

REPUBLIC OF THE GAMBIA
1993 POPULATION AND HOUSING CENSUS

SUPERVISOR'S MANUAL

CENTRAL STATISTICS DEPARTMENT
MINISTRY OF FINANCE & ECONOMIC AFFAIRS

BANJUL

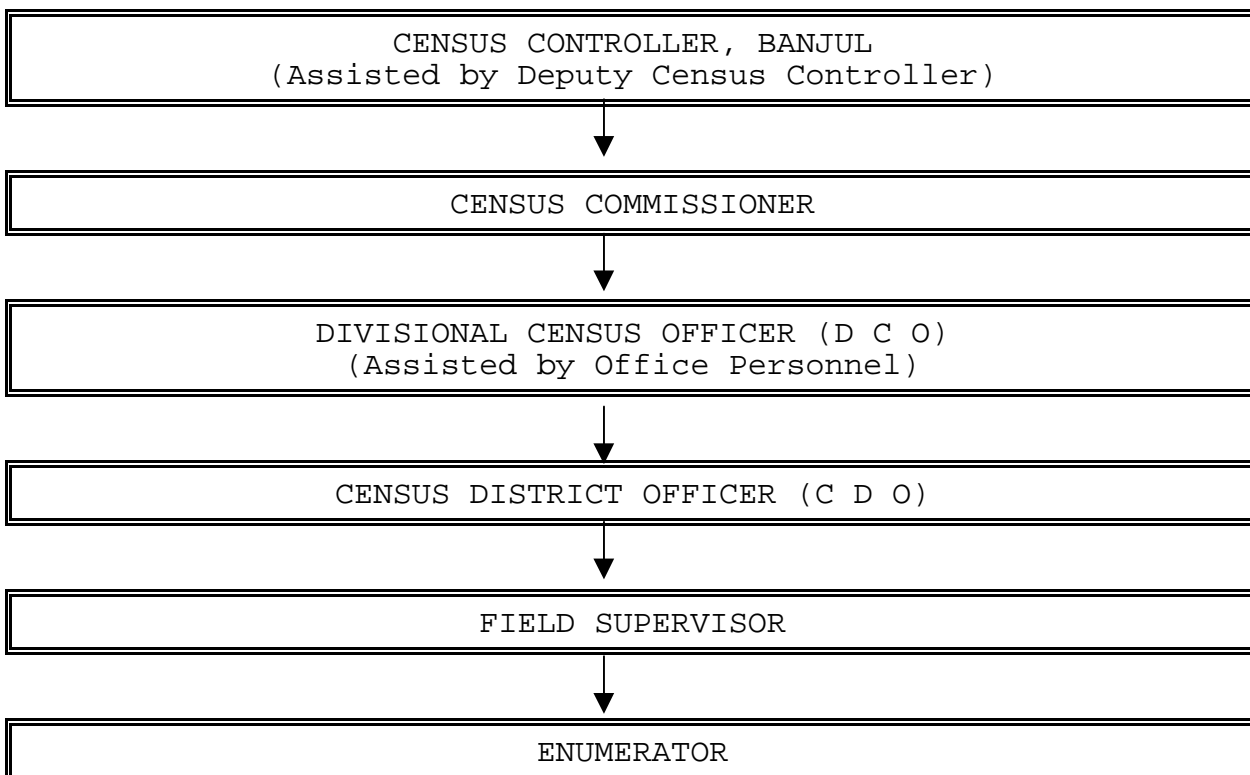
1993

CHAPTER 1

LEADERSHIP OF THE FIELD SUPERVISOR

1.1 Your Status in the Census Field Organization

You have been appointed a Field Supervisor in the Census Organization. The chart below shows the position you will occupy in the Field Organization.



You are placed between the Enumerator and the Census District Officer. It is necessary for you during the training of your Enumerators to select one outstanding Enumerator who will act as a Senior Enumerator and who will assist you at your base.

1.2 What Is Your Main Task In The Census?

Your main task will be the supervision of about five enumerators who will work directly under you during the Census.

As you are already aware, Enumerators are those who will do the counting and recording in the field. Their main assignment is to enumerate during the Census period all persons alive on Census Night in their E.A.'s. It is your task to see that they carry out this assignment efficiently.

You will also assist the Divisional Census Officers and Census District Officers in the training of the Enumerators. There will be residential training courses at specific centres where a number of C.D.O's and Field Supervisors will train the Enumerators by giving them a series of lectures, home, class and field exercises.

