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IV POPULATION AND HOUSING CENSUS (16th-30th August, 2012)

TEAM SUPERVISOR'S MANUAL

August, 2012

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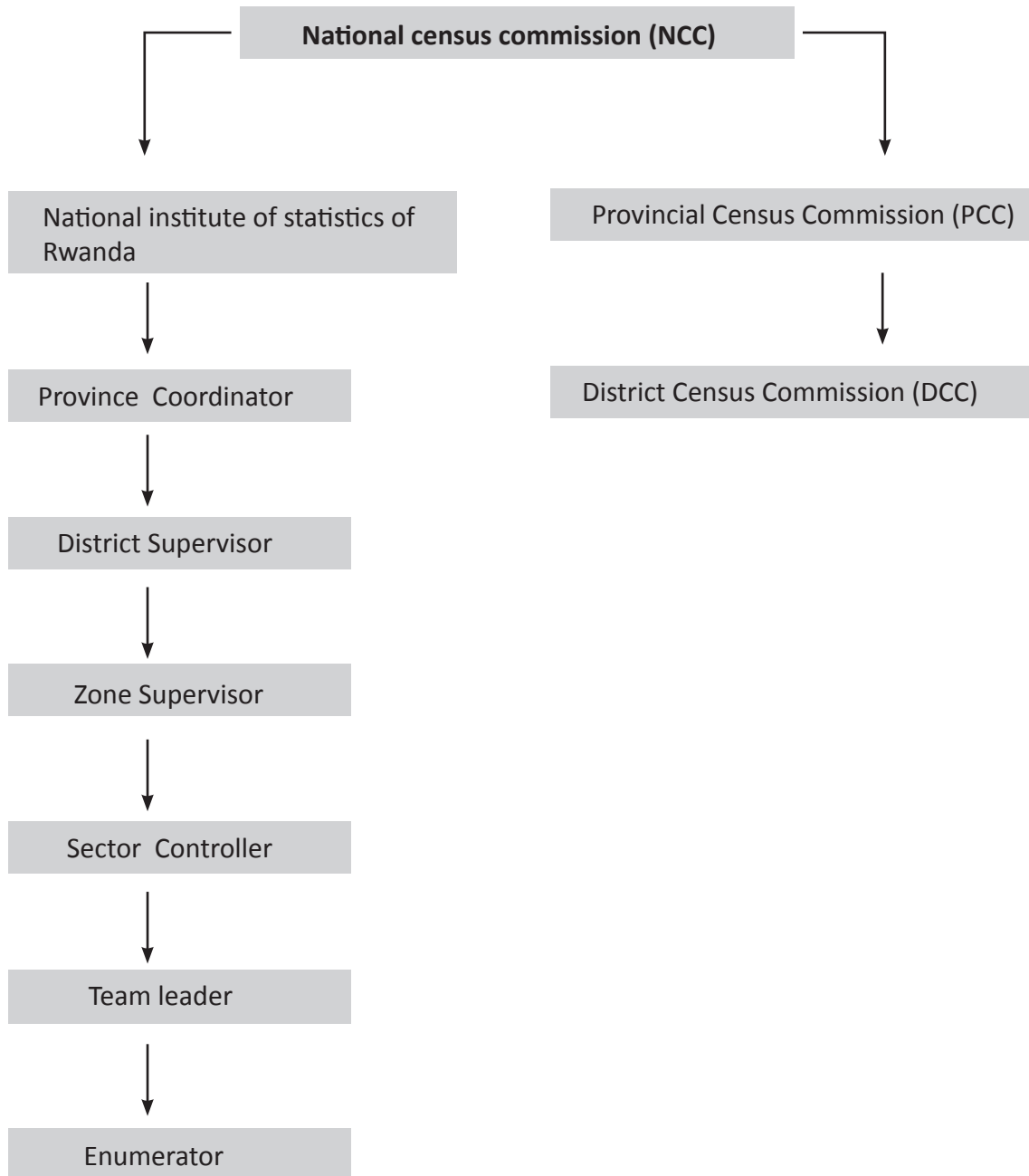
I. INTRODUCTION

Census is important as it is a major source of information about benchmark data, for planning at the national and lower level planning. Government needs an accurate count of the population, where they are and what their needs are. This information helps both government and local governments to target resources and services to the people. Data helps the government to identify the need and gaps in any development program. For instance the availability of data will help the county planner to know which district has more schools, safe water sources etc... and appropriately apportion the resource envelop according to need. In other words census data informs policy and guides planning at all levels.

