



---

## SIERRA LEONE 2015 POPULATION AND HOUSING CENSUS FIELD OFFICERS' AND SUPERVISORS' MANUAL

---

**SUPPORTED BY:**



**STATISTICS SIERRA LEONE**

**SIERRA LEONE 2015 POPULATION AND  
HOUSING CENSUS**

**FIELD OFFICERS' AND SUPERVISORS'  
MANUAL**

**October, 2015**

STATISTICS SIERRA LEONE  
A.J. Momoh Street, Tower Hill, PMB 595, Freetown, SIERRA LEONE  
Tel. 232-22-223287 Fax. 232-22-223897 Cel. 232-76-610004  
Email: [statistics@statistics.sl](mailto:statistics@statistics.sl) URL: [www.statistics.sl](http://www.statistics.sl)

## **FOREWORD**

On behalf of the council, management and staff of Statistics Sierra Leone, I welcome your participation in this 2015 population and housing census field enumeration.

This manual has been developed to guide you through the training programme and also to serve as your reference during the field enumeration. You must refer to it if you have the slightest doubt about performing your tasks. If the doubt persists consult your immediate supervisor.

Remember your individual performance will add up to that of hundreds of other Field Officers/Supervisors to make the census exercise a success, so we expect your best at all times.

Mohamed King Koroma  
Statistician General and Chief Census Officer

# TABLE OF CONTENTS

|   |     |
|---|-----|
| FOREWORD.....                             | ii  |
| TABLE OF CONTENTS .....                   | iii |
| PART 1 .....                              | 1   |
| A. Introduction .....                     | 1   |
| B. Methodology .....                      | 1   |
| C. Your Job as Field Officer .....        | 1   |
| D. Your Job as Supervisor.....            | 3   |
| PART 2 .....                              | 4   |
| RECRUITMENT AND TRAINING.....             | 4   |
| A. Recruitment.....                       | 4   |
| B. Training Sessions .....                | 4   |
| C. Training Venues.....                   | 5   |
| D. The Training Timetable .....           | 5   |
| E. Enumerator’s Instructions.....         | 5   |
| F. Special Topics .....                   | 6   |
| G. Mock Interviews in the Classroom ..... | 7   |
| H. Field Practice.....                    | 7   |
| PART 3 .....                              | 8   |
| THE ENUMERATION.....                      | 8   |
| A. General Information.....               | 8   |
| B. Public Relations .....                 | 8   |
| C. Enumeration Materials .....            | 9   |

|  |    |
|--|----|
| D. Supervisory and Enumeration Areas.....                | 10 |
| E. The Actual Enumeration .....                          | 10 |
| F. Checking for Completeness of Coverage .....           | 11 |
| G. Checking of entries in the Questionnaire .....        | 11 |
| H. Observation and Field Review Procedures .....         | 12 |
| I. How to Deal with Difficult Cases.....                 | 13 |
| J. After the Enumeration .....                           | 16 |
| Annex 1: Example of Questions for Testing Trainees ..... | 17 |
| Annex 2: Classification of Economic Activities .....     | 19 |

## **PART 1**

### **A. Introduction**

1. The census is a complete count of the country's population, and this is combined with collecting certain other information.
2. It is being held in order to provide information, which is essential for the purposes of development planning and good governance.
3. Census Field Officers are responsible to the District Census Officer for the efficient conduct of the census enumeration in their assigned areas.
4. Census Supervisors are responsible to Census Field Officers for the efficient conduct of the census enumeration in their assigned areas.

### **B. Methodology**

5. For the purposes of the census, the country has been divided into Enumeration Areas (EAs), each of which will be assigned to an enumerator. He/she will be responsible for visiting every household in it and for recording the particulars required of every person, and for the household as a whole.
6. A group of enumerators (at seven in number) will be responsible to a Supervisor.
7. A number of Supervisors (ten in number) will, in turn, be responsible to a Field Officer for the efficient conduct of the enumeration within their assigned areas.
8. The information required during the census will be recorded on the questionnaires in accordance with the instructions contained in the Enumerator's Manual.

