



# Census Training Manual

## Al Pikin fo Liv Child Survival Project

Concern Worldwide, Sierra Leone

February 2013

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## Illustrations and diagrams:

Regina Doyle. The Census-Based, Impact-Oriented Methodology: A Resource Guide for Equitable and Effective Primary Health Care. Curamericas, Raleigh, North Carolina, April 2005.

Sarah Osborne & Rebecca Hoffman. Sample Vital Registration with Verbal Autopsy: Census Interviewer's Manual. MEASURE Evaluation, Chapel Hill, North Carolina, August 2007.

# **SECTION ONE**

## **How to use this manual**

The participatory community census is an integral part of the implementation of the Al Pikin Fo Liv Child Survival Project. By conducting a complete count of all pregnant women, under-five children, and mothers of under-five children in all ten of the project sites, program staff will gain a comprehensive picture of the beneficiary population in each of these communities to assist in the allocation of volunteers and targeting of interventions. This training manual will serve as a guide for Program Managers, Community Development Officers (CDOs), and other supervisory staff in carrying out the census and training volunteers in data collection activities.

The following section (Section 2) will explain the preparatory activities that will take place before the initiation of the census training, including the sensitization of community members for the impending census, the recruitment and testing of data collectors, and completion of logistical preparations such as transport and census supply arrangements. Section 3 includes three modules of trainings on how to administer the data collection forms that will be utilized during the census. Section 4 follows with three modules explaining how to facilitate a community mapping exercise and assign data collection teams to geographic areas, as well as methods for visiting and marking houses in a systematic manner. Section 5 provides one module of instructions for supervisors on conducting active and engaged supervision of data collectors in the field, and performing quality assurance on incoming census data to ensure its accuracy and completeness.



## **SECTION TWO**

### **Preparation activities**

In order for census training and survey activities to be conducted in an organized and efficient manner, proactively carrying out planning and preparation activities in the weeks leading up the census is crucial. These preparations will include the sensitization of community structures to the impending census so it can be announced at community meetings, the recruitment and testing of data collectors, the preparation of the census activity schedule, and the initiation of transport and procurement requests related to census activities and supplies. A census preparation checklist has also included this manual below for reference.

#### **At least two weeks before the commencement of census training:**

##### ***Task 1:* Sensitize community structures for upcoming census**

The CDO assigned to the community where the census is to take place should begin preparation activities by informing local community structures of the impending census, including its purpose (to locate and count the number of pregnant women, children less than five years of age, and mothers of children less than five years of age in the community to assist in the planning of child survival program activities) and the dates and times that the census will take place. At a minimum, the CDO should inform the community's Health Management Committee (HMC) and Ward Development Committee (WDC) of the census, but are also encouraged to inform local chiefs, councilors, religious leaders, women's groups, youth groups, and any other established community structures to raise awareness of the initiation of the child survival project and commencement of the census.

**Tip: CDOs are encouraged to inform local chiefs, councilors, religious leaders, women's groups, and any other established community structures to raise awareness about the commencement of the census.**

##### ***Task 2:* Recruit and test data collectors**

CDOs will be responsible for recruiting a capable team of data collectors with the literacy and numeracy skills necessary to collect high quality data for the census. Where possible, these data collectors should be drawn from the local HMC and WDC, as these structures will already have familiarity with the child survival project and have expressed commitment as partners to support the project's activities. In some communities, however, considerations of availability of capable HMC and WDC members to participate in the census and the size of the community to be surveyed may necessitate that additional data collectors are recruited outside the HMC structure. The sensitization of other community structures before the census should provide an opportunity to raise awareness for the recruitment of these additional data collectors. However, **CDOs need to be sure that no-school age children are recruited as data collectors,**

as the census would remove them from their classes and disrupt their learning. The final number of data collectors to be recruited should be determined in consultation with the Project Manager based on the specific considerations of the site to be surveyed.