1.3 You Must Master The Enumerator's Manual.(E.M.)

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

You can supervise these Enumerators and help conduct the Census well, only if you yourself understand very clearly what the Enumerators are being asked to do. This means that you have to read Enumerator's Manual several times before starting your supervisory work. It is only when you know very well the functions being performed by the Enumerators that you will be able to help them when they approach you with their problems.

You should therefore make absolutely sure that you prepare yourself by studying the manual thoroughly, going over the main concepts and definitions and procedures for enumeration until you understand them quite well. Note that your Enumerators can easily detect when a Supervisor is ill-prepared for the job.

1.4 You Must Command The Confidence Of Your Enumerators.

You must always try to command the confidence of the Enumerators who will be working under you. Remember that you are their leader to whom they should turn whenever they have any difficulties. If they have no confidence in your ability they will always be reluctant to approach you with their problems.

1.5 Whom To Contact In Case Of Difficulties?

Whenever you are in doubt concerning any part of your assignment the officer you must turn to is your Census District Officer or Divisional Census Officer. He/She will be very happy to discuss your problems with you and help you to overcome them. Do not hesitate to approach with your difficulties, as it is his/her responsibility to train you and the Enumerators.

1.6 You Must Co-operate With Your Enumerators.

You must throughout the census co-operate with the Enumerators working under you. Remember that you are going to work as a team. If they fail, it will mean that you yourself have failed. If they succeed, you will share the honours of success with them.

1.7 Enumeration Period and Working hours

No regular working hours will be fixed for you and your Enumerators. In general you will have to start work very early in the morning and close very late in the evening. This means that you will have to work beyond the normal working hours during the enumeration period. Work as hard as you can to complete your assignment during the census enumeration period.(i.e. from April 1 to 30, 1993). If you cannot finish your work on time report the matter to your Census District Officer immediately. But under no circumstances should you stop before the enumeration period ends.

You have to adhere to the calendar of operations and collect and hand over the enumeration records on the due date to the Census District Officer.

Remember that you are performing an invaluable national service. Ask each of your Enumerators to produce his or her best and not to grumble at the usually heavy demands that the Census may make on him or her. The Population Census takes place once every ten years. Help to make the 1993 Population Census of The Gambia a success and you will feel proud that you made a worthwhile contribution to it.

1.8 Replacement Of Inefficient Enumerators

Every effort will be made to ensure that only Enumerators who are efficient are engaged to conduct the enumeration. You must keep a close watch on the work of all your Enumerators during the training period and during the census period. In particular, go through the prescribed number of their Household Questionnaires. If you detect any sign of inefficiency or you feel that an Enumerator is not working satisfactorily report it to your Census District Officer immediately and suggest to him that a replacement should be sent to you.

CHAPTER 2

YOUR DUTIES BEFORE THE CENSUS

2.1 Training of Enumerators

One of your main tasks before the Census will be to assist your D.C.O. and/or C.D.O. in the training of Enumerators. Though the training consisting of the lectures, explanations of concepts and the trial filling out of the questionnaires will be given by

your Census District Officer and specially selected assistants, you should be ready at all times to undertake any specific aspect of the training which he/she might delegate to you. You may be asked to help in organizing training sessions, to distribute and collect documents, to make a roll-call or to undertake any other tasks which will facilitate the smooth running of the training programme. But while assisting the C.D.O. in organizing the large classes, the greater part of your attention and energy should be concentrated on the Enumerators who will work under you. Sometimes they may feel reluctant to raise some points they did not understand clearly during the session or the C.D.O. might not have had sufficient time to discuss all their individual problems with them. The task of solving these individual problem rests with you. You have to give personal attention to each Enumerator and train him or her again if it becomes necessary. Under the direction of your D.C.O. or C.D.O. you will conduct the home and field exercises, check the questionnaires filled out by each Enumerator during the training period and discuss any errors with him or her separately. Then submit extracts of the major errors made by all the Enumerators to your Census District Officer so that he can discuss these points with the whole class.

2.2 List of Historical Events To Estimate Age

In the Enumerator's Manual, you will find list of National and Local Government Area Historical Events. In many cases however, the events in this list may not be known to many of the respondents. For such persons a list of local historical events will therefore be more meaningful. Your D.C.O. will furnish you with a list of local historical events for your area. The list of Local Historical Events is a very important one. It will assist the Enumerators in avoiding as far as possible rough guesses in the estimation of the ages of respondents.