### **C. Your Job as Field Officer**

9. You are an authorized person in terms of the Census Act, 2002 under Part II, section 7, subsection 4.

10. **The tasks of the Field Officer are:**

- a. Master the census instruments namely Questionnaires, Manuals, Code list and other technical documents.
- b. Train the supervisors with the support of the District Technical Coordinator, the District Census Officer and the District Statistician.
- c. Support supervisors in the training of Enumerators.
- d. Arrange for the enumeration of special population groups such as institutions, floating population together with the supervisors, etc.
- e. Maintain good relations with the public.
- f. Ensure that the enumeration is carried out in all the EAs assigned to you.
- g. Maintain close supervision of the work of your Supervisors.
- h. Conduct random checks in a sample of households in your EAs to ensure that interviews are correctly conducted.
- i. Return all questionnaires together with other returnables, whether used, spoilt or unused and all materials to your District Census Officer.
- j. Certify that your Supervisors are paid upon satisfactory completion of their assignment.

Remember that your own work will be checked and that you cannot be paid until the District Census Officer certifies that you have done your assignment properly.

## **D. Your Job as Supervisor**

11. You are an authorized person in terms of the Census Act, 2002 under Part II, section 7, subsection 3.

The tasks of the Supervisor are to

- a. Master the census instruments namely Questionnaires, Manuals, Code list and other technical documents.
- b. Train Enumerators with the help of Field Officers, DCO, DS and Technical Coordinators.
- c. Support the Field Officer in arranging for the enumeration of special population groups such as institutions, etc.
- d. Maintain good relations with the public.
- e. Ensure that the enumeration is carried out in all the EAs assigned to you.
- f. Maintain close supervision of the Enumerators' work.
- g. Edit Enumerators' completed questionnaires for completeness and consistency.
- h. Conduct random checks in a sample of households in your EAs to ensure that interviews are conducted correctly.
- i. Return all questionnaires, whether used, spoilt or unused, and all other returnable materials to your Field Officer.
- j. Complete all supervisors' forms
- k. Certify that your Enumerators are paid upon satisfactory completion of their assignment.

Remember that your own work will be checked and that you cannot be paid until the Field Officer certifies that you have done your assignment properly.

## PART 2

### RECRUITMENT AND TRAINING

#### A. Recruitment

12. In order to carry out census enumeration, several categories of staff will be recruited. These include the District Census Officers, District Technical Coordinators, Field Officers, Supervisors and Enumerators.

#### B. Training Sessions

13. Training is one of the most important aspects of preparing for the census enumeration. The purpose of the training is to make sure that all Field staff understands what is to be done, how to ask the questions and records correct information. A secondary purpose is to ensure that if mistakes are made, they will be recognized by you and corrected in the field.
14. The training will be carried out in a series of steps.
  - a. The District Statisticians and District Technical Coordinators will first have their training sessions over a five-day period.
  - b. The training of District Census Officers and Field Officers will follow, also for five days. They will be trained by the District Statisticians and the District Technical Coordinators.
  - c. The training of Supervisors will come next, also for five days. They will be trained by the Field Officers, monitored and supervised by the District Census Officers, District Statisticians and the District Technical Coordinators.
  - d. The last stage of training is the training of Enumerators. They will be trained by the Field Officers and supervisors, with the supervision of District Census Officers, the District Statisticians and the District Technical Coordinators.
15. All trainees should attend all Training sessions. **Anyone who is absent from any session would be dismissed.**
16. Daily attendance registers must be maintained throughout all Training sessions.

## **C. Training Venues**

17. All training venues should have enough seats and a blackboard/Flipchart. All levels of training will be non- residential.

## **D. The Training Timetable**

18. Training of Field Officers and Supervisors will last for five days, while that of enumerators will last for seven days. The training will consist of classroom lectures, map readings, mock interviews as well as field practices. An evaluation test will be conducted at the end of the training sessions of Field Officers, Supervisors and Enumerators. During the training, Trainers should encourage discussion and overall participation.
19. The timetables provided are a guide to help you organize your training. If you need more time to deal with a particular subject – take it. It is more important that everybody understands his or her work than it is to keep to the timetable.
20. Start the training with a short description of the purpose of the census and how the information will be used. Impress it upon those being trained that a high standard of work is expected and that checks exist to make sure you get the high standard. Stress that staff will be paid only when they have satisfactorily completed their work and returned all returnable materials. Failure to finish the work, unsatisfactory work or misconduct will lead to forfeiture of all or part of the remuneration.
21. Ensure that each trainer and trainee has a copy of the Questionnaire and Manual during all training Sessions.