Before potential data collection recruits are accepted for the census training, they should be evaluated to ensure that they have the skills and commitment required to carry out census activities. A simple **Census Skills Test** has been created for CDOs to administer to prospective data collectors to determine eligibility (see **Appendix 1**). The Census Skill Test seeks to evaluate a prospective data collector's reading comprehension, writing ability, basic numeracy, and commitment based on a series of simple questions related information that will be collected and recorded by data collectors during the census. The CDO should inform all prospective data collectors that they will be required to take this test prior to being admitted to the census training. The test should be administered with **no help** from the CDO, and the prospective data collector is **not allowed** to ask for clarifications on any questions so that independent reading comprehension can be assessed. The final scoring of the test by the CDO is subjective, but should assess the prospective data collector's ability to correctly understand and completely answer each question. As a general rule, only prospective data collectors who score a 5 out of 6 or higher on the test should be admitted for the census training.

### **Task 3:** Prepare census activity schedule

Before the initiation of the census process, a schedule of activities should be created to coordinate training and survey activities. This schedule will also assign leadership roles to each member of the supervision team for certain aspects of the training to ensure that they are adequately prepared to direct them. This schedule may vary from community to community depending the size of the area and population to be surveyed, as well as the capacity of the data collection team. A sample schedule is provided below for reference.

#### **Sample Census Activity Schedule**

##### **Day 1**

Activity	Facilitator	Time
Registration	-	9:00am-9:30am
Opening courtesies and introductions		9:30am-9:40am
Recap of stakeholder commitments, responsibilities, and incentives		9:40am-10:00am
Overview of census		10:00am-10:20am
Data Collection Tools Training		
How to complete the Household Registration Form		10:20am-11:20am
<b>TEA BREAK</b>		11:20am-11:40am
How to complete the Household Asset Index Questionnaire		11:40am-12:10pm
Interview role play (including courtesies and permissions)		12:10pm-12:30pm
Paired group interviews with supervision		12:30pm-1:00pm
<b>LUNCH</b>		1:00pm-1:45pm

Census Methods Training		
Visiting/chalking households systematically		1:45pm-2:00pm
Drawing a zonal map to assign census areas		2:00pm-3:00pm
Assigning data collectors to zonal areas and supervisors		3:00pm-3:30pm
<b>END: Dismiss data collectors to study for census test</b>	-	3:30pm

## Day 2

Activity	Facilitator	Time
Brief recap of Day 1 training		9:00am-9:10am
Data collector census test		9:10-10:00am
Discuss results of census test		10:00am-10:15am
Distribute supplies and depart for the field		10:15am-10:30am
<b>Arrive in field and conduct zone census</b>	-	11:00am-2:30pm
Return to central meeting place to discuss successes and challenges		3:00pm-3:30pm
Plan for next day's activities; conduct mapping of next zone to be surveyed if necessary		3:30pm-4:30pm
<b>END: Dismiss data collectors</b>		4:30pm

## All Subsequent Days

Activity	Facilitator	Time
Morning brief; conduct refresher training as necessary		9:00am-9:30am
Distribute supplies and depart for field		9:30am-10:00am
<b>Continue zone census, re-visit households as necessary</b>	-	10:00am-2:30pm
Return to central meeting place to plan for next day's activities; conduct mapping of next zone to be surveyed as necessary		3:00pm-4:00pm
<b>END: Dismiss data collectors</b>		4:00pm

### ***Task 4: Initiate procurement and transport requests***

Submitting procurement requests for census supplies and services, as well as transport requests **at least two weeks** in advance of the commencement of census activities will ensure that all necessary materials and vehicles are ready and available by the first day of training. The following checklist of required inputs and materials is provided for convenience below:

#### **Preparations**

- Sensitize community structures
- Recruit prospective data collectors
- Test and evaluate prospective data collectors
- Initiate procurement requests for caterers, refreshments, and hall rentals
- Initiate procurement requests for census forms and materials (see below)

- Initiate transport requests (two vehicles may be required for larger communities)

#### **Required Census Forms and Materials**

- Household Registration/Household Asset Index forms x estimated number of households in community
- Census form cue cards x number of data collectors
- Census activity schedules x number of data collectors
- Birth date calculator cue cards x number of data collectors
- Supervisor daily census summary reports x number of data collectors
- Clipboards, plastic folders, chalk, and pens x number of data collectors
- Presentation whiteboard and flipchart (1)

The following table provides an estimate of the number of Household Registration/Household Asset Index forms and survey time frames that will be required for each community during the census, which was calculated by estimating the total number of households in each community based on 2004 Sierra Leone census data (with an estimated 2.2% growth rate) and average national household size (6.7). These estimations are conservative to ensure that sufficient forms are available in the event that communities are more populous than expected.