This manual is designed to give you, the Team Supervisor's instructions, about how to perform your duties during the 4th General Population and Housing Census. It contains a brief description of a detailed instructions and procedures you must follow to accomplish the objectives of this important work for our country. Study this manual carefully and be sure you understand all the procedures you are expected to implement. If you have any questions regarding what is expected of you and how you are expected to perform during this activity, ask your supervisor.

The success of this study is very much dependent on how well you perform your duties. If you are sloppy and not attentive to details, this study will be a failure, a lot of money will be wasted, and our country will not be able to properly determine the socio-economic of its people. Therefore, it is extremely important for you to understand what your duties are, for you to perform these duties to the very best of your ability, and for this census to provide meaningful data which will help improve the socio-economic condition of all the people of Rwanda. However, your main reward will be a feeling of pride in having done a good job for your country

The chart of coordination of census activity



II. GENERALS INSTRUCTIONS

2.1. Responsibilities of Team Supervisor

As a team Supervisor, you will have the following specific responsibilities during this Census:

1. Supervise all field enumerators assigned to you
2. Travel to field to observe enumerators, resolve problems, and conduct verifications
3. Conduct systematic quality control measures to ensure data is collected using proper procedures;
4. Report progress and problems to the sector supervisor
5. Maintain appropriate relationships with both enumerators and sector supervisor
6. Serve as the contact point between local authorities and enumerators
7. Conducting initial observations of enumerators.
8. Meeting with enumerators on a daily basis when possible.
9. Reviewing work performed by enumerators for accuracy and timeliness.
10. Providing feedback to enumerators.

2.2. Role of Team Supervisor

As has already been mentioned, the role of the Team Supervisor is critical to the success of this project. You need to have a clear understanding of what is expected of you during the time you are supervising your enumerators and know what your role is as a member of this census team. To be a good example of your enumerators, you must be able for the following:

1. To demonstrate a general understanding of Census operations
2. To demonstrate a clear and complete understanding of the field procedures and supervisory responsibilities associated with this census
3. To demonstrate enthusiasm for the census and have a positive attitude
4. To resolve problems that occurs during data collection
5. To administer the questionnaire in an efficient and proper manner

6. To provide liaison with local contacts to ensure that the survey has the support of community Supervisors
7. To be punctual in carrying out all responsibilities

2.3. Office of Team Supervisor

You are required to have an office where you will be carrying out your day to day census activities. This not means that you work is based in office only; you have all time to go on field to assist your enumerators.

The field centre should have the following important features:

- Be centrally placed within your group of EA's;
- Be readily accessible from all the enumeration areas;
- Accessible from sector supervisor,

III. IDENTIFICATION OF SUPERVISORY AND ENUMERATION AREAS (EAS)

Before you go into the field, your Sector Supervisor will inform you, of your supervisory area. You will have to identify the Enumeration Area (EA) boundaries in the whole of your supervision area. Using the following instructions

3.1 Before you go to the field

1. Study the supervisory area maps and identify the physical features, which demarcate your supervisory area boundaries. Wherever necessary Sector Supervisor will assist you in the identification of the supervisory area boundaries in the field.
2. You together with the enumerators under you should study the EA maps and EA descriptions and identify the physical features, which demarcate the EAs. Make sure that each enumerator knows his/her EA boundaries in the adjacent EA's.
3. Make sure that you have all need equipments for field
4. Ensure to have all contacts of enumerators under supervision.