## **E. Enumerator's Instructions**

22. The Enumerator's Manual contains information needed for the enumerators to do their job properly. You are advised to read through the Enumerator's Manual yourself before the training. During the training, read through the Enumerator's Manual paragraph by paragraph, making sure that census concepts and definitions are well understood. The best way of doing this is to encourage discussion.
23. Trainees will ask about exceptional cases. This is good for both trainers and trainees. Discussing exceptional cases as well as normal cases give a

comprehensive understanding about the census. Referring to the Enumerator's Manual can solve all such questions. When a difficult point is raised, try to make the trainees themselves discover the answer.

24. Discussion is a key part of the training. However make sure discussions are focused and do not waste time on unnecessary matters.
25. As you discuss each question, allow the trainees' time to fill in the details for their own households on the training questionnaires. By comparing this to their earlier conceptions on how to complete a questionnaire you can sum up the lessons learned.
26. The following points need to be stressed as you work through the Instructions:
  - i. The census is concerned with those persons who slept in the household on Census Night (4/5 December 2015). A person can only be in one place at that time. That is where he or she should be counted.
  - ii. The enumeration period would last for two weeks, i.e. 5 – 18 December 2015.
  - iii. Children born after the Census Night but before enumeration of the household should not be included. Persons who died after Census Night should be included as members of the household.
  - iv. Enumerators must ask the questions as they are set out in the questionnaire. Drill this into them so that they use the right wording in the language of the interview.
  - v. Drill into the enumerators that they should not assume any response, it is imperative that they ask the appropriate questions. Applicable questions for all persons should be asked. For example, do not assume that an unmarried female still at school does not have children. So long as she is within the specified ages for the question to be asked, ask the question and record the answer given.

## **F. Special Topics**

27. Detailed explanations of how to fill in the questionnaire have been provided in Enumerator's Manual. There are however, some difficult topics, which you need to focus your attention while you are training. These include the questions on

disability, fertility, economic activity, immunization, the agricultural module and deaths in the last twelve months.

28. Other questions are equally important but are relatively easier to ask. They should not be taken lightly.
29. Show the trainees how to complete the summary information on the front covers of the questionnaire booklets.

## **G. Mock Interviews in the Classroom**

30. When you are satisfied that the trainees have fully understood the questionnaire (and the instructions), use pairs of trainees to conduct mock interviews between themselves with particulars being recorded on blank training questionnaires. The objective at this stage is to make sure that questions are asked in the right order and in the right way. Emphasize that the information recorded must be consistent and that if it is not, the mock enumerators must probe further until the answers are clear and consistent.
31. Teach enumerators to look not at the questionnaire but at the respondent and to listen to what is said. In a single sentence, a person may give the answer to several questions. Similarly, teach enumerators to have the answers clear in their minds before they write anything.
32. Learning to conduct an interview is a matter of practice. Some trainees will need more time than others.

## **H. Field Practice**

33. When you are satisfied with the performance in the classroom, the trainees should conduct a practice interview in selected households. Arrange with cooperative households in the neighbourhood to allow trainees to interview them. This should preferably be done on the sixth day of training.
34. After the field practice, the completed questionnaires should be checked by the trainers as part of the evaluation process.
35. The selection of successful candidates should be based purely on merit. The trainees should be ranked on the basis of the result of the test and the field practice.

## PART 3

### THE ENUMERATION

#### A. General Information

36. It is your duty to supervise the enumerators in such a way that they carry out their assignment efficiently and without mistakes. If mistakes are made, it is your duty to see that they are corrected immediately. The enumerators may be required to make call backs in order to get correct and complete information.
37. The reserve supervisor should be used to replace any supervisors who fall ill or is found wanting in the performance of his or her duties.
38. The reserve enumerators should be used to replace enumerators who fall ill or are found wanting in the performance of their duties.
39. Some enumerators will finish their work sooner than others. You may use them to help in EAs where there are delays. Should this be necessary, issue spare questionnaire booklets for this purpose. **No questionnaire booklet should be used in more than one EA.**
40. The total number of questionnaire booklets used for an EA should be recorded on the cover page of each booklet used for that EA.

