

PART I

Introduction

1. Zambia is a big country having people scattered all over the country. The people form the Zambian nation. The nation through the Party and its Government has made development planning and programme implementation key policy issues in order to improve the welfare of the people.

2. In a Census we are interested in knowing how many we are and how many of us live in which places. The Government has to know the needs and how best they can be met. For example, babies are being born everyday. Clinics and hospitals have to be provided to cater for this growing population. The growing population needs food for sustenance and growth. When babies grow older, schools have to be provided along with teachers, desks and books. Thereafter they will need jobs. In order to plan for the provision of these needs we require information about the number of people living in villages, townships, districts, their age composition, their educational attainment, their job situation, housing conditions and so on. We obtain such information through Population Censuses and related statistical surveys.

Role of supervisor

3. Supervision of Enumerators is very important in the whole process of the Census field operation. Your role is to act as an essential link between the Enumerators, who will be conducting the actual Census in the field and the Census Organisers (the Central Statistical Office), through the Senior Census Supervisors. As a Supervisor, you will be required to lead and guide the Enumerators, seeing to it that they are performing their work according to instructions. You will be responsible for allocating work areas, issuing census forms and other materials, and for the day-to-day supervision of enumeration work. Your good performance will depend on how closely you supervise your Enumerators, correcting mistakes as they occur. This manual discusses what you have to do. Read it over and over again. Make it your regular reference.

Census Questionnaires

4. The information in the 1990 Census is to be collected on two questionnaires. The main one comprises sections on Population, Fertility, Mortality and Housing. The second questionnaire is on Agriculture. This questionnaire will only be filled in if any member of the household being enumerated was engaged in any agricultural activity either for the household or for someone else. There will also be other forms, namely, the Listing Sheets and Control Forms.

Census Organisation

5. The Census questionnaires have been designed and made as simple as possible. It is not advisable to ask individual heads of households to complete the questionnaires themselves. Enumerators have been recruited and will be trained to fill these questionnaires by going from house to house. You should draw up a programme of work for each Enumerator under

your control. Each of the Enumerators should be supplied with a copy of his/her programme of work in advance. You should draw up a programme for your work, but you should not disclose this to any of the Enumerators. The Senior Census Supervisor in charge of your area should be supplied in advance with copies of your programme of work and those of each of the enumerators.

Census Supervisory Area (CSA)

6. You will be assigned a Census Supervisory Area (CSA) which consists of 3 to 5 Standard Enumeration Areas (SEAs). Get to know the boundaries of your CSA, with the help of the map which will be provided to you, by actually visiting the area. You will be required to ensure that all enumeration work is done accurately and completely within your CSA. Every CSA will have a number assigned to it. You will use this number to identify all the documents for your area.

Standard Enumeration Area (SEA)

7. Each Standard Enumeration Area (SEA) will normally be assigned to one Enumerator although there may be some local variations as decided by yourself. These areas have been carefully demarcated with clear boundary descriptions and maps.

8. You are responsible for ensuring that each of your Enumerators knows exactly the boundaries of his/her SEA. The allocation of SEAs to Enumerators should be made sufficiently well in advance of the Census to enable them to get to know these areas thoroughly before the enumeration begins.

9. Generally there will be district landmarks such as roads, streets, paths, rivers, streams, etc., to show where a CSA/SEA starts or ends. In some cases the boundary of a CSA/SEA will run along the middle of a road or river or stream so that buildings on one side of this feature will be in one CSA/SEA and the buildings on the other side will be in another CSA/SEA.

Oath of Secrecy

10. The Census is being carried out under the provisions of the Census and Statistics Act, Chapter 425 of the Laws of Zambia. Whereas this Act obliges individuals to provide information to census officials, it also forbids you to disclose any of this information to any unauthorised person(s). You and all other census officials are required to take an oath of secrecy, and if it is found that you have shown the census forms or in any other way disclosed the information obtained in them to any person other than a census official, you yourself will be liable to prosecution. These oaths will be taken in the presence of a Magistrate or a Commissioner for Oaths.

Public Relations

11. As pointed out earlier it is important that you know the boundaries of your CSA and all the SEAs in it. It will also be helpful to you to

know all the important traditional, Party and Government officials within your CSA. In some cases these people may be living within your CSA and in other cases they may be living elsewhere. Get to know these people and inform them of your being in the area for census purposes. Seek their co-operation in informing the people of the area about census work and visit of the Enumerators.