2.3 Ensure Enumerators Check The Boundaries Of Their E.As

About a week before the Census Night, your Enumerators are expected to visit their Enumeration Areas and check the boundaries of localities within each E.A. and also to list all compounds within E.A as well as administer the Housing and compound Particulars Questionnaire. Show them how to read their maps and how to find the boundaries of their E.As on the ground. You should accompany all the Enumerators during this checking of maps. Try to go in groups of two or three so that Enumerators in contiguous areas can ascertain their common boundaries and agree on them. If during the field check of the boundaries you come across any discrepancies or errors which you cannot resolve yourself, seek the advice of your C.D.O. It is expected that this boundary checking will reveal all the short comings of the E.A. Maps and of the list of localities in the Enumeration Area Description (EAD) before the enumeration. The boundary checking may reveal new localities not shown on the E.A. Map, and on the

other hand some of the localities which are on the map might be extinct at the time of checking.

It is important to do all you can to ensure that Enumerators have a through knowledge of the location of the boundaries as well as the areas in which they will be working. **Please remember that in the Census, omission or overcounting should both be avoided for complete and correct coverage.**

2.4 Enumerator with Small E.A. to assist in larger E.A.

You may find that an E.A. is rather small containing less than 500 population. In such a case, it may be necessary to move that enumerator on successful completion of the small E.A., to assist in the larger E.A.

2.5 How to Allocate One E.A. to Two Enumerators?

Although the Geographers and Cartographers have tried to demarcate E.As so that each one has about 500 population you may still find that an E.A. is so big that one Enumerator will not be able to complete the enumeration within the prescribed time.

If you find either during the checking of E.A. boundaries or during the census itself that an E.A. is likely to contain much more than 500 persons (e.g. in urban areas or compact localities) you should ask your D.C.O. to subdivide this E.A. into two parts and ask another Enumerator to assist in the enumeration of the E.A.

The procedure to be followed is as follows:

(a) Your D.C.O. will appoint an Enumerator who has a very small E.A. to assist the Enumerator with large E.A.

(b) He will study the large E.A. in the field carefully and select a boundary line so as to divide the E.A. into two parts. He will allocate one part (the large one if so exists) to original Enumerator and the other part to the assisting Enumerator. This division is for enumerator purposes only.

(c) Both parts form one E.A.: - Therefore you should copy the same E.A. number from E.A. Map/EAD and suffix A to the E.A. number for the questionnaire of the original Enumerator and B to that of the assisting Enumerator.

(d) The boundary line the DCO selects should preferably follow a clear, permanent physical boundary. Thus a surfaced road is preferable to an unsurfaced one, and a motorable track to a footpath. Major streams and concrete drainage channels form excellent boundaries. For proper demarcation in certain congested areas, house or compound numbers may have to be used. In rural areas it is more difficult to find clear boundary line between these and the remainder of the E.A. Be careful however, that no localities in the E.A. are omitted when dividing the area for allotting to your two enumerators.

- (e) The DCO will then draw the boundary line on the map.
- (f) He will write on the E.A. Map a description of the boundary line.
- (g) Write also on the Map the names of the Enumerator and the assisting Enumerator and show clearly the parts for which each of them is responsible.
- (h) After the DCO has divided the E.A. your job will be to take the two Enumerators and go along the new boundary line and the E.A.. boundaries to make certain that both are completely familiar with the boundaries. Do this as thoroughly as possible as there is a great danger of omission or double counting. Your aim is complete coverage of the E.A.
- (i) Each Enumerator will receive a separate bag containing blank Questionnaires, Enumeration Area Map with EAD etc.
- (j) After the enumeration, each Enumerator will put everything supplied to him/her in his/her bag which should bear the correct E.A. number.

2.6 Preparation of Itinerary

You have to make sure that each Enumerator in a rural area prepares an itinerary of his/her Enumeration trek in agreement with the Alkalo and gives you a copy. This will enable you to contact each Enumerator in the field. It will also make the enumeration easier for the Enumerator; for instance, the inhabitants of a village or part of it could be advised to stay at home on the day scheduled for their enumeration.

You should also prepare your own itinerary for visiting the Enumerators in the field and give a copy to your D.C.O. or C.D.O.

In towns there is no need for the preparation of an itinerary but a thorough study of the E.A. is necessary to work out the order in which the houses will be visited and call-backs made.