#### B. Public Relations

41. The census can only succeed with the cooperation of the general public. It is your responsibility to make sure that the work goes on smoothly and to settle at once any difficulties, which may arise.
42. If staff are properly disciplined and courteous there should be no problems. However, it is possible that an Enumerator will misconduct himself or herself. For example, fails to visit households to enumerate them. If the misconduct is so serious that it will affect his or her work, stop him or her from working, recover the questionnaire booklets, letter of appointment and other materials, and report the facts to your Field Officer immediately. He/she will make immediate arrangements for a replacement. Make sure that the Enumerators are behaving in a manner that is tactful and respectful to all.

43. It may be that from time to time, through no fault of his or her own, the Enumerator may have difficulty with members of the public. He or she will report this to you. You should at once look into the matter on the spot and settle it. If you the Supervisor cannot settle the matter, call on your Field Officer to assist.
44. You should, if necessary, explain the law (Census Act of 2002) to those concerned. It may be summarized thus:
  - i. The enumerator is required to ask such questions as may be necessary to enable him/her to complete the questionnaire in respect of all persons and households.
  - ii. Any person may be required to give this information if it is within his/her knowledge, and penalties are provided in case enumerators or members of the public fail in their duties in Part IV, section 14 of the 2002 Census Act.
45. If, in spite of your best efforts, the person still refuses to cooperate or continues to obstruct the Enumerator, you should make a note of the locality and person(s) concerned, ask the Enumerator to carry on with the next household and inform your Field Officer as soon as possible. If the matter is serious, go and find the Field Officer at once.

### **C. Enumeration Materials**

You will be given a bag containing the following materials for use in your work:

- Field Officer's and Supervisor's Manual
- Questionnaire booklets (Household and Special population)
- Material Transfer Form (MTF) (Returnable)
- Supervisory Map (returnable)
- Supervisor's Record Book ( For supervisors)
- Identity Card
- Black ballpoint pens (2) – Supervisor
- Red ballpoint pens (2) – Field Officer
- EA maps for your area (returnable)
- Torchlight and batteries
- Fieldwork jacket
- Census Bags
- Structure Stickers
- Chalk

46. Check your bag. You will have to account for every returnable item after the enumeration before your final payment.
47. You will also be given spare questionnaire booklets and other materials in case Enumerators use up what is in their bags or lose small items such as pens. Check the contents before you sign for them.
48. If an Enumerator loses or damages his/her EA map, give him/her your own copy.
49. Finally, you will be given bags for the enumerators assigned to you. Check the contents before you hand them over to the enumerators.

#### **D. Supervisory and Enumeration Areas**

50. After the enumerators' training and before the enumeration starts assign enumerators to their areas of work and issue them with their materials. It is important that enumerators know the boundaries of their assigned areas and work within them. The Field Officer and the Supervisor should help with this. Also contact the cartographic staff assigned to the District when necessary.
51. Make sure that everything is checked and signed for. If there are any items missing, get the matter sorted out by the Field Officer before you go into the field.
52. Consult with your Field Officer and District Census Officer (if he/she can be reached) about arrangements for enumerating persons in institutions, hotels and guest houses as well as the floating population in your EAs.
53. Make sure everything is ready for a prompt start of the census enumeration on Saturday December 5, 2015.

#### **E. The Actual Enumeration**

54. Administrative problems are likely to arise on the first day of enumeration. The Field Officer and his/her Supervisors are responsible for dealing quickly with any difficulties, which may arise. You must therefore be accessible and easily found. Always leave information as to where you are going, and when you will be back. Share your contact number with the field staff under your supervision.
55. Supervisors should visit each Enumerator at least once in every two days during the enumeration period. Arrange with them how you will meet them. It is important that you make these visits early so as to satisfy yourself that the work

is going on smoothly and so that any mistakes can be put right before serious harm is done.

56. Start your enumerators working as close together as is practicable. This will make close supervision easier during the all-important first days.
57. It is the responsibility of the Supervisor to visit his/her enumerators, not the other way round. Anything which interrupts an enumerator's work introduces inefficiency. Carry spare materials with you so that if they are needed they can be issued.
58. It is the responsibility of the Field Officer to visit his/her Supervisors, not the other way round.
59. The Field Officer and his/her Supervisors should keep a close watch on progress of work. **DO NOT** encourage laziness, **NEITHER** be lazy yourselves.

## **F. Checking for Completeness of Coverage**

60. 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. 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 form. Any discrepancy noticed must be carefully investigated by you, and the enumerator must make the necessary corrections.

## **G. Checking of entries in the Questionnaire**

61. 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:

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

(iii) **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?