Beginning the Enumeration

12. Before the enumeration starts give the Enumerators any additional last minute briefing which may be necessary. Now give out the equipment, including census questionnaires. Keep a record of what you give out, as you must collect them all (including unused and spoilt forms) at the end of the Census. You must record all Census Documents you issue out to the Enumerators on Control Form CPHA9006. See that the Enumerators go to the points where they are to start enumerating, and begin their work. If any Enumerator is unable to perform his/her duties, e.g. through ill health, family problems, etc., you must ensure that his/her work is redistributed among other Enumerators.

13. Do not forget to get yourself enumerated and all Enumerators under your charge:-

- (i) If any of you is staying at home or with friends within your CSA then you will be enumerated where any of you is found ("last night") in the usual manner.
- (ii) If any of you are staying in boarding facilities for the Census then these are to be enumerated on the very first day before you set out for field work.

NOTE: In paragraph 37 Chapter II of "Enumerator's Instructions Manual" it is stated that a person who has been enumerated at a certain place will be enumerated again if found at another place in another area. This will not be applicable to the enumeration staff.

Supervision of the Census Enumeration

14. It is important that you check the work of each of your Enumerators throughout the enumeration period. After the first visit, make as frequent visits to all the Enumerators as you can manage. On these visits, check on the following points:-

- (i) Observe how the Enumerator is carrying out the enumeration. He/she may be having difficulty in asking questions, or he/she may be shy or nervous, or may be making mistakes. Help him/her to overcome his/her difficulties.
- (ii) Check that the Enumerator is going along the route he/she was given and enumerating all the households along the route:-
 - (a) Check that all the housing units that an Enumerator has already completed have Census stickers, and;

- (b) call at some of these housing units to make sure the Enumerator has visited and interviewed the households.
- (iii) Check that the Enumerators are conducting the interviews properly, that is, asking the questions and filling in the questionnaires correctly.
- (iv) Accompany the Enumerator to households where people have refused to be interviewed, and persuade them to co-operate. Be patient and explain carefully the purpose of the Census and its importance.
- (v) Accompany the Enumerator to housing units where he/she has repeatedly found nobody at home. Try to find out from neighbours when someone will be at home.
- (vi) Answer any questions the Enumerators may have about the work.
- (vii) Attend without delay to any other problems your Enumerators may have.
- (viii) Ensure that your Enumerators have sufficient questionnaires to use.
- (ix) Collect all completed questionnaires from the Enumerators.

15. When the Enumerators have returned their completed questionnaires to you, you must check through every form for mistakes. Where ever possible you should correct these mistakes yourself, but where you cannot do so, you should refer it back to the Enumerator who should, if necessary, revisit the household concerned. You must also ensure that every census questionnaire issued to the Enumerator is returned, whether it has been used, unused or spoilt.

Checking the Questionnaire

16. It is your duty to ensure that the Enumerator does his job properly. During the enumeration and after it is completed, you must check all the questionnaires of all your Enumerators to ensure accuracy. The following will help you in checking the correctness of the entries:-

- (i) Check that the province, district, CSA number, etc. are properly entered on each and every questionnaire.
- (ii) There should be no blank spaces against any person except where there are skip instructions. If a space which requires filling in has been left blank check with the Enumerator and correct accordingly.
- (iii) All names of persons entered on the questionnaire must have serial numbers logically assigned. When more than one questionnaire has been used for a household the serial numbers should continue on the additional questionnaire with all the identification particulars.

