

Republic of the Sudan
Fifth Population and Housing Census
Coordinator/Field Officer's Manual

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1. CHAPTER 1. Introduction

The Coordinator and Field Officers will use the Coordinator and Field Officer's Manual together with the Enumerators, Supervisor and Training Manuals. This handbook contains all necessary information to equip the Coordinator and Field Officers to perform their functions effectively. They should, therefore, make sure that this manual is always available with them as a reference while performing their assignment.

1.1. Coordinator Duties and Responsibilities

The Coordinator is a technical and administrative representative of census administration at the Mahalia/County level. He/she is responsible for all the field officers, supervisors and enumerators under his/her jurisdiction, which is the Mahalia/County. He/she is thus one of the very important census field functionaries. He/she works under direct supervision of the State Director. He/she is expected to lead the team of Field Officers deployed in a Mahalia/County.

1.1.1. Pre-enumeration:

1. He/she should attend the higher-level census training so that he/she is aware of the whole census process.
2. Contact local education officials in his/her Mahalia/County in an effort to secure teachers as supervisors and enumerators for the census work. In case sufficient teachers are not available, he/she should ensure that the required number of enumerators and supervisors are arranged through other recruitment means. Make an effort to recruit as many female field staff as possible. Draft a list of eligible field staff and send the final selection list to the State Statistical Director.
3. He /she has to ensure that he/she has a sufficient number of Field Officers, supervisors and enumerators, including reserves, before training begins.
4. Assist in Training Centre identification, location, and arrangement of transportation with the State Statistical Director and compile a written list of training centre locations for the State Statistical Director. Assist in arranging the training of supervisors and enumerators including making necessary arrangements at the selected training centres.
5. Ensure that all supervisors and enumerators, including the reserves, attend the training. Take attendance during training and send the final list of trained field staff to the State Statistical Director after training.
6. Verify that the training schedule is strictly followed and good quality training is imparted in all the centers under his/her control.
7. Responsible for the distribution of training and enumeration materials before training, verification and monitoring of disbursement of enumeration materials after training, and collection of enumeration materials at the end of enumeration. Complete material transmittal forms faithfully, noting the number of forms by type distributed to and collected from each Field Officer.

8. Responsible for monitoring the distribution of cars and petrol to census officers and enumeration personnel and maintenance of records on the consumption of fuel during training and enumeration. These mileage and fuel records are turned into the State Statistical Director at the end of enumeration, and may be requested periodically during enumeration.
9. Must ensure that all supervisors and enumerators are deployed after training. Notify the State Statistical Director if there are any delays in deployment.
10. Obtain the support and cooperation of the local administration and public for the census. These activities must be started prior to training or material distribution.
11. Participate in the census publicity campaign in his/her Mahalia/County. Speak with local administrative and community leaders and organizations. Use the key census messages to address the public.

1.1.2. Enumeration:

12. Ensure that Census Listing work starts at least three days before the commencement of enumeration and that the enumeration starts in time in all areas assigned to him/her. Report any delays and problems to the State Statistical Director immediately.
13. Make sure that homeless persons and persons in transit are covered on census night and special arrangements are made for their enumeration. Meet with officials and staff who manage transportation points such as drivers on public transport routes, airstrips, etc. to gain cooperation and explain the enumeration procedures.
14. See that proper arrangements have been made for enumeration of institutional and special populations like hotels, hospitals, boarding schools, refugees, IDPs, nomads, etc and that their enumeration is being done as per the prescribed procedures.
15. Make contact with Field Officers on a daily basis to check if there are any problems that need to be addressed immediately.
16. Ensure that work is progressing according to schedule in all the EAs under his/her jurisdiction and that the Field Officers are reviewing their Supervisor's work faithfully. Review supervisory forms and a sample of enumerator's work to verify quality and progress during field visits.
17. Try to solve field enumeration problems as they occur in conjunction with the State Statistical Directors, i.e. administrative and technical faced by the field staff.
18. Report any potential delays in enumeration in his/her jurisdiction to the State Statistical Director and intervene as needed.
19. Make sure that any complaint received regarding coverage of population during enumeration is attended to properly.

