircled, if not or more than one modality is encircled; consult your supervisors for necessary actions.
P20	One hour worked during the last 7 days preceding the census night.	Ensure that only one modality is encircled, if not or more than one modality is encircled; consult your supervisors for necessary actions.
P21	Why didn't work during the last 7 days preceding the census night.	The same instruction as P20
P22	Economic activity situation during the last 7 days preceding the census night.	The same instruction as P20
P23	Available to work	The same instruction as P20
P24	Seeking for work during the last 7 days preceding the census night.	The same instruction as P20
P25	Main occupation (Type of work) done during the last 7 days preceding the census night or during the last time he/she worked.	Use ISCO codes in <i>annex IV</i> e.g.: 1. If finance managers, code as follows: _1_ _2_ _1_ _1_ 2. If Research and development managers, code as follows: _1_ _2_ _2_ _3_

P26.	Employment Status	Ensure that only one modality is encircled, if not or more than one modality is encircled; consult your supervisors for necessary actions.
P27	Main product, service or activity of his/her work place. (Branch of economic activity)	Use <i>ISIC</i> codes in <i>annex V</i> e.g.: 1. If Growing of sugar cane, write code as follows _0_ _1_ _1_ _4_ 2. If Marine fishing, write code as follows: _0_ _3_ _1_ _1_
P28	Institutional sector of employment	Check that only one modality is encircled, if not or more than one modality is encircled; consult your supervisors for necessary actions.
P29	Marital status	Check that only one modality is encircled, if not or more than one modality is encircled; consult your supervisors for necessary actions.
P30	Number of spouses (For men).	Ensure that number of spouses is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
P31	Rank to the spouse (For women)	Ensure that rank to the spouse is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
P32	Age at first marriage	Ensure that age at first marriage is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary corrections .
P33	Live births ever had	Make sure that number of live births (Male or female) is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
P34	Children still alive	Make sure that number of Children still alive (Male or female) is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
P35	Life birth during the last 12 months days preceding the census night	Make sure that number of live births (Male or female) during the last 12 months is is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
P36	Children still alive (born in last 12 months days preceding the census night)	Make sure that number of children still alive (Male or female) born in 12 last months is stated (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.

V.HABITAT

Variables	Name of Labels	Instructions
H01	Type of Habitat	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H02	Type of Building	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H03	Tenure of the housing unit	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H04	Main material of the roof	Ensure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H05	Main material of the walls	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H06	Main material of the floor	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H07	Number of rooms	Make sure that total number of rooms is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
H08	Number of bed rooms	Make sure that number of bed rooms is stated (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
H09	Number of occupants	Make sure that number of occupants is stated (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
H10	Main source of water	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.

H11	Type of toilet facility	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H12	Main Source of energy for lighting	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H13	Main Source of energy for cooking	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H14	Energy saving stove	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H15	Mode of waste disposal	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H16	Mode of sewage disposal	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H17- H25	Assets of the Household	Make sure that total number of each asset of the household is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
H26	Internet access	Make sure that only one response is encircled, if not or more than one response is encircled; consult your supervisors for necessary actions.
H27	Place of access to internet	Make sure that the sum of encircled codes is the same as the total written within the boxes (this is supposed to be done by enumerator) If not, correct the sum.
H28- H34	Livestock ownership	Make sure that total number of each item is stated (this is supposed to be done by enumerator) if not, consult your supervisors for necessary actions.

H35	Land ownership	Make sure that only one response is encircled, <i>if not or</i> more than one response is encircled; consult your supervisors for necessary actions.
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IV. DEATH DURING THE LAST 12 MONTHS		
Variables	Name of Labels	Instructions
M1	Deaths happened during the last 12 months	verify that only one response is encircled, <i>if not or</i> more than one response is encircled; Consult your supervisors for necessary actions.
M2	Sex	Make sure that only one code of encircled response or number of age is stated within boxe (this is supposed to be done by enumerator) If not, consult your supervisors for necessary actions.
	age	Ensure that age at death is filled (this is supposed to be done by enumerator) If not, consult your supervisors for necessary corrections.
	Cause of death	verify that only one response is given. If not, consult your supervisors for necessary corrections.

REMEMBER THE SUCCESS OF THIS EXERCISE DEPENDS ENTIRELY ON YOUR CO-OPERATION, HARD WORK AND COMMITMENT. MAKE THIS CENSUS THE BEST CENSUS TO BE CARRIED OUT IN OUR COUNTRY!!!