62. The Supervisor's Record Book 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 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:

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

63. If the work is acceptable the enumerator will be asked to continue working, however, regular reviews should be conducted until the E.A. is completed. 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.

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

## **H. Observation and Field Review Procedures**

65. 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 in time. The Census requires complete coverage and the quality of the data collected is of great national interest.

66. 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 completed 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 within the prescribed time. You will also have to observe the enumerator to ensure that procedures for canvassing and interviewing are being followed correctly. You should use the Supervisor's Record Book for this purpose.
67. The Supervisor's Record Book will be used to report observations. You must observe at least five interviews per Enumerator. Conduct discussion with enumerator about his/her errors in a manner that will improve the interviewing techniques rather than only pin-pointing mistakes.
68. 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.

## **I. How to Deal with Difficult Cases**

69. 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.

### **Non co-operative Respondents**

70. The first requirement of the census is to enumerate once and only once all persons who spent Census Night in Sierra Leone. Much will depend upon how the people co-operate with the Enumerators.
71. 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.

72. 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 responses.
73. 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 Note pads and report to you as soon as possible.
74. It is 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.
75. 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 Chiefs, headmen, 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 ages. This should only be a very last resort and should be documented by the Enumerator, supervisor, Field Officer and the Chief contacted.
76. Make sure you report such cases to your Field Officer.

### **New Localities Discovered by Enumerators**

77. Each Enumerator working in a rural area will be given a list of all the villages which fall within his/her Enumeration Area. Every effort has been made to ensure that all villages and hamlets which lie within the Enumeration Area are included in the EA Map. However, it is anticipated that Enumerators will occasionally come across villages and hamlets which have not been listed on the EA Map.
78. 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.
79. If the newly "discovered" village or hamlet falls within the EA concerned, the

Enumerator should enumerate it. If the village falls outside the Enumerator's EA but within your Supervision Area, ask the responsible Enumerator to enumerate it. If, however, it falls outside the EA and also outside your Supervision Area report it to your FO and ask him to find out in whose Supervision Area it falls.

### **Action to be Taken After Enumerator's Third Unsuccessful Visit**

80. 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.
81. Whenever you call on an Enumerator, obtain from him/her a list of all the households which he or she has not been able to enumerate. Try yourself to help by contacting neighbouring households. Help the Enumerator by passing on to him/her every piece of information which you obtain, and give him/her specific instructions on how he/she should conduct his/her visit. Do not allow the Enumerator to write off some households simply because he/she did not find any person to interview.
82. 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.
83. 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.

### **Reserve Stock of Schedules**

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

85. Your FO 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 materials before contacting your FO for more. If he/she is far away, you may contact a neighbouring Field Supervisor and ask him/her whether he/she can help you out from his/her reserves. You must keep a record of the distribution of materials you make during the enumeration. **After the Census you will be asked to account for all materials given to you.**

## **J. After the Enumeration**

86. When an EA has been covered, supervisors should check that all inhabited places have been visited and all households have been enumerated. Consult people who know the area, check for the Structure stickers on houses.
87. Supervisors should check all questionnaire booklets and ensure that all the pages are still in the booklets. Details on the front cover must be filled in properly and totals must be correct.
88. If any booklet is missing or has been mutilated, note the fact. The supervisor should send enumerators back to find missing booklets or pages.
89. When the supervisor is satisfied that all is in order, he/she should sign the front cover of each booklet as certification that all is well done and all checks have been carried out.

## **Annex 1: Example of Questions for Testing Trainees**

- 1 Differentiate between “Industry” and “Occupation” giving examples of each
- 2 In recording “place of birth” statistics, what Administrative area would you use?
- 3 In the absence of the respondent’s knowledge of date of birth, how would you find out His/her age?
- 4 When you meet an uncooperative respondent, how would you obtain the information?
- 5 What is institutional population?
- 6 What types of persons constitute “floating population”?
- 7 Who should be listed first in a household?
- 8 What would you do if the head of household did not spend the census night in the household?
- 9 What is a household? What is the major factor determining membership?
- 10 What is the use of an EA map?
- 11 What information should not be collected from institutional population?
- 12 What is a dwelling unit? How is it different from a household?
- 13 What is the lowest age limit for questions on “School attendance”?
- 14 Which persons are eligible for questions on literacy?
- 15 Distinguish between a “biological mother” and social mother? Which of the two is the interest of the census?
- 16 Who is regarded as being “Economically active”
- 17 Differentiate between “unpaid family worker” and “Engaged in household activities”?
- 18 Who is regarded as a “Fulltime student”?
- 19 What does the oath of “Secrecy” require you to do?