- (iv) ITEM (P-2) - NAME: Every person must have a name. Where a little child has not yet been given a name, that child should be entered as "Baby" followed by the surname.
- (v) ITEM (P-3) - MEMBERSHIP STATUS: Ensure that when answer category 3 (usual member absent) is entered it means the member did not spend the previous night with the household and that information entered is upto P - 6.
- (vi) ITEM (P-4) - RELATIONSHIP: Check the codes and see that they are appropriate. Relationship should always be with reference to the Head of the household.
- (vii) ITEM (P-5) - SEX: Compare this with the name and relationship wherever possible.
- (viii) ITEM (P-6) - AGE: There are ways of checking the correct age. Parents must be at least 12 years older than their eldest child. In most cases a wife is younger than her husband. In particular, check that ages of infants are entered as "00" because these have not yet completed a year.
- (ix) ITEM (P-7) - DISABILITY: Check that each box is filled in with either code 1 or 2.
- (x) ITEM (P-8) - PLACE OF BIRTH: If a person was born in Zambia, check that it is the name of the district and its code and not the township, chief's area or any such place that is entered. Check that the urban or rural code is entered. If born outside Zambia, it should be the name of the country of birth and its code that appears. For a foreign country information regarding urban/rural character of the place is not required. The Enumerator is supposed to enter 8 in this box.
- (xi) ITEM (P-9) - CITIZENSHIP: Check that there is a name of a country with its appropriate code against every person listed.
- (xii) ITEM (P-10) - LENGTH OF RESIDENCE IN DISTRICT OF ENUMERATION: The number of years and months should be entered for this question. For those who have not completed a month yet will have 00 entered in the years boxes and 01 in the months boxes. For others, the number of years that a person has continuously been living in this district should be recorded for this question. In all cases length of residence must either be equal to or less than one's age.

- (xiii) ITEM (P-11) - PLACE OF RESIDENCE 12 MONTHS AGO: For infants there should be "8's" in the boxes in this column. For persons whose residence 12 months ago was within Zambia, name of the district where he/she was/is living should be entered in the first column. If the person was outside Zambia 12 months ago, then name of the country where he/she was then residing should be entered. Check that names of places of residence 12 months ago correspond to the codes entered in the boxes. The second column under this question indicates whether the place of residence 12 months ago, mentioned in the first column was urban or rural. For a foreign country information regarding urban/rural character of the place is not required, therefore, there should be an 8 in the box.
- (xiv) ITEM (P-12) - ETHNIC GROUP: For all listed persons who spent the previous night with the household, check that the tribe or major racial group has been entered with respective codes.
- (xv) ITEM (P-13) - LANGUAGES: Check the codes against the languages entered.
- (xvi) ITEM (P-14 to P-18) - EDUCATION: A child under 5 years of age would not normally be in school, therefore, this item is for persons aged 5 years and over. Check that all persons 5 years and above have information on education completed.
- (xvii) ITEM (P-19 to P - 23) - ECONOMIC ACTIVITY: If a person is recorded as working, check that the given occupation and industry are unambiguous.
- (xviii) ITEM (P - 24) - MARITAL STATUS: This entry must be compatible with age.
- (xix) ITEM (P - 25) - AGE AT FIRST MARRIAGE: Age at first marriage should be at least 12 years and in no case more than the age of the respondent.
- (xx) ITEM (F-1 to F-6) - FERTILITY: These questions relate only to females who are at least 12 years of age, except those with code 3 in P - 3. If there is a "Yes" in F - 1 (code 1), check that there are entries in the subsequent questions under this section.
- (xxi) ITEM (M-1 and M-2) - MORTALITY: If the answer to M-1 is "Yes" then there should be an entry in M-2.
- (xxii) ITEM (HH - 1 to HH - 13 and H - 1 to H - 8) - HOUSEHOLD AND HOUSING CHARACTERISTICS: Ensure that each box has a code except where there are skip instructions.

EDITING INSTRUCTIONS FOR THE
AGRICULTURE SUPPLEMENT QUESTIONNAIRE

- (xxiii) ITEM (A-1 to A-3) - AGRICULTURAL ACTIVITY: For each of the questions A - 1 to A - 3, only one response category should be checked and the code against each such checked response entered into each box provided. For response categories "No" in A - 2 and/or "Yes" in A - 3 make sure that at least one Agriculture Supplement questionnaire has been completed.
- (xxiv) While checking, do not erase or over-write on the entries made by the enumerator. Draw a line over the wrong entry and then make the correction.

EDITING

Editing consists of checking for accuracy, completeness, consistency and legibility. Enumerators are most likely to commit errors at the initial stage of the field work period, so it is particularly important that your editing be timely and thorough at that stage. This will help the enumerator to improve upon his/her work before committing too many errors. In addition, this will allow for corrections that require going back to households. If, after repeated discussions, an enumerator continues to make errors, you should contact the Master Trainer or the PSO in your province for what action to take.