<b>Table 1: Estimated number of Household Registration/HAI forms required per community</b>			
<b>Name of community</b>	<b>Estimated total population</b>	<b>Estimated number of forms required</b>	<b>Estimated number of working days to complete inc. training*</b>
Mabella	33,000	5500	18
Susan's Bay	16,000	2700	10
Allentown	23,000	3850	13
Grey Bush	13,000	2200	9
Portee	3,000	600	4
Kuntherloh	16,000	2700	10
Kington	4,000	750	5
Lumely	24,000	4000	14
Dwarzac Farm	24,000	4000	14
New England	10,000	1700	7
<b>Total</b>	<b>166,000</b>	<b>28000</b>	<b>104 days (21 weeks)</b>

\*Based on Mabella and Allentown Pilot Census figures (a team of 20 data collectors, averaging approximately 350 total surveys per day)

## SECTION THREE

### Data Collection Tools Training

#### Module 1: How to complete the Household Registration Form

The Household Registration Form is the primary data collection tool for the census to collect household-level information to identify pregnant women, under-five children, and mothers of under-five children in each of the project's communities. This section will provide direction on how to train data collectors to complete the form, including a detailed guide on the information to be collected in each field and how to obtain it. A copy of the form is included for reference in **Appendix 2**.

The following is a field-by-field explanation of the data elements that will be collected by the Household Registration Form, including questions to ask to obtain this information and example answers.

**Community:** The community where the household resides. **It is recommended that this field is completed in advance of commencing survey activities in each community.** This will lessen the amount of time that must be spent at each household filling in the form and assist in making the census process as fast and efficient as possible. The data collector should know the name of the community in advance of the survey, limiting the need to ask this question to a



household member directly. However, when surveying on the edges of community boundaries, data collectors may want to ask families about their community of residence to ensure that the data collector has not accidentally moved beyond the boundaries of the community survey area. Data collectors should also be mindful to fill this space with the community name agreed upon in the training sessions (i.e. "Allentown") and not community subsection names (i.e. the "Kola Tree" community subsection within Allentown)

**Zone:** The zone number in the community where the household resides. Numbers should be assigned to each zone area before commencing survey activities in each community to assist in categorizing them as simply as possible. **The 'Zone' field on each form should also be completed for the respective zone where the data collector is working before beginning the survey to lessen the amount of time that must be spent at each household filling in paperwork.** This is also important because household members will not be familiar with the numbers assigned by the project to each zone area. Data collectors should take great care when working on the edges of zonal boundaries so that they do not accidentally collect information from households in another zone from where they have not been assigned to prevent the creation of duplicate registers.

**Location description:** A description of where the household's dwelling resides within the zone and/or community. **This should include a street address if possible**, as well as nearby landmarks, bodies of water, structures (such as churches, mosques, schools, clinics, police stations, shops, etc.), or other households (i.e. "next to John Koroma's house", "next to the chief's compound").

*Question:* How would you explain your household's location so a new visitor could find it?

*Good Example Answers:* Off King Harmon Road, next to police station; Near Stevens Primary School, next to stream; Close to PHU, next to Khadija Mohmoh's house; etc.

*Poor Example Answers:* Near the hillside; By the seaside; Next to the field

**Household Head:** The name of the person that a family member would describe as the head of his or her 'household'. In this case, **a household is defined as a person or group of people that share food or other essentials for living**. This group may have a common budget, be related or unrelated, or be a combination of related and unrelated persons. Keep in mind that **many households' may share the same house or dwelling**. A separate form **must** be completed for each household.

*Question:* What is the name of the person who is the head of your household?

*Example Answers:* John Koroma, Khadija Mohmoh, etc.

**Tip: A household is defined as a person or group of people that share food or other essentials for living.**

**Language:** The primary language spoken by the household. If the household speaks a **second** language, this should also be included in this field, space permitting.

*Question:* What is the language spoken most often in your household?

*Example Answers:* Krio, Temne, Mende, etc.

**House description:** A visual description of household's dwelling. This should include a description of the **type of building materials used to make the walls and roof of the house**, the house's **general appearance or color**, and **any unique identifying features**.