- 20 Which persons are eligible for enumeration during the census?
- 21 What is a Historical calendar and when is it used?
- 22 Why do you introduce yourself to Chiefs before beginning the interviewing?
- 23 In case there is a language barrier between you and the respondent, what are you expected to do?
- 24 What is meant by "Census Night" What is its significance in the enumeration process?
- 25 Give 5 points that you as a census official shouldn't do.
- 26 How would you treat births and deaths that take place after the census night but before the day of enumeration?
- 27 In an ideal situation, who should supply the information of the household - what would you do in the case of a non-ideal situation?
- 28 How are people not found at home be enumerated?
- 29 What is a record/summary sheet and when should it be used?
- 30 Why is it wrong to infer sex or ethnicity from the name of a person?
- 31 You are expected to get an answer to all questions. Why is it important?
- 32 How should census officials be enumerated?
- 33 Who is a disabled person?  
At times we find private households in an institution. Explain with examples how they should be enumerated.
- 34 The way an enumerator dresses affects the respondent. Which dress code should be avoided?
- 35 How would you guard against omission or duplication of households during enumeration?
- 36 How many digits is a household number?
- 37 What is the use of the dwelling sticker?

## Annex 2: Classification of Economic Activities

The individual categories of the International Standard Industrial Classification (ISIC) Revision 4 of all economic activities have been aggregated into the following 21 sections:

- A. Agriculture, forestry and fishing
- B. Mining and quarrying
- C. Manufacturing
- D. Electricity, gas, steam and air conditioning supply
- E. Water supply, sewerage, waste management and remediation
- F. Construction
- G. Wholesale and retail trade; repair of motor vehicles and motorcycles
- H. Transport and storage
- I. Accommodation and food service activities
- J. Information and communication
- K. Financial and Insurance activities
- L. Real estate activities
- M. Professional, scientific and technical activities
- N. Administrative and support service activities
- O. Public administration and defence; compulsory social security
- P. Education
- Q. Human health and social work activities
- R. Arts, entertainment and recreation
- S. Other service activities
- T. Activities of households as employers and producers for own use
- U. Activities of extraterritorial organizations and bodies

Explanatory Notes.

- A. **Agriculture, forestry and fishing** include crop and animal production, forestry and logging, & fishing and aquaculture; fishing covers both marine and fresh water fishing and aquaculture covers both marine and freshwater aquaculture.
- B. **Mining and quarrying** includes the extraction of minerals occurring naturally as solids (ores), liquids (petroleum) or gases (natural gas); other mining and quarrying & mining support service activities.

- C. **Manufacturing** includes the physical or chemical transformation of materials, substances or components into new products; also substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing. The output of manufacturing includes food products such as processing of meat, fish, oil, grain mill, starches, dairy, bakery, chocolate and sugar products; also, it includes beverages, tobacco products, textiles, carpets, tailoring, weaving, other wearing apparel, dressing and dyeing, footwear, sawmilling and planning of wood, builders' carpentry and joinery, printing, recorded media, paints, soap, plastic products, glass products, ceramic, cement, lime and plaster, metal and non-metallic, furniture, bodies for transportation, jewellery etc and repair and installation of machinery and equipment.
- D. **Electricity, gas, steam and air conditioning** supply include production, transmission and distribution of electrical power by thermal, solar and generating plants.
- E. **Water supply; sewerage, waste management and remediation** activities include water collection, treatment and supply. Also, it includes waste collection, treatment and disposal activities; material recovery, collection of non-hazardous and hazardous waste, remediation activities and other waste management services.
- F. **Construction** includes general construction and specialized construction activities for buildings and civil engineering works. It includes new construction, repair, addition and alterations, the erection of prefabricated buildings or structures on the site and also construction of a temporary nature. General construction is the construction of entire dwellings, office buildings, stores and other public and utility buildings, farm buildings etc, or the construction of civil engineering works such as motorways, streets, bridges, tunnels, railways, airfields, harbours and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sport facilities etc.
- G. **Wholesale and retail trade; repair of motor vehicles and motorcycles** include wholesale and retail sale of any type of goods and the rendering of services incidental to the sales of these goods. Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise. Also included in this section are the repair of motor vehicles and motorcycles.
- H. **Transportation and storage** includes the provision of passenger or freight transport, whether scheduled or not, by road, water or air and associated activities

such as terminal and parking facilities, cargo handling, storage etc. Included in this section is the renting of transport equipment with driver or operator. Also included are postal and courier activities.