3.2 While in the field

- i. Visit each local Supervisor within your supervisory area to introduce yourself and you're the objective of your work. Make a quick observation through your supervisory area to familiarize yourself with the general location of village, roads, footpaths, streams and any physical features appearing on your map.
- ii. After your enumerators have been placed in their respective EAs you should then set out to identify with the enumerators, the boundaries of each enumeration area under you. You will use your map and EA boundary descriptions.
- iii. Having identified all the external boundaries of your supervisory area and those of each EA, make sure that the enumerators have correctly identified all the boundaries of the various villages or places in the EA. This is complete coverage of each village or place including isolated households in his/her EA to avoid any missing.

The legend of your map shows symbols and other information to help you understand the census maps. These include:

1. Street or road types.
2. Water features (including streams, rivers, and lakes).
3. Boundaries (cells, villages and EAs).
4. Landmarks (schools, cemeteries, hospitals, churches...).

Remember that you are expected to have a higher understanding comparing of your team that why you should be able to act in response to every challenge that every enumerator faces.

IV. ENUMERATION ACTIVITY

4.1. Numbering

You have to make sure that during the numbering no household are missed or double counted, if you find that enumerator of your neighboring supervisory area have missed a household or numbered the household of your supervisory area, you have to address that problem to his/her team Supervisor or to your sector supervisor. It is not allowed to number a household twice.

You should know that the numbering activity is the key of well going of enumeration.

4.2. Confidentiality

You have learned throughout your training that information collected in Census is confidential. You must ensure that you and your enumerators are abiding the rules. You are therefore expected to keep to yourself all the information regarding individuals, which you learn in the course of your duties. You must not reveal or make use of it either during the Census or at any time afterwards.

4.3. Relationship with your enumerators

The enumerators will need your advice, guidance, encouragement and assistance. Many questions, which the enumerators ask, may seem unimportant to you. You should, however, treat each question seriously and answer it intelligently to the best of your ability.

Never ridicule or criticize any of your enumerators under your supervision in public. If it is necessary correct it privately, without making him feel embarrassed. In this way you will more easily encourage him/her. Their success or failure in completing the enumeration properly will be largely a reflection of the kind of your leadership, which will stimulate your enumerators to work with vigor attitude.

4.4. First day of enumeration

On the first day of enumeration you should visit each enumerator and assist him/her in 2 households in order to find the performance in this activity of enumeration here you will be able to identify the weakness and to make correction early after finishing the activity. Throughout the enumeration period you must constantly be on the move, going from one enumerator to another, encouraging them checking their work, and resolving their problems.

4.5. Second day of enumeration

You should revisit the enumerators to take into account if the remarks that are given yesterday are put in consideration; by checking the enumerators work regularly you can ensure that the quality of the data collection remains high throughout census. It may be necessary to observe the enumerators more frequently at the beginning of the census. You should see your enumerators and check their work as frequently as possible.

If at all possible, you need to observe each enumerator conducting an interview within the first week of field operations. This is the only way you can be assured that the enumerators are following the procedures properly, are asking all the questions

correctly. It is very likely that some of your enumerators may need additional training on some aspect of their field work. If so, you must take the time to show them the correct way of completing each task. You will want to keep good notes on your observations of each enumerator because you will be asked to report on your observations. It is a good idea to keep these notes in a small notebook. You will need to rely on these observations later when you are evaluating the performance of each of your enumerators in order to be ready of any support.

N.B: You should always remember to leave message every morning before proceeding for supervision, indicating the date, EA number and village/places where you expect to be working that day. This is intended to help your enumerators, Supervisor of sector, District Supervisor and any other persons who might wish to meet you during the Census enumeration.

4.6. Working time

Each enumerator should respect the working hours, everybody knows that the work begin at 7h00 and end at 17h00 with one hour of pause throughout census period. Remember that you will be asked to work overtime so that you reach the persons that are not available during the working hours. Your enumerators will work every day including Saturdays, Sundays and public holidays. They will also be working during irregular hours, starting their interviews very early in the morning and stopping late in the evening. This also applies to you.