*Question:* How would you describe what your dwelling looks like so a new visitor could find it?

*Good Example Answers:* Brown bodose (wood) with plastic roof; Gray parnbody (zinc) with zinc roof; Blue sandcrete (concrete) inside black gate; etc.

*Poor Example Answers:* Block house; parnbody house

**Time of day available for future visits:** The time or times of day when a knowledgeable adult member of the household is home and available. This will assist the Volunteer and corresponding Zonal Leader that will eventually be assigned to visit the household in knowing times that the household's program beneficiaries are most likely to be available. In instances where an appropriate household member is not available for interview during the data collector's first visit, this field will also serve to inform the data collector the best time to return to the household to complete the interview. In such instances, this information may be obtained from a reliable source such as another household member, someone sharing the same dwelling as the household, or a knowledgeable neighbor.

*Question:* What time or times of day is a responsible adult most likely to be home and available to speak with a data collector?

*Good Example Answers:* Mornings 7am-8am; Evenings 6pm-9pm; Mondays and Thursdays 12pm-1pm

*Poor Example Answers:* Specific dates (e.g. December 17 at 4:00pm)

**Household Phone Number:** A telephone number where a knowledgeable adult member of the household can be reached to arrange future visits by a program volunteer.

**Data Collector Name:** The name of the data collector completing the Household Registration Form. It is recommended that this field is completed in advance of commencing survey activities. This will lessen the amount of time that must be spent at each household filling in the form.

**Supervisor Name:** The name of the data collector's Supervisor. It is recommended that this field is completed in advance of commencing survey activities.

**Visit Date:** The date that the data collector attempted to visit the household. Two 'Visit Date' fields are included in the form so that two attempts can be made to contact the household to collect their information if the first attempt is unsuccessful.

**Interview Done?:** A space after each visit date to indicate if a knowledgeable adult member of the household was available to speak with the data collector to complete the Household Registration Form. If the interview was completed, this space should be completed with a tick mark 'v'. If the interview was not completed, this space should be completed with a zero '0'. The household member interviewed should be knowledgeable adult who



would know the birth dates or approximate ages of each member of the household. If a knowledgeable adult is not available, the data collector should return at a later date to complete the interview at a time when an appropriate household member is available.

**First and Last Name:** The first and last names of **program beneficiaries only** in the household. This should include the names of any pregnant women, under-five children, and/or mothers of under-five children. This should **not** include names of male household heads, other relatives in the household, children older than five years of age, mothers whose only children are older than five years of age, or any other people in the household who do not match the description of program beneficiaries provided above.

*Question:* What are the names of all pregnant women, children under-five, and mothers of children under-five residing in this household?

*Example Answers:* John Koroma, Khadija Mohmoh, etc.

**Beneficiary type:** The type of beneficiary whose name is being recorded. This will include pregnant women (P), children less than five years of age (C), and mothers of children less than five years of age (M). If a woman is both a pregnant woman and a mother of a child under five years of age, the woman should be marked with a 'P'. If an under-five child is recorded on the register, but the child's mother has either passed away or does not reside in the household, the child should be marked with 'CX'.

**Tip:** If an under-five child is recorded on the register, but the child's mother does not reside in the household, the child should be marked with 'CX'.

**Birth date:** The program beneficiary's date of birth recorded in the format "DD/MM/YY". If the beneficiary is a child, the date of birth can be obtained from his or her 'Under-five Card', which should be available in most households. If a precise date cannot be given, this date should be estimated to the month and year as closely as possible in the format "15/MM/YY" (using "15" as a day estimate provides a month midpoint with an equal chance of the true date of birth being before or after the 15<sup>th</sup>). In cases where making a month and year estimation is difficult, the data collector can choose a regularly occurring event such as Independence Day (April 27) or Christmas Day (December 25). The Volunteer can then ask the mother how many times this event has occurred since she gave birth to the child to make an estimate of the child's month of birth. It is more important to obtain as precise a date of birth for children under five as possible, as this will determine program beneficiary status. Birth dates of other non-child program beneficiaries (such as pregnant women and mothers) can be simply completed with a birth year "YYYY".

*Question:* What is the person's date of birth?