- I. **Accommodation and food service** activities include the provision of short-stay accommodation for visitors and other travelers and the provision of complete meals and drinks fit for immediate consumption. The amount and type of supplementary services provided within this section can vary widely. It excludes the provision of long-term accommodation as primary residences, which is classified in Real Estate activities (section L). The section includes accommodation provided by hotels, motels, guesthouses, student residences, school dormitories etc and food & beverage activities provided by restaurants, cafeterias, mobile food carts, bars, beverage vendors etc.
- J. **Information and communication** includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products, as well as data or communications, information technology activities and the processing of data and other information service activities. The main components of this section are publishing activities, radio and television broadcasting and programming activities, telecommunication activities, internet access, information technology activities and other information service activities.
- K. **Financial and insurance activities** include monetary intermediation, central banking, other depository corporations, activities of holding companies, trusts, funds and similar financial entities, financial leasing, other credit granting, insurance, reinsurance and pension funding, administration of financial markets, security and commodity contracts brokerage, other activities auxiliary to financial and insurance service activities.
- L. **Real estate activities** includes buying, selling, renting and operating of self owned or leased real estate such as apartment buildings and dwellings, non-residential buildings, including exhibition halls, self storage facilities, malls and shopping centers, and land; provision of homes and furnished or unfurnished flats or apartments for more permanent use, typically on a monthly or annual basis. The section also includes activities of real estate agents and brokers, intermediation in buying, selling and renting of real estate on a fee or contract basis, management of real estate on a fee or contract basis, appraisal services for estate, activities of real escrow agents etc.

- M. **Professional, scientific and technical activities** include legal activities; accounting, bookkeeping, auditing and tax consultancy activities; activities of head offices and management consultancy; architectural, engineering, technical testing and analysis activities; scientific research and development; advertising and market research; specialized design activities, photographic activities; veterinary activities etc.
- N. **Administrative and support service activities** include renting and leasing of motor vehicles; renting and leasing of personal and household goods; renting and leasing of other machinery, equipments and tangible goods; leasing of intellectual property and similar products; activities of employment agencies and other human resources provision; travel agency, tour operators, reservation service and related activities; security and investigation activities; services to buildings and landscape activities; general cleaning activities, other building and industrial cleaning activities; landscape care and maintenance service activities; office administrative, office support and other business support activities; photocopying, document preparation and other specialized office support activities; activities of call centres; organization of conventions and trade shows; business support service activities; activities of collection agencies and credit bureaus; packaging activities; other business support service activities etc.
- O. **Public administration and defence; compulsory social security** include administration of the state and the economic and social policy of the community; general public administration activities; regulation of the activities of providing health care, education, cultural services and other social services; regulation of and contribution to more efficient operation of businesses; foreign affairs; defence activities, public order and safety activities; compulsory social security etc.
- P. **Education** includes pre-primary and primary education, general secondary education, technical and vocational secondary education, higher education, sports and recreation education, cultural education, other education not elsewhere classified, educational support activities etc.
- Q. **Human health and social work activities** include hospital activities, medical and dental practice activities, other human health activities, residential nursing care activities, residential care activities for mental retardation, mental health and substance abuse, residential care activities for the elderly and disabled, other residential care activities, social work activities without accommodation for the elderly and disabled, other social work activities without accommodation etc.