ANNEX

ANNEX I

L10: Institutional Household codes

INSTITUTIONAL	CODES
Police camp	01
Homes for Old persons	02
Military camp	03
Religious	04
Homeless Persons(Persons living in the street)	05
High Institutions and Universities	06
Prisons	07
Hostels or Lodges	08
Hotels	09
Institutions of different disabled persons	10
Hospitals	11
Orphanage	12
Refugees camp	13
Youth	14
Other	15

ANNEX II

Place of Birth (P07) and Previous Residence (P09)

a) If Born in Rwanda or Previous residence, use the following codes:

Kigali City

District	Code
Nyarugenge	011
Gasabo	012
Kicukiro	013

South Province

District	Code
Nyanza	021
Gisagara	022
Nyaruguru	023
Huye	024
Nyamagabe	025
Ruhango	026
Muhanga	027
Kamonyi	028

Western Province

District	Code
Karongi	031
Rutsiro	032
Rubavu	033
Nyabihu	034
Ngororero	035
Rusizi	036
Nyamasheke	037

Northern Province

District	Code
Rulindo	041
Gakenye	042
Musanze	043

Burera	044
Gicumbi	045

Eastern Province

District	Code
Rwamagana	051
Nyagatare	052
Gatsibo	053
Kayonza	054
Kirehe	055
Ngoma	056
Bugesera	057

b) Born abroad or previous residence, use the following codes

FOREIGN COUNTRIES	Code
African countries	
Afrique du Sud	301
Algérie	302
Angola	303
Bénin	304
Botswana	305
Burkina Faso	306
Burundi	307
Cameroun	308
Cap-Vert	309
République centrafricaine	310
Comores	311
République du Congo	312
République démocratique du Congo	313

Côte d'Ivoire	314
Djibouti	315
Égypte	316
Érythrée	317
Éthiopie	318
Gabon	319
Gambie	320
Ghana	321
Guinée	322
Guinée-Bissau	323
Guinée équatoriale	324
Kenya	325
Lesotho	326
Liberia	327
Libye	328
Madagascar	329
Malawi	330
Mali	331
Maroc	332
Maurice	333
Mauritanie	334
Mozambique	335
Namibie	336
Niger	337
Nigeria	338
Ouganda	339
Sahara Occidental	340
Sao Tomé-et-Principe	341
Sénégal	342

Seychelles	343
Sierra Leone	344
Somalie	345
Soudan	346
Soudan du Sud	347
Swaziland	348
Tanzanie	349
Tchad	350
Togo	351
Tunisie	352
Zambie	353
Zimbabwe	354
Other country of Africa	355
AMERICAN COUNTRIES	
Antigua-et-Barbuda	356
Argentine	357
Bahamas	358
Barbade	359
Belize	360
Bolivie	361
Brésil	362
Canada	363
Chili	364
Colombie	365
Costa Rica	366
Cuba	367
République dominicaine	368
Dominique	369
Équateur	370

États-Unis	371
Grenade	372
Guatemala	373
Guyana	374
Haïti	375
Honduras	376
Jamaïque	377
Mexique	378
Nicaragua	379
Panama	380
Paraguay	381
Pérou	382
Saint-Christophe-et-Niévens	383
Sainte-Lucie	384
Saint-Vincent-et-les-Grenadines	385
Salvador	386
Suriname	387
Trinité-et-Tobago	388
Uruguay	389
Venezuela	390
Other American Countries	391
ASIAN COUNTRIES	
Afghanistan	392
Saudi Arabia saoudite	393
Arménie	394
Azerbaïdjan	395
Bahreïn	396
Bangladesh	397
Bhoutan	398

Birmanie	399
Brunei	400
Cambodge	401
Chine	402
Chypre†	403
Corée du Nord†	404
Corée du Sud†	405
Émirats arabes unis	406
Géorgie	407
Inde	408
Indonésie	409
Irak	410
Iran	411
Israël	412
Japon	413
Jordanie	414
Kazakhstan	415
Kirghizistan	416
Koweït	417
Laos	418
Liban	419
Malaisie	420
Maldives	421
Mongolie	422
Népal	423
Oman	424
Ouzbékistan	425
Pakistan	426
Philippines	427