2.7 Ensure that each Enumerator has a complete list of institutions and locations of out-door sleepers.

During the visits to their areas, the Enumerators may have noticed certain things about which they may need some explanation. Encourage them to discuss these with you. Ask each Enumerator to record all institutions such as boarding schools, training colleges, hospitals, rest-houses, transit-quarters, hotels etc., in his/her area. Go over the list with him/her and make enquiries from people in these areas to verify whether the list is complete. If you satisfy yourself that the list is complete discuss with each Enumerator final arrangements for covering each of these institutions and go over the instructions carefully with each of them. The enumeration of the floating population should be done on Census Night. You should have finalised all arrangements for the complete coverage of the persons living in Institutions and the floating population at least a week before Census Night.

2.8 Help in Publicizing the Census

During your visits to check the boundaries of the E.As with your Enumerators you are expected to approach the Seyfolou or Alkalolou of the localities to explain to them the objectives of the Census and the need for them to co-operate with the Enumerators. It is expected that by the time you pay your visit, the Seyfo or the Alkalo would have heard about the Census through one of the media of publicity and education.

Your visit to the Seyfo or Alkalo is to ensure that he knows about the census. You should note that if you ignore the Seyfo or Alkalo before you start enumeration you may be met with stubborn opposition from the villagers, and enumeration will thereby be made difficult. To avoid this, see Seyfo or Alkalo with your Enumerators as early as possible before you start the field work.

2.9 Materials You Will Receive Before The Census and Their Distribution.

At the appropriate time your D.C.O. or C.D.O. will hand over to you the materials you and your Enumerators will use. These will include the following:-

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

You will be expected to distribute these materials to your Enumerators at your base. Make sure that they leave for their respective E.As and that they are in possession of everything they will need in the field.

2.10 Field Supervisor's Materials receipt

You should complete the appropriate part of this Form whenever you receive any material from your D.C.O. or C.D.O. who will in turn do the same whenever you hand over any material to him. In the case of Census Forms, you will record the Form Number under 'Description of item' and give any other necessary explanations in the remarks column.

CHAPTER 3

WHAT TO DO DURING ENUMERATION

3.1 Always keep in touch with your Enumerators.

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

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

3.2 Maintain effective control over Enumeration

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

3.3 Observation and Field Review Procedures.

National socio-economic development plans are projected on the basis of census results, and the success of these plans will depend on the quality of the statistics on which these plans are based.

Thus, all national statistical programmes are geared towards providing adequate and accurate information for national decision making and policy formulation. A Census is, however, a unique activity. Massive effort is made every ten years to enumerate the total population of our country at a particular point of time. The Census requires complete coverage and the quality of the data collected is of great national concern.

Due to the shortness of the enumeration period, it is absolutely essential that you spend most of the time during the period observing interviews and checking complete questionnaires. Each enumerator should be visited as often as possible. Do not forget to determine during each visit whether the Enumerator is working at a rate that will enable him/her to complete the Enumeration. You will also have to observe the enumerator to

ensure that procedures for canvassing and interviewing are being followed correctly. You should use GPC 6, Supervisor's Record Book for this purpose.

Section 3 of the Supervisor's Record Book GPC-6 will be used to report observations. You must observe at least two interviews but you will neither take part nor interrupt the interview. Errors committed by the enumerator are to be discussed after the interview is completed. Conduct the discussion in a manner that will improve the interviewing technique rather than only pin-pointing mistakes.

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

3.4 Coverage Check

You must undertake a sample check of five houses/compounds randomly selected to ensure that the Enumerator is doing his work well.

You will make advance listing of five houses/compounds or group quarters in consecutive order by location. Use section 1, the Prelisting sheet in Supervisor's Record Book GPC - 6 for the prelisting of houses/compounds. When you observe the enumerator during the first few days of enumeration, you should carefully compare your prelisting of houses/compounds and entries the enumerator has made on the Listing Sheet GPC-2. Any discrepancy noticed must be carefully investigated by you, and the enumerator must make the necessary corrections. Use Section 2 of GPC 6 for recording appointments you make with the enumerator.

3.5 Checking of entries in the Questionnaire

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

(1) Equality Test: Are quantities which should be equal to each other actually equal? For example, does the number of persons enumerated for the house-hold equal the reported total for the household?

(2) Inequality Tests: Are quantities which should be greater (or less) than other quantities actually greater (or less)?