*Example Answers:* If the date is given as "December 6, 2013", it should be written as "06/12/2013". If only a month of birth can be provided, such as "January, 2013", it should be written as "15/01/2013".

**Sex:** The gender of the program beneficiary. This should be listed as either “M” for male or “F” for female.

*Question:* What is the gender of the person?

*Example Answers:* Male, female.

**Previous maternal death:** The number of maternal deaths (a death as a result of a complication from pregnancy, delivery, or within 42 days of a birth) that have occurred among family members living in the household. Indicating a household’s vulnerability due to a previous maternal death will caution the assigned volunteer to the household to be especially diligent in regularly visiting this household should a program beneficiary within it become pregnant. If no maternal death has occurred, this box should be filled with a ‘0’.

*Question:* Have any family members of this household died as a result of a maternal death? This would be a death occurring as a result of pregnancy, childbirth, or within a month and a half of childbirth.

*Example Answers:* “My mother died during childbirth” (check the box); “My sister died three weeks after she gave birth” (check the box); “My mother died in a car accident while she was pregnant” (**do not** check the box).

**Tip:** A maternal death is a death occurring as a result of a complication from pregnancy, delivery, or within 42 days of a birth.

**Previous under-five death:** The number of deaths of children less than five years of age that have occurred in this household. Indicating a household’s vulnerability due to a previous under-five death will caution the assigned volunteer to the household to be especially diligent in regularly visiting this household should as long as an under-five child resides within it (and particularly during the first year of the child’s life). If no under-five death has occurred, this box should be filled with a ‘0’.

*Question:* Have any children less than five years of age died in this household?

*Example Answers:* “My two year old son died one month ago” (check the box); “My five year old daughter died last year” (**do not** check the box).

**The remaining fields in the Household Registration Form should not be filled in during the census.** These other areas of the form will be updated over the course of the project as program beneficiaries change within the household and volunteers are assigned. The fields that **should not** be filled out during the census include the following: all fields under the ‘Beneficiary Changes’ heading on the right side of the form (including ‘Movement’ subheadings ‘Date’ and ‘In, Out, Within’, ‘Death’ subheadings ‘Date’ and ‘Cause’, and ‘Other’); all fields in the ‘Household Beneficiary Status’ table in the bottom left corner of the form (including ‘Assigned

'Volunteer' and 'Beneficiary Household?' subheadings 'January' and 'June'); and the 'HAI Score Quartile' field within the 'Vulnerability Index' table in the bottom right corner of the form.

## Module 2: How to complete the Household Asset Index Questionnaire

The Household Asset Index (HAI) Questionnaire found on the reverse side of the Household Registration form is a tool to collect information on various assets possessed by the household to evaluate the household's relative vulnerability to other households in the community. The questionnaire assigns household asset scores based on a set of questions about household's material belongings, dietary habits, and educational attainment. Once HAI scores are collected from all households in a community, they can be combined and divided into four equal levels of community wealth based on HAI scoring called 'quartiles'. The corresponding quartile of the household's wealth based on its HAI score will be then be entered into the 'Vulnerability Index' table of the household's Household Register Form. Households with HAI scores in the bottom wealth quartile (Quartile 1) can then be identified to receive preferable consideration for inclusion into the child survival program.



The scores assigned for each Household Asset Index question and answer were generated from participatory workshops conducted with the Health Management Committees (HMCs) in Allentown and Mabella in November 2012. In these workshops, HMC members were asked a series of questions about material assets, dietary habits, and educational attainment of the various households in their community. For each question, the HMC members were asked how it would be answered by the 'well-off' members of the community, 'most' members of the community, and the 'poorest' members of the community. Based on these answers, assets, habits, and attainment were ranked and assigned scores to reflect their associations with general levels of household wealth.

The HAI Questionnaire should be administered to each household during the same visit that their Household Register is completed. The data collector may be able to answer some of the questions without directly asking the respondent, such as those pertaining to the structure of the household's dwelling. While the data collector is responsible for circling the answer given by the respondent for each question and recording the corresponding score, they **should not** calculate the 'Total', as this will be completed by the data collector's supervisor. A copy of the form is included for reference in **Appendix 3**.