Qatar	428
Singapour	429
Sri Lanka	430
Syrie	431
Tadjikistan	432
Thaïlande	433
Taïwan	434
Timor oriental	435
Turkménistan	436
Turquie	437
Viêt Nam	438
Yémen	439
Other Asian Countries	440
EUROPEAN COUNTRIES	
Austria	441
Belgium	442
Bulgaria	443
Cyprus	444
Czech Republic	445
Denmark	446
Estonia	447
Finland	448
France	449
Germany	450
Greece	451
Hungary	452
Ireland	453
Italy	454
Latvia	455

Lithuania	456
Luxembourg	457
Malta	458
Netherlands	459
Poland	460
Portugal	461
Romania	462
Slovakia	463
Slovenia	464
Spain	465
Sweden	466
United Kingdom	467
Croatia	468
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Iceland	470
Montenegro	471
Turkey	472
Norway	473
Russia	474
Switzerland	475
Ukraine	476
Other European countries	477
OCEANIA COUNTRIES	
Australie	478
Fidji	479
Kiribati	480
Marshall	481
Micronésie	482
Nauru	483

Nouvelle-Zélande	484
Palaos	485
Papouasie-Nouvelle-Guinée	486
Salomon	487
Samoa	488
Tonga	489
Tuvalu	490
Vanuatu	491
Other Oceania Countries	492

ANNEX III

I. P08: Nationality

a) Rwandan and double nationality

Natonality	Code
Rwanda Only	100
Rwanda - Afrique du Sud	101
Rwanda - Algérie	102
Rwanda - Angola	103
Rwanda - Bénin	104
Rwanda - Botswana	105
Rwanda - Burkina Faso	106
Rwanda - Burundi	107
Rwanda - Cameroun	108
Rwanda - Cap-Vert	109
Rwanda - République centrafricaine	110
Rwanda - Comores	111

Rwanda - République du Congo	112
Rwanda - République démocratique du Congo	113
Rwanda - Côte d'Ivoire	114
Rwanda - Djibouti	115
Rwanda - Égypte	116
Rwanda - Érythrée	117
Rwanda - Éthiopie	118
Rwanda - Gabon	119
Rwanda - Gambie	120
Rwanda - Ghana	121
Rwanda - Guinée	122
Rwanda - Guinée-Bissau	123
Rwanda - Guinée équatoriale	124
Rwanda - Kenya	125
Rwanda - Lesotho	126
Rwanda - Liberia	127
Rwanda - Libye	128
Rwanda - Madagascar	129
Rwanda - Malawi	130
Rwanda - Mali	131
Rwanda - Maroc	132
Rwanda - Maurice !Maurice	133
Rwanda - Mauritanie	134
Rwanda - Mozambique	135
Rwanda - Namibie	136
Rwanda - Niger	137
Rwanda - Nigeria	138
Rwanda - Ouganda	139
Rwanda - Sahara Occidental	140

Rwanda - Sao Tomé-et-Principe	141
Rwanda - Sénégal	142
Rwanda - Seychelles	143
Rwanda - Sierra Leone	144
Rwanda - Somalie	145
Rwanda - Soudan	146
Rwanda - Soudan du Sud	147
Rwanda - Swaziland	148
Rwanda - Tanzanie	149
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Rwanda - Togo	151
Rwanda - Tunisie	152
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Rwanda - Zimbabwe	154
Rwanda - Other country of Africa	155
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Rwanda - Antigua-et-Barbuda	156
Rwanda - Argentine	157
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Rwanda - Belize	160
Rwanda - Bolivie	161
Rwanda - Brésil	162
Rwanda - Canada	163
Rwanda - Chili	164
Rwanda - Colombie	165
Rwanda - Costa Rica	166
Rwanda - Cuba	167
Rwanda - République dominicaine	168

Rwanda - Dominique	169
Rwanda - Équateur	170
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Rwanda - Saint-Christophe-et-Niévès	183
Rwanda - Sainte-Lucie	184
Rwanda - Saint-Vincent-et-les-Grenadines	185
Rwanda - Salvador	186
Rwanda - Suriname	187
Rwanda - Trinité-et-Tobago	188
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Rwanda - Other American Countries	191
ASIAN COUNTRIES	
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Rwanda- Arabie saoudite	193
Rwanda- Arménie	194
Rwanda- Azerbaïdjan	195
Rwanda- Bahreïn	196

Rwanda- Bangladesh	197
Rwanda- Bhoutan	198
Rwanda- Birmanie	199
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ANNEX IV :

**International Standard Industrial Classification of Occupation (ISCO),
Revision 4**

ANNEX V :

**International Standard Industrial Classification of All Economic Activities
(ISIC), Revision 4 (Detailed structure)**

(Separate document)