20. Send progress reports to the State Statistical Director on a regular basis. First send the report on Census Listing. Obtain daily progress reports on progress of enumeration from the Field Officer and send the consolidated report at the Mahalia/County level to the State Statistical Director.
21. Ensure that all field staff have plenty of materials throughout enumeration to avoid any delays.

1.1.3. Post- enumeration:

22. Collect all census documents in his/her area from Field Officers and Supervisors and submit them to the State Statistical Office.
23. Ensure that all Field Officers, Supervisors and Enumerators in his/her Mahalia/County are paid their allowances after the field work has been completed.
24. He/she must keep all the financial documents.

1.2. Duties of Coordinator During Training:

You must ensure that the venues for the training have been finalized and that the necessary arrangements for the training have been made. You should thoroughly go through the following documents before the start of training:

- Enumerator's Manual
- Supervisor's Manual
- Training Manual
- Coordinator/Field Officer's Manual

You must acquaint yourself with all the field officers, supervisors and enumerators. Keep their names, addresses and contact information readily available with you. You should also give your contact information to them.

You should make sure that the training at all the training centres starts on the stipulated date. All the trainees must receive the training materials before the start of training. All the Field Officers, Supervisors and Enumerators including reserves must attend the training. The training must take place in all the training classes as per the prescribed schedule. Field exercises and mock interviews should be undertaken during the training per the training manual. You should participate in the training sessions and visit each training venue. You should check some of the questionnaires completed during training to judge the level of comprehension among the trainees.

After the training you must make certain that all the supervisors and enumerators take the training material including the EA, SA maps, census listing books and census questionnaires before leaving the training class. The record of materials handed over by you to the Field Officers should be kept for comparison when the materials are returned. You should also ensure that training allowances have been paid to the trainees and trainers.

1.3. Duties of Coordinator During Census Listing and Enumeration:

After training, all field officers, supervisors and enumerators should reach their respective areas at least three days before the enumeration and start the work of census listing. The enumeration work should start in all the EAs at the fixed date and time.

You must ensure that the supervisors and enumerators wear their identity cards, caps and aprons while in the field so that there is no confusion among the public or local administration about their identity or their work.

The field staff should first identify the boundaries of the Supervision Area and Enumeration Areas once they reach the field. In case there is need for additional supervisors or enumerators, you should get the requisite personnel deployed out of the reserves before the start of the census listing. If there are any issues related to SA or EA boundaries you should inform the State Statistical office as soon as possible. In case it is not possible for you to sort out problems because of some reason, you should contact your immediate supervisor right away.

You must ensure that the census listing, which includes building/compound numbering with marker pen/spray paint and their listing and identification and listing of household numbers starts on the appropriate date in all the EAs. You should get daily progress reports from all Field Officers and communicate this in summary form to your supervisor. The enumeration should start according to schedule in all the EAs without any failure. A report on this should be sent to the State Statistical Office on the first day of enumeration. You must meet and get the support of the local administration, community leaders, religious leaders and the public in general and obtain their cooperation for the census.

You should be able to get full support and cooperation from the local administration and public. You should also assist in publicity of census. The progress report for your Mahalia/County should be communicated to the state Director on daily basis. You have to sort out any administrative or technical problem in the field. In case you are not able to do so, consult the State Statistical Director for assistance.

During enumeration you should ensure that all the enumerators and supervisors are working in the field and following procedures. If any supervisor or enumerator requires leave due to ill health or other unavoidable circumstances, or needs to be replaced due to bad performance, you should consult your immediate supervisor and take appropriate action.

You should also ensure that the special populations like institutional, nomads, homeless, army and police, IDPs, Refugees, people on transit are enumerated as per the prescribed procedures. In some cases you may also be required to replace field staff, as the need arises and in conjunction with the State Statistical Director.

During enumeration you should check the work of Field Officers, Supervisors and Enumerators. The details of checks to be done are given later in this manual.