## Module 3: How to use the Birth Date Calculator

A Birth Date Calculator should be provided to each data collector before the commencement of census activities. This will help data collectors to more easily estimate the birth dates of under-

five children in the event that the respondent does not know the precise birth date and the child's 'Under-Five Card' is unavailable. On the reverse side, another form of the calculator has been provided to help calculate the birth year of pregnant women and mothers. Supervisors should ensure that the most up-to-date Birth Date Calculator form is provided to the data collectors during the training sessions, as dates used to calculate birth dates will change from month to month during the census process. A copy of this form is included for reference in **Appendix 4**.

### **Calculating birth dates for children under-five years of age**

The birth date calculator should only be used to estimate the birth date of an under-five child if **both** of the following conditions are met:

1. The respondent does not know the child's full date of birth.

**AND**

2. The respondent could not present the child's 'Under-Five Card'.

In many of these instances, though the respondent cannot provide a precise birth date, they may be able to report the child's age in years and/or months. If this is the case, the data collector can estimate the child's date of birth using the Birth Date Calculator. Once an age in years and/or months has been provided, the data collector can locate the child's age in years on the leftmost column of the calculator, and follow the row across to the correct month. The corresponding date will provide an estimate of the child's birth date using the day of '15' to represent the midpoint of the month (and thus creating an equal distribution of error for the estimate). It is important to estimate a child's birth date as precisely as possible, as this will determine their qualification for 'under-five child' beneficiary status.

Using the birth date calculator for February 2013 below, a child's age given as "2 years, 5 months" would be recorded as 15/09/10. Similarly, a child's age given as "3 months", would be recorded as 15/11/12 (the number of years used in the left column would be '0').

Under Five Child Birth Month Table (February 2013)									
	Number of Months								
Years	0	1	2	3	4	5	6	7	8
0	15/2/13	15/1/13	15/12/12	15/11/12	15/10/12	15/09/12	15/08/12	15/07/12	15/06/
1	15/2/12	15/1/12	15/12/11	15/11/11	15/10/11	15/09/11	15/08/11	15/07/11	15/06/
2	15/2/11	15/1/11	15/12/10	15/11/10	15/10/10	15/09/10	15/08/10	15/07/10	15/06/
3	15/2/10	15/1/10	15/12/09	15/11/09	15/10/09	15/09/09	15/08/09	15/07/09	15/06/
4	15/2/09	15/1/09	15/12/08	15/11/08	15/10/08	15/09/08	15/08/08	15/07/08	15/06/

### **Calculating birth years for pregnant women and mothers of under-five children**

Obtaining a precise date of birth for pregnant women and mothers of under-five children is not as critical as for under-five children, as the birth date will not affect their beneficiary status (these women will qualify as beneficiaries regardless of age). However, a reasonable estimate of age is desired as a factor in assessing relative household vulnerability (as much younger or much older mothers may be more vulnerable than other mothers). For this reason, a mother or pregnant woman's birth year should be obtained from the interview respondent if possible. If a birth year is not known, but the woman's approximate age in years is known, the Birth Date Calculator can be used to estimate the woman's birth year. Using the birth date calculator for 2013 below, a woman whose age is given as approximately '39 years' would have an estimated birth year of 1974.

<b>Mother/Pregnant Woman Birth Year Table (2013)</b>		
<b>Year of Birth</b>	<b>Age in Years</b>	<b>Year of Birth</b>
2001	38	1975
2000	39	1974
1999	40	1973
1998	41	1972
1997	42	1971
1996	43	1970
1995	44	1969

## **SECTION FOUR**

### **The census survey process**

Administering the census survey to count all program beneficiaries in each community will be a significant undertaking. This process will involve using community maps to establish clear zonal boundaries, numbering each zone, and assigning data collectors to survey different areas of each zone. The data collectors will then be responsible for conducting visits to all households in their assigned areas, introducing themselves and the census to respondents, obtaining permission to conduct interviews, and completing the appropriate census forms for all households or leaving callback notifications so arrangements can be made for follow-up visits in instances where a knowledgeable adult is not present to conduct an interview. The following segments will explain each step in the process of conducting the census.