4.7. Substitution of enumerator

If an enumerator is incapable of carrying on with his work, you must inform your Sector supervisor immediately for his appropriate action. It may be that the enumerator has fallen seriously ill, has met with an accident. In case where you find the enumerator's work is unsatisfactory you will discuss such cases with your Sector Supervisor and decide together what action to be taken. It is not allowed to any enumerator to be absent under pretext of praying and other motif, because the census has fixed time that must be respected, to go beyond of it can cause a big loss to our country.

4.8. Assign two EAs to one enumerator

In case you find an enumeration area which has a size of population below 500 people, you must inform your Sector supervisor immediately and after you can attribute to enumerator whose EA is a small, two enumeration area if it is possible.

4.9. One enumeration area assigned to two enumerators

Even if the cartographers have made effort to estimate the maximum population of each enumeration area, some time you can face a situation where EA has population exceed 1000 people, impossible to one enumerator to finish enumeration in interval of planned time. When you find such EA, first of all you must inform you supervisor before using your reserve enumerator.

The data collected by two enumerators separately, make one EA. The numbering is carried on with two enumerators together, to avoid omission or double counting of household. You should establish a clear boundary separate two parts of EA in addition to this; you have to put that boundary to the map. After enumeration session, the data are brought together with **A** represent one part and **B** for another one to make up one EA.

Example: If the number of EA is 125, so one part of EA will be EA **125A** another EA **125B**.

4.10. Daily checking

The checks will focus on the following aspects:

- Operations of the enumerators.
- Visit some households to randomly ask some questions from the questionnaire. This is done to assess the quality of data collected by the enumerators.
- Resolve technical and professional problems that have arisen.
- Through these activities, the work of enumerators can be assessed, and the quality of data collected maintained.

You have to check each household questionnaire upon completion by the enumerator to ensure that the questionnaire has been completed comprehensively. You should review each section and the data from each member in the section, looking for any inconsistencies, omissions, irrational responses, or other errors. During the checking process, if any errors, inconsistencies, or irrationalities in the data are found, you are to meet directly with the enumerator to point out the shortcomings and to instruct that the enumerator fix the problems.

4.11. Other responsibilities of team Supervisor

- To sensitize the population to be cooperative with enumerators,
- Distribution of census equipments in supervisory area,

You will keep most of your materials at the Field Centre but ensure that they are in

a safe place and that nobody can get hold of them without your authority. However, it is necessary to carry some materials, which can be given to enumerators on the spot during your visit in case they require them. If your stock of materials is getting low you will have to reload it in good time from the sector Supervisor.

- To make a report that illustrate:
 - The dispatching of enumerators under your supervisory area,
 - The implication of local Supervisors in census activity
 - The numbering of household and institutional household,
 - The assessment of mapping activity

V. AFTER ENUMERATION ACTIVITY

5.1. Gathering of questionnaires

After closing enumeration activity, you should collect all questionnaires without missing any questionnaire and make sure that all are well filled. If you find a rate of errors exceed the 20%, you should inform your sector supervisor and take a quick decision accordingly.

As team Supervisor, you have to do your best to come to an end with the errors in the first week of enumeration. You are supposed to strengthen the supervision furthermore make correction every day, and work closely with you team on field.

In checking you have to pay attention on following:

- If all households are reached by enumerator,
- If the equipments are gathered, including used questionnaires, cancelled questionnaires, and unused questionnaires.
- Make sure that all equipments are in enumerator's bag,

After you have collected the completed work from your enumerators, edited it for accuracy and completeness, and have reviewed it carefully to make sure it is in order, you are then ready to submit the completed questionnaires to your sector supervisor.

5.2. Caution

In carrying out your duties in the Census, you and the enumerators are representatives of the Rwanda government, playing an important part in the project. As such, you must behave with propriety in order that you are able to do your work properly and also that

the Government and the Census shall not be brought into disrepute with the people. You should, therefore, not indulge in drinking on duty nor permit your enumerators to take beer or other alcoholic drinks. You must not behave in any manner, which would make you unacceptable to the people as this might immediately affect their cooperation with you.

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