For example, is a mother older than her eldest child by a specified minimum number of years? The reverse is the "less than" test.

(3) Reasonableness Tests: Are the reported quantities reasonable? This is a test requiring human judgment? For example, is the number of years of schooling reported for a child reasonable when compared with the child's age?

(4) Ratio Tests: Is the ratio within tolerable limits? For example, for a given area, is the ratio of males to females acceptable?

Sections 3(a) and 3(b) of the Supervisor's Record Book GPC-6 will be used for recording results of observations and reviews. You will enter tally marks in appropriate "Yes" or "No" columns and add "No" tallies in section 3(a) and 3(b) of the Supervisor's Record Book. The totals will then be entered in the columns against "First Visit" in the "Summary of Observation and Review" at the bottom of the form. A final total "No" tallies will then be used to evaluate the enumerator's performance and also to determine which of the following course of action should be taken.

<u>Total "No"</u> <u>Tallies</u>	<u>Action</u>
0 - 3	Acceptable
4 - 6	Second visit required
7+	Work unacceptable.

If the work is acceptable the enumerator will be asked to continue working without further review until E.A. is complete. If a second visit is required you will discuss the errors with the enumerator and make sure that all procedures, concepts and definitions are clearly understood.

You will arrange a second observation of completed questionnaires, following the same procedures outlined above. If work is unacceptable you will contact your CDO and discuss the problem with him. It will either be necessary to retain the enumerator or ask for replacement. You should definitely ask for replacement if the enumerator's work is still unacceptable.

3.6 How to Deal with Difficult Cases?

During your visits to the enumeration areas, your Enumerators will seek your assistance in overcoming some specific problems. Some of these are listed below with suggestions for your guidance.

3.7 Non co-operative Respondents

The first commandment of the census is to enumerate once and only once all persons who spent Census Night in The Gambia. Much will depend upon how the people co-operate with the Enumerators.

Every effort has been made to ensure that everybody understands the purpose of the Census and it is hoped that by the time Enumerators start the enumeration most people will have heard about the Census. However, there are likely to be a few difficult cases.

In some cases you may have to obtain the help of the Alkalo to be able to deal with some non co-operative respondents. Other cases will have to be referred to your DCO or CDO.

The main difficulty arises when persons refuse to be enumerated by your Enumerators. They may give many reasons and excuses for not giving the Enumerators the information that is required. Or, what is worse, people might give wrong replies.

Enumerators have been instructed to explain to such persons the beneficial nature of the Census and also to seek help from neighbouring houses or compounds. If this also fails, Enumerators are to make a note of the problematic household in their Listing Sheet and report to you as soon as possible.

It will be your duty immediately after receiving such a report, to do everything you can to ensure that the difficulties are overcome. We should not miss any person from the Census. This means that all difficult cases must be overcome.

All Seyfolou and Alkalolou in The Gambia have been asked to help the Census operation by bringing their influence to bear on their people to co-operate with our Enumerators. The first thing you must do, therefore, is to approach the Alkalo of the town or village where difficulties have been encountered. The Alkalo may send a delegation to the house or compound to explain the Census and to persuade the person to give the required information. If they agree to co-operate contact your Enumerator and ask him to proceed to enumerate them.

If in spite of the Enumerator's efforts the persons still refuse to respond, you should instruct the Enumerator to gather information about those persons from the Seyfou or Alkalo, from neighbours, etc. Try as much as you can to obtain information on how many males and females stayed in the house or compound on Census Night as well as their rough ages.

If these cases are numerous, report the matter to your Census District Officer or Division Census Officer.

3.8 New Localities Discovered by Enumerators

Each Enumerator working in a rural area will be given a list of all the villages which fall within his Enumeration Area. Every effort has been made to ensure that all villages and hamlets which lie within the Enumeration Area are included in the EAD. However, it is anticipated that Enumerators will occasionally come across villages and hamlets which have not been listed on the form.

Enumerators have been instructed to report to you any new villages or hamlets which they discover during the course of their work. As soon as you receive such a report you must proceed to the place and check whether this village or hamlet lies within this Enumerator's Area. Remember that you must visit the place to conduct the check.

If the newly "discovered" village or hamlet falls within the E.A. concerned, the Enumerator should enumerate it. If the village falls outside the Enumerator's E.A. but within your Supervision Area, ask the responsible Enumerator to enumerate it. If, however, it falls outside the E.A. and also outside your Supervision Area report it to your DCO or CDO and ask him to find out in whose Supervision Area it falls.