#### **Module 4: Mapping the community and assigning data collection teams**

Before census activities can commence, the supervisors and data collection team need to determine the precise boundaries of each zone within the community that will be surveyed. It is very important to ensure that all areas of the community are covered by the data collection team, and that data collectors know the exact limits of their areas of responsibility to prevent overlap and duplicate surveying in other data collector's areas. This begins with the facilitation of a participatory mapping process by census supervisors and trainers with the data collection team.

Using a flip chart and markers, a community map can be created by facilitators with input from the data collection team. All members of the data collection team should be encouraged to participate, as each member may have specialized knowledge of the geographical boundaries in the specific area of the community where they live. Care should be taken by facilitators to avoid letting a few members of the data collection team dominate the mapping discussion, as boundary lines between zones and communities may be tenuous and input from several people may be required to resolve disagreements. The facilitators and data collection team should then work together to add readily identifiable landmarks at regular intervals along zonal and community boundary lines on the map to make it easier for data collectors to remember the boundaries once they are in the field. These landmarks may include roads, paths, fields, coastlines, fences, streams, drainages, community structures (such as schools, clinics, police stations, shops, places of worship, etc.), or houses of well-known members of the community (such as a chief or councilor).



Once the zonal and community boundaries have been identified, it is time to assign data collection teams to different areas of the community. Assuming a standard size workforce of 20 data collectors and 10 supervisors, each team should consist of one supervisor and two data collectors. It is preferable that data collectors are assigned to work in the areas of the community that they are most familiar with in order to most effectively leverage of their knowledge of local geography and their relationships with community members. It will be preferable to pair data collectors who may have struggled with the initial census test (**see Module 8**) in the training sessions with the most experienced supervisors (such as those that participated in one of the census pilots in Allentown or Mabella).

After data collection teams have been selected, a phone tree should be created so that supervisors and data collectors have the cell numbers of all members of their team. Supervisors should also obtain the numbers of Census Field Operations Manager (usually the Operations Research Advisor), the lead Community Development Officer, and other supervisors

**Tip: Data collectors should be assigned to work in areas of the community where they reside so that they can make use of their knowledge of the local terrain and their familiarity with community members.**

working in neighboring survey areas to communicate to ensure total coverage and prevent survey overlap. In most communities, all of the data collection teams should be assigned to a single zone at a time (moving from the smallest to the largest zone), only moving on to the next zone when all surveying in the first zone has been completed. This will mean that in addition to the community map, the supervisors will be responsible for the facilitation of drawing a zone level map during the morning each new zone's survey is initiated; this will allow for survey areas to be demarcated within each zone for data collection teams to prevent overlap and

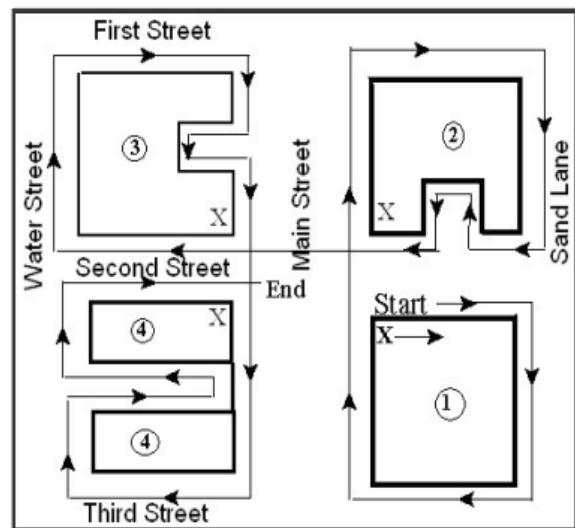
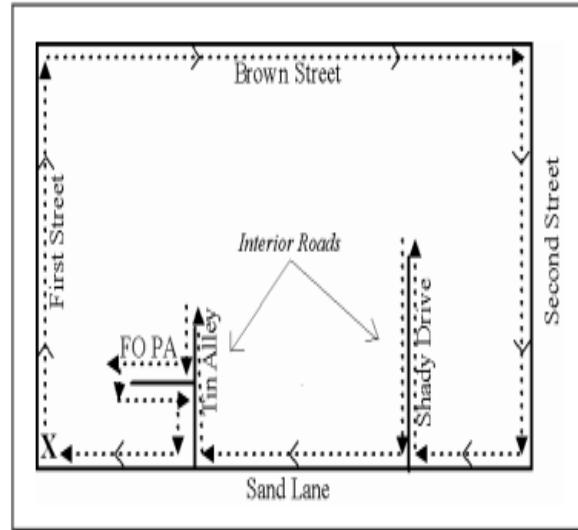
ensure all households are counted. In some of the smallest communities (such as Kingtom), however, it may be more efficient to allocate teams into different zones to expedite the survey process.