After the enumeration is over you should retrieve all the materials from the field per the transmittal form and deposit them with the State Director. You must ensure that the questionnaires are in good condition and that all your boxes are complete and labeled accurately.

After the enumeration work is over, you should ensure that the supervisors check all the questionnaires for their completeness and accuracy. The questionnaires must be counted and their number should be checked for consistency with the households recorded in the Census Listing Book. The questionnaires should be in good shape and packed according to instructions.

You must ensure that the supervisors and enumerators wear their identity cards, caps and aprons while in the field so that there is no confusion among the public or local administration about their identity or their work.

1.4. Field Officer Duties and Responsibilities

The Field Officer is a technical and administrative representative at the Administrative Unit/Payam level. He is in charge of all the Supervisors and Enumerators deployed in the Administrative Unit/Payam.

1.4.1. Pre-enumeration:

1. He/she should attend the higher-level training for census so that he/she is aware of the whole census process.
2. Assist with the training of supervisors and enumerators including making necessary arrangements at the training centres.
3. He/she must ensure that all supervisors and enumerators including the reserves attend the training. He/she should take attendance of all supervisors, enumerators and others attending the training.
4. The Field Officer should ensure that the training schedule is strictly followed and that good quality training is imparted in all the centers under their control.
5. Distribution of training materials before training and enumeration materials including Enumeration Area (EA) and Supervision Area (SA) maps, Census Listing Booklets and the Questionnaires are distributed before the enumeration staff leaves the training centre.
6. He/she should find a place for a temporary field census office with the assistance of the local administration. He/she should operate from this office.
7. He/she is responsible for deployment of supervisors and enumerators to their areas.
8. He/she must ensure after training that all supervisors and enumerators are deployed as per the enumeration plan.

9. He/she should settle issues, if any, about the Supervision Area or Enumerator's Area.
10. Obtain support and cooperation of local administration and the public for census. He/she must also make contact with local chiefs, religious leaders and village chiefs to obtain their support and cooperation for census.
11. He/she must participate in publicity campaign in his/her Administrative Unit/Payam.

1.4.2. Enumeration:

12. Ensure that the Census Listing work starts three days before the commencement of enumeration and that the enumeration in all areas assigned to him/her starts on time.
13. Must make sure that all the enumerators and supervisors are working hard. Review the supervisory progress reports and try to accompany your supervisors on at least one field visit to their enumerators during the census enumeration.
14. He/she should obtain very frequent progress reports from the supervisors based on their progress reports, summarize and send this information to the Coordinator.
15. Make sure that homeless persons, persons on transit are covered on census night and special arrangements are made for their enumeration.
16. See that proper arrangements have been made for enumeration of institutional and special populations like homeless, refugees, IDPs, nomads, etc and their enumeration is being done as per the prescribed procedures.
17. Visit your supervisors every day.
18. Ensure that work is progressing well in all the EAs under his/her jurisdiction and that the quality of work is exceptionally high.
19. Must make certain that supervisors are performing their job and ensuring complete coverage and good quality of work.
20. Try to solve the entire problem, i.e. administrative and technical faced by the field staff.
21. Ensure that fieldwork in his/her jurisdiction is completed in time.
22. Make sure that any complaint received regarding coverage of population during enumeration is attended to properly.
23. He/she should set up a channel for contact with the supervisors under his/her control to monitor the progress of work.
24. Send progress reports to the coordinator. First send the report on Census Listing. Obtain daily progress report from the supervisors and

send the consolidated report at the Administrative Unit/Payam level to the coordinator.

25. Ensure that all supervisors and enumerators get the requisite material in case of shortage.
26. Distribute cars and other equipments in a suitable way.

1.4.3. Post- enumeration:

27. Retrieval of all census documents after checking for his/her area through supervisors, enumerators and their submission to the coordinator.
28. Ensure that all Supervisors and Enumerators in his/her Mahalia are paid their allowances after the field work has been completed.