- R. **Arts, entertainment and recreation** includes creative arts and entertainment activities; libraries, archives, museums and other cultural activities; museums activities and operation of historical sites and buildings; botanical and zoological garden and nature reserves activities; gambling and betting activities; sport activities, amusement and recreation activities; operation of sport facilities; activities of sport clubs, other sports activities; activities of amusement and theme parks; other amusement and recreation activities etc.
- S. **Other service activities** include activities of business and employers membership organizations, activities of professional membership organizations, activities of trade unions, activities of religious organizations, activities of political organizations, activities of other membership organizations, repair of computers and personal and household goods, repair of consumer electronics, repair of footwear and leather goods, repair of furniture and home furnishings, repair of other personal and household goods, washing and dry cleaning of textile and fur products, hairdressing and other beauty treatment, funeral and related activities, other personal service activities etc.
- T. **Activities of households as employers; undifferentiated goods and services producing activities of households for own use** includes activities of households as employers of domestic personnel, undifferentiated goods and services producing activities of private households for own use etc.
- U. **Activities of extraterritorial organizations and bodies** include activities of international organizations such as the United Nations and the specialized agencies of the United Nations System, regional bodies etc., the International Monetary Fund, the World Bank, the World Customs Organization, the Organization for Economic Cooperation and Development, the Organization of Petroleum Exporting Countries, the European Communities, the European Free Trade Association etc. The section also includes the activities of diplomatic and consular missions when being determined by the country of their location rather than by the country they represent.



**REPUBLIC OF SIERRA LEONE**  
**STATISTICS SIERRA LEONE**



**2015 POPULATION AND HOUSING CENSUS**

**Supervisor's Record Book**

| Geographical Information | Code No. |
|--------------------------|----------|
| Region                   |          |
| District                 |          |
| Chiefdom                 |          |
| Section                  |          |
| Supervisor Area Number   |          |

**TO BE COMPLETED ON THE LAST DAY OF ENUMERATION**

| Title             | Name | Date | Signature |
|-------------------|------|------|-----------|
| 1. Enumerator     |      |      |           |
| Census Supervisor |      |      |           |



## Enumeration Progress Summary form (FOR SUPERVISOR)

| RECORD OF OBSERVATION OF ENUMERATOR'S WORK.   |             |    |         |              |    |         |
|---|-------------|----|---------|--------------|----|---------|
| ENUMERATOR'S NAME: - -----  |             |    |         |              |    |         |
| Observe at least four complete interviews. Use comments space to note errors in work. Discuss errors with enumerator After the interview is completed. Use tally marks in appropriate "YES - NO" columns; put a dash ( - ) if not applicable. |             |    |         |              |    |         |
| Did the Enumerator  | FIRST VISIT |    |         | SECOND VISIT |    |         |
|   | Date.....   |    |         | Date.....    |    |         |
|   | YES         | NO | COMMENT | YES          | NO | COMMENT |
| 1. Give a proper introduction and explain the objectives of the census properly?  |             |    |         |              |    |         |
| 2. Complete the listing form correctly?   |             |    |         |              |    |         |
| 3. Ask questions properly?  |             |    |         |              |    |         |
| 4. Follow correct skip pattern?   |             |    |         |              |    |         |
| 5. Follow filters correctly?  |             |    |         |              |    |         |
| 5. Do all entries correctly?  |             |    |         |              |    |         |
| 6. Complete and close the interview properly?   |             |    |         |              |    |         |
| <b>TOTAL NUMBER OF TALLIES</b>  |             |    |         |              |    |         |

## Enumeration Progress Summary form (FOR SUPERVISOR)

| RECORD OF OBSERVATION OF ENUMERATOR'S WORK.   |             |    |         |              |    |         |
|---|-------------|----|---------|--------------|----|---------|
| ENUMERATOR'S NAME: - .....  |             |    |         |              |    |         |
| Observe at least four complete interviews. Use comments space to note errors in work. Discuss errors with enumerator After the interview is completed. Use tally marks in appropriate "YES - NO" columns; put a dash ( - ) if not applicable. |             |    |         |              |    |         |
| Did the Enumerator  | Third VISIT |    |         | Fourth VISIT |    |         |
|   | Date.....   |    |         | Date.....    |    |         |
|   | YES         | NO | COMMENT | YES          | NO | COMMENT |
| 1. Give a proper introduction and explain the objectives of the census properly?  |             |    |         |              |    |         |
| 2. Complete the listing form correctly?   |             |    |         |              |    |         |
| 3. Ask questions properly?  |             |    |         |              |    |         |
| 4. Follow correct skip pattern?   |             |    |         |              |    |         |
| 5. Follow filters correctly?  |             |    |         |              |    |         |
| 5. Do all entries correctly?  |             |    |         |              |    |         |
| 6. Complete and close the interview properly?   |             |    |         |              |    |         |
| <b>TOTAL NUMBER OF TALLIES</b>  |             |    |         |              |    |         |