3.9 Action to be Taken After Enumerator's Third Unsuccessful Visit

Enumerators have been instructed that whenever they visit a household and do not find any member of the household, they must leave a message stating the time and date they will call again. They have been asked to make at least three visits.

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

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

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

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

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

When you have exhausted all means of conducting enumeration and still no results are forthcoming, try to obtain from neighbouring households as much information as you can and enter this on the questionnaire, giving reasons for any missing entries on the questionnaire itself and in the Enumerator's Listing Sheet (GPC 2).

3.10 Reserve Stock of Schedules

You will be given a reserve stock of Census Schedules and other materials so that if any of your Enumerators runs short of questionnaires, etc you can readily replenish his stock.

Your CDO or DCO will also have a reserve stock of some of these materials. If your own stock runs short contact him/her immediately for new supplies. Do not wait until you completely exhaust the schedules, for contacting your CDO for more. If he/she is far away, you may contact a neighbouring Field Supervisor and ask him/her whether he can help you out from his reserves. You must keep a record of the distribution of Schedules you make during the enumeration. After the Census you will be asked to account for all Schedules given to you.

3.11 GPC 7, Supervisor's Return Sheet

You should give in GPC 7, Supervisor's Return Sheet, certain particulars like the number of persons enumerated, number of questionnaires completed, number of irreparable missing entries in the questionnaires, number of rows checked for consistency (on a sample check) and the number of rows (persons) with irreparable entries in the sample check. This should be done for each of your E.A.s

3.12 Special Graduate and Diploma Holder Card

You should ensure that the Enumerators give this card to the Graduate/Diploma Holders during enumeration and collect them in a final round.

CHAPTER 4

POST-ENUMERATION ACTIVITIES

4.1 Rush first copy of the E.A Population Abstract (GPC 1) to your CDO or DCO

As soon as the Enumerators complete enumeration in their areas, they are expected to fill their first copy of the E.A Population Abstract (Form GPC-1) and send it to you. Quickly check the figures to see that the additions are correct.

When you have received all the returns from all of your Enumerators, fill in the Supervisor's Return Sheet (GPC-7). Then rush this form together with the enumerators' records including GPC-1 by hand to the DCO or CDO.

4.2 Taking over Census Documents and Equipment from each Enumerator

It will be your duty to collect all the Household Questionnaires (Form A) and the Group Quarters Questionnaires (Form B) - completed, and unused - from the Enumerators and hand them over to your DCO or CDO after you have thoroughly checked them. It is advisable to fix an appointment with each Enumerator so that you will have sufficient time to do the checking.

You must examine these schedule carefully. This will be the last opportunity for you to correct errors which may have been committed by the Enumerator. Note that in certain cases of very serious errors, you will have to send back the Enumerator to the field to correct these errors. You must do the following:

(a) Count the number of Household Questionnaires (Form A) and Group Quarters Questionnaires (Form B) completed for each locality and check these against the figures given in the Enumerator's Listing Sheet (GPC 2 - columns 9 and 10).

(b) Check that the number of households put down in the Enumerator's Listing Sheet (Col 4 of GPC 2) for each compound agrees with the number on the questionnaires. The number of the last household within compound will help you to check this.

(c) Count the number of persons enumerated in each locality and check it against the entries in the Enumerator's Listing Sheet (columns 5 to 8 of GPC 2). Remember that only the total for usual members and visitors present on Census Night should be recorded. Usual members who were absent on Census Night and therefore listed in GPC-5 on the front page of the Household Questionnaire (Form A) should be left out when adding up the total number of persons enumerated in each locality.

In case of discrepancies, try to find out the source of the mistakes and if necessary, send the Enumerator back to his area to have the mistakes corrected. If you have no confidence in him/her, send one of your trusted Enumerators.

(d) Go through all the pages of the Enumerator's Listing Sheet and check each line to see if there are any locked houses or compounds which have not been fully enumerated. A locked house or compound is a flat or room in any place of abode which remained locked during the whole period of enumeration. Find out the reasons for this, and if necessary have them checked by you personally or by your Enumerator.

(e) Check for coverage:- You will have entered in the Field Supervisor's Record Book the names of persons who on Census Night slept in five randomly selected houses. Check these names against those entered on the questionnaires for the houses or compounds. If there is any disagreement, go back to the field to ascertain the truth.

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