You are responsible for all the supervisors and enumerators deployed in the Administrative Unit/Payam under your jurisdiction. You have to personally check the work of each supervisor and also ensure that all the enumerators are performing their job with sincerity.

1.5. Field Officer Duties During Training

You should attend your training very attentively and be well conversant with your manual and the Supervisor's, Enumerator's and Training Manuals. You should be very clear about role of enumerators, supervisors, coordinators and other census field staff, the definition of census, uses of census data, enumeration procedures, census concepts and how to complete census listing booklets and both the short and long questionnaires.

You should meet the local administration and find a place from where you can function. You should have a list of all supervisors and enumerator's in each Supervision Area. This list should include the names of supervisors and enumerators and their contact information. You should also give your contact information to all the supervisors and enumerators working under you and also to your coordinator.

Before the start of training you must ensure that you have arranged for the training venues. You also must make requisite arrangements at the training centre and ensure that training materials are available with the trainers before training.

The training should start at all the venues on time. It should be ensured that the training timetable is followed strictly and all the supervisors and enumerators are present in the training classes. The attendance should be taken in both morning and afternoon sessions in the training and the attendance sheets for all training classes should be submitted to the coordinator.

You should also participate in training. You must check the completed questionnaires and based on your observation give a feedback to the trainees.

Before the supervisors and enumerators leave the training classes you should make sure that they receive their enumeration material. Make use of the control form for transmittal of materials between the Supervisor and Field Officer for this purpose. The important items in the enumeration material will be the census listing booklets, questionnaires, pencil, eraser, sharpener, EA and SA maps.

Ensure that all the supervisors and enumerators are aware of the correct geographical name spellings and geographical identification codes of their respective SA and EA.

1.6. Field Officer Duties During Census Listing and Enumeration:

The supervisors and enumerators should reach the field in a timely manner. They should first identify the boundary of the Supervision and Enumeration Areas once they reach the field. You should sort out problems, if any, with boundary identification.

If additional supervisors or enumerators need to be deployed, you should inform your coordinator and get the requisite personnel deployed out of the reserves before the start of the census listing. If you encounter any problems with boundaries or staff that you cannot resolve, you should contact your coordinator.

You must assist in publicity. Take relevant publicity materials with you for distribution to local leaders.

You must ensure that the supervisors and enumerators wear their identity cards, caps and aprons while working so that there is no confusion among the public or local administration about their identity.

You must ensure that census listing, which basically includes building/compound numbering with the marker pen and listing of each building's/compound's information in the Census Listing Book, starts on the fixed date in all the EAs.

You should get daily progress reports in the prescribed format from all supervisors and communicate the same to your coordinator. The enumeration should start on the stipulated date in all the EAs without any failure. A report on this should be sent to the Coordinator on the first day. You must meet and get support of the local administration, community leaders, religious leaders and the public in general and obtain their support and cooperation for the census.

During enumeration you should ensure that all the enumerators and supervisors are working in the field. If any supervisor or enumerator requires leave due to ill health, needs to be replaced due to bad performance, or any other unavoidable circumstances, you should consult your coordinator and take appropriate action.

There should be a channel available for the public to report if they are not covered.

You should send daily progress reports on listing and enumeration to your coordinator.

After the enumeration work is over, you should see that the supervisors check all the questionnaires for their completeness and accuracy. The questionnaires must be counted and their number should be checked for consistency with the figures recorded in the Census Listing Form. The questionnaires should be in good shape and packed nicely and labeled clearly according to instructions.

2. CHAPTER 2. Work Progress and Quality Control

2.1. Work Progress

The Field Officers should obtain progress reports from supervisors during the Census Listing and Enumeration. These reports should be made available to the Coordinator periodically and on request. The Field Officers should closely watch progress of those supervisors and enumerators who are progressing slowly, find out the reasons why, and try to sort them out to achieve the desired level of progress. The Coordinator should compile a consolidated report for the Mahalia/County and report to the State Director. He/she should also look into the reasons for slow progress at the Field Officer's level and take steps to improve the progress. Both Coordinators and field officers should take action to replace any inefficient supervisors and enumerators. They should also ensure that no enumerator or supervisor is absent in the field and arrange for substitutes, as needed.