- IDENTIFICATION : This is the fundamental part of the questionnaire for all data analysis. Verify that all the details are correctly transcribed from the Population and Housing questionnaire for the household, and that all entries are legible.
- ASSIGNMENT RECORD : Check that the enumerator has completed his/her part.
- INTERVIEW STATUS : Check that this is correctly completed with the correct 'Status Code' in box 24.
- SUMMARY COUNT (DE JURE POPULATION) : Check that correct counts have been entered. The counts are obtained from P-3 of the Population and Housing questionnaire where only persons with codes 1 and 3 are considered. Check that the arithmetic is correct.
- TYPE OF HOLDING : Check that only one box is check-marked and that the correct code is entered in box 25. Verify that the 'Go To' instruction is correctly followed.
- NON-OWNER MANAGED HOLDING/FARM : Verify that all items are properly completed only when box 2 in Item 1.0 is check-marked. If box 1 in Item 1.0 is check-marked, this section should be blank.
- Item 2.0 : If box 2 is check-marked in Item 1.0, then check that the Farm Manager's name has been written in the space provided against this item.
- Item 2.1 : If Item 2.0 has a Manager's Name then Item 2.1 should have a Farm Name, otherwise there should be a dash, '-'.

- Item 2.2 : Only one box should be check-marked and the appropriate code entered in box 26.
- Item 2.3 : Farm Number, if any, should be clearly written. Farm size - entries in one or all sets of land measure units are valid.

CROPS:

- ITEM 3.0 : Only one box should be check-marked and the appropriate code entered in box 43. If box 1 is check-marked, then at least one crop should have entries. If all the crops are blank, change the response to 'No'.

If box 2 is check-marked, then the 'Go To' instruction should have been followed; that is, there should be no entries for any crop. If there are entries for at least one crop, change the response to 'Yes'.

The format for all crops is the same, so the procedure of checking entries for each crop is the same.

- Question 'a' : Only one box should be check-marked and the appropriate code entered in box 44. If box 1 is check-marked, then there should be entries in questions 'b' and 'c'. If 'b' and 'c' are blank change the response to 'No'. If box 2 is check-marked, then 'b' and 'c' should be blank. If there are entries in 'b' and 'c', change the response to 'Yes'.
- Question 'b' : There should be entries here if the response in 'a' is 'Yes'. Check that the entries are clearly written. Entries in one, two, or all land measure units are acceptable.
- Question 'c' : There should be an entry here if the response in 'a' is 'Yes' and 'b' is completed. Check that the entry is clearly written.

LIVESTOCK AND CHICKENS

- ITEM 4.0 : Only one box should be check-marked and the appropriate code entered in box 67. If box 1 is check-marked, then there should be entries for at least one type of livestock. If there are no entries for any livestock, change the response to 'No'. If box 2 is check-marked, then the 'Go To' instruction should have been followed; that is, the

questions on livestock should be blank. If there are entries for at least one type of livestock, change the response to 'Yes'.

The format for all types of livestock is the same, so the same procedure of checking each of them is to be followed.

- Question 'a' : Only one box should be check-marked and the appropriate code entered in box 68. If box 1 is check-marked, then there should be an entry in question 'b'. If there is no entry in question 'b', change the response to 'No'. If box 2 is check-marked, then question 'b' should be blank. If there is an entry in question 'b', change the response to 'Yes'.
- Question 'b' : There should be an entry if the response in 'a' is 'Yes'. Check that the entry is clearly written.

Follow the same procedure when checking information on CHICKENS (Questions 5.1a and 5.1b) as done for LIVESTOCK.

After the Enumeration

When you are satisfied that the Enumerators have completed their work satisfactorily, you should add up the de facto population (for the Summary Count on the Population and Housing questionnaire i.e., codes 1 and 2 of P-3) in each Enumerator's area under your supervision. Cross check the total against that on the Listing Sheet. This should then be entered on your Record Sheet which is an appendage to this manual. You must then return all the Census questionnaires and all the Record Sheets to your Senior Supervisor.

Remember, the de jure population for the Agriculture Supplement questionnaire has already been totalled on each questionnaire, by picking out the names with codes 1 and 3 from P-3 of the main questionnaire.

The payments will be made by the District Census Officer to you and your Enumerators after all the materials have been returned and the Senior Supervisor is satisfied that the Census has been properly completed.