2.2. Review of Supervisors and Enumerators:

The Coordinator and Field Officers should make daily visits to as many supervisors and enumerators as possible. The Coordinators should be in touch with the Field Officers daily. Similarly, Field Officers should also be in touch with the supervisors daily or as often as possible.

During the field visit, the Coordinator and Field Officers will:

1. Review the work progress of supervisors and enumerators
2. Check coverage
3. Check the quality of work
4. Note the problems and try to solve them
5. Check that the Supervisor is performing his/her duties as prescribed in the Supervisor's manual.

2.3. Checking of Progress:

- Check with the supervisor to identify which enumerators are lagging behind or whose work is not acceptable. Make an assessment to determine if anyone needs to be replaced.
- Discuss any problems with the supervisor and try to sort them out.
- Make enquiries about refusal cases, try to see these households and ensure that they are covered.

2.4. Checking of Coverage:

The supervisor is supposed to verify that each enumerator has covered all the buildings and households in his/her EA. He/she should also verify that the enumerator has covered the institutions and special populations in his/her EA.

The Coordinator and Field Officer should check the Supervisor's review of these situations.

- Check that all buildings/compounds have been numbered by the enumerator.
- Check that all households in a building/compound have been numbered and questionnaires have been filled for them.
- Must ensure that all incomplete buildings have been visited and any households therein have been listed.
- Check that homeless persons were enumerated on the census night.
- Check that all institutions and special populations have been covered or are being covered.
- Check how many Call Back Cards were issued and how many of those households were covered.

2.5. Checking Quality of Work:

2.5.1. General Observations:

- Ensure that shading has been done correctly in the questionnaires on a sample basis.
- Answers have been marked in all the questions.
- No field has multiple marks other than those that take multiple marks.
- No additional marks are entered in the form except in the fields provided.
- Check that the enumerator is completing the questionnaire during the interview itself.
- Check that all the identification particulars have been spelled and coded correctly in the Census Listing Form and the questionnaire from State to Household level, including continuation forms.

2.5.2. Census Listing Form:

- Check that Building/Compound number (Col. 1) and Household Serial Number within EA (Col. 4) are continuous.
- Check that the enumerator is completing the columns on Date of Visit (Col. 6) and on completed and incomplete interviews (Cols. 6 & 7) after each interview.

2.5.3. Short Questionnaire:

- Check that in Question 1, the names of members of the household have been written as recommended in the enumerator's manual.
- Duration of residence (Q.10) should always be equal to or less than age (Q.4) of the person.

2.5.4. Long Questionnaire:

In addition to the above-mentioned points for the Short Questionnaire also check the following on a random sample basis for each EA:

- Check that questions on educational status (Q. 15 to 18) have been answered for persons 6 years and above.
- Check that Q. 15 has been answered for all persons above 6 years of age.
- Check that the economic questions (Q. 19-23) have been asked only of persons 10 years and above.
- Verify that respondents that answered categories 1-3 on question 19 did not have responses for Q. 20 but do for 21-23. Check that respondents answering 5 in Q. 19 have answered Q. 20 and did not answer Questions 21-23.
- Check that Questions 24 and 25 on marital status have been answered for all persons above 12 years of age.
- Verify that all the persons that have answered marital status as married, divorced or widowed in Q. 24 have also answered Q. 25 on age at first marriage.
- Verify that Questions 26 to 29 on number of children born alive have been answered for all women aged **12 to 54** (and ever-married in Northern Sudan).
- Make sure that the sum of the number of male children recorded in Questions (27-29) equals the number of male children entered in Q. 26. Similarly, make sure that number of female children entered in Questions (27-29) equals the number of female children recorded in Q. 26.
- Ensure that Questions 30-32 have been answered for all women in the age group **12-54** (and ever married females in Northern Sudan).
- Verify that responses are recorded in the agricultural section.
- Ensure that all households who have responded 'yes' (Code 1) to deaths in the household in the last 12 months have also responded to the remaining questions on deaths.

Try to solve any problems faced by supervisors and enumerators. Ask for the help of State Directors in case you are not able to solve any problem you encounter in the field.

3. CHAPTER 3. Retrieval of Materials

On completion of the enumeration each enumerator will return all the completed and uncompleted Census Listing Books and Questionnaires, updated maps of EAs, etc. to his/her supervisor. The supervisor should count the questionnaires and verify that the number of questionnaires returned matches the number of questionnaires distributed. The supervisor should also check that the enumerators completed the questionnaires correctly and that there are no missing entries. If the supervisor is not satisfied with the work of an enumerator, he should send the enumerator back to the field to correct the mistakes.

For each supervisor, the Field Officer should receive:

SA materials grouped together by EA in the box provided as follows:

- Blank and voided questionnaires and listing books are in the satchel
- Completed questionnaires are in order according to the household numbers and in an envelope on top of the satchel
- The envelope is marked with the Geographic Identification of the EA from State to EA number
- The EA map is inside the front cover of the listing book
- The completed Census Listing Book(s) is on top of the envelope

All should be placed in a marked box with complete geographic information for the supervisory area from State down to the EAs. Check the items with the supervisor and sign the appropriate part of the Supervisor Materials Receipt Form.

The field Officer should check and verify that the materials submitted by the supervisors are correct before they deliver them to their immediate supervisor. The details of materials contained in each box should be filled in accurately on the contained materials transmittal form and verified by the field officer.

The payment to the Supervisors, Field Officers and Coordinators will only be released after proof of receipt from their immediate supervisors for all materials for the areas under their jurisdiction.

Annex 1. Field Officer Material Transmittal Control Form

State		County/Mahaliya		Payam/ Administrative Unit		Boma/PAU			Supervisor Name/#					

Name of Documents Received	Serial No.	Documents Received	Name of Documents Returned	Serial No.	Documents Returned
LFQ Questionnaires			Completed LFQ Questionnaires		
SFQ Questionnaires			Empty/voided LFQ Questionnaires		
Census Listing Books			Completed SFQ Questionnaires		
EA SA Map/Enumerator manual			Empty/voided SFQ Questionnaires		
Satchel/Clip board/Notebook			Completed Census Listing Books		
Cap/Apron/ID			Empty/voided Census Listing Book		
Pencils/Pens/Eraser/Sharpener			EA Map with Notes		
Marker pen/Spray paint			Satchel		
Code lists			Callback cards/Interview cards		
Institution list/Historic calendar					
Callback cards/Interview cards					

Supervisor:
Date:

Supervisor:
Date:

Field officer:
Date:

Field officer:
Date:

Annex 2. Coordinator Material Transmittal Control Form

State		County/Mahaliya		Payam/ Administrative Unit		Field Officer Name/#					

Name of Documents Received	Serial No.	Documents Received	Name of Documents Returned	Serial No.	Documents Returned
LFQ Questionnaires			Completed LFQ Questionnaires		
SFQ Questionnaires			Empty/voided LFQ Questionnaires		
Census Listing Books			Completed SFQ Questionnaires		
EA SA Map/Enumerator manual			Empty/voided SFQ Questionnaires		
Satchel/Clip board/Notebook			Completed Census Listing Books		
Cap/Apron/ID			Empty/voided Census Listing Book		
Pencils/Pens/Eraser/Sharpener			EA Map with Notes		
Marker pen/Spray paint			Satchel		
Code lists			Callback cards/Interview cards		
Institution list/Historic calendar					
Callback cards/Interview cards					

Field Officer:
Date:

Field Officer:
Date:

Coordinator:
Date:

Coordinator:
Date:

Annex 3. Field Officer Progress Report Forms

Field Officer Listing Progress Report

SA #	Date	Mapping # HHs	# HHs Listed	SA #	Date	Mapping # HHs	# HHs Listed

Split EA report:

EA #	# HHs listed	# Institutions	Enumerator name/#	Enumerator name/#