## **Module 5: Visiting and marking households systematically**

When data collection teams depart for the field to collect census data from community members, it is essential that household visits are conducted in a systematic manner in order to ensure that all potential program beneficiaries are identified. Drawing from the SAVVY Census Interviewers training guide (MEASURE Evaluation, 2007), the following are principals that should be followed when canvassing a community:

1. Visit every household. This means knocking on every door of every building, regardless if a building appears uninhabited or is under construction, as some of the most vulnerable community members in an urban slum setting may reside in dwellings that appear to be vacant, in disrepair, or temporary (such as a tarp tent, converted chicken house, abandoned bus, etc.).

2. Be vigilant in searching each area for hidden living quarters. This will be crucial in dwellings may be occupied by many households at the same time, or multi-purpose structures (such as shops with apartments within, over, or behind them). In dwellings with multiple families, be sure to ask the respondent at the end of the interview if there are any more households within the dwelling that need to be recorded.
3. Avoid walking back and forth across paths and streets when visiting households, as households may be missed. Attempt to stay on the right hand side of the path while walking from house to house where possible, turning right when arriving at an intersection with another path or road (as illustrated in the two diagrams in this section). If turning right is not possible once the end of the path is reached, a data collector should turn around and begin to cover households on the other side of the street, which will now be on his/her right side.
4. Completely finish one block of households before moving on to the next block to ensure that households are not missed.



### Marking dwellings

During the census, dwellings should be marked with chalk in a consistent and systematic way upon visitation so that other supervisors and data collectors working in the community know both that the dwelling has been surveyed and the nature of the dwelling's occupants. Dwellings should be marked in four ways (prefixed by 'CEN' for 'census'), depending on the information gathered by the data collector:

**CEN V:** The dwelling was visited and the interview was completed. One or more potential program beneficiaries are permanent residents of the dwelling.

**CEN:** The dwelling was visited and at least one interview was completed indicating that one or more potential program beneficiaries are permanent residents of the dwelling. However, **the data collector must return to the dwelling to gather additional information about other**

**households residing in the dwelling that were not available for an interview during the first visit.**

**CEN 0:** The dwelling was visited, but no potential program beneficiaries are permanent residents of the dwelling.

**CEN X:** The dwelling is vacant. If the data collector suspects a dwelling is vacant, he/she should verify this with a neighbor or knowledgeable community member and mark the household accordingly. **Do not mark a dwelling that appears to be occupied but there is no one at home.**

Data collectors should always ask for the permission of the respondent before marking the household with chalk. Markings should be made near the dwelling's main door or entranceway where possible. If the dwelling is painted with a light color (and the data collectors' chalk color is white or yellow), the data collector should take care to make the chalk marking where it will be more easily visible, such as on a dark colored stripe of the wall, a window shutter, or a dark stained door.

### Callbacks

In the event that a data collector visits a house that is occupied and no knowledgeable adults are available for an interview, the data collector should complete a Callback Notification form (see **Appendix 5**) with their supervisor's cell number so that a follow-up visit can be arranged. If there is another household member or neighbor present at the dwelling, the Callback Notification should be left with them to provide to a knowledgeable adult member of the household to call to arrange a follow-up visit. If no one is available, the Callback Notification should be affixed near the dwelling's main door or entryway with cellophane tape. The data collector should then mark a '0' in the 'Interview Done?' field of the Household Registration Form next to the corresponding visit date.

**Tip:** Data collectors should always ask for the permission of the respondent before marking the household with chalk.

### Uncommon Situations

Occasionally, uncommon situations may arise over the course of the census survey process that may require a unique response. A list of potential uncommon situations and possible solutions is provided below:

1. The respondent says that he or she was already interviewed.

**Response:** The data collector should check the outside of the dwelling to see if it has already been marked with 'CEN' in chalk, and also with their supervisor to ensure that he or she has not wandered outside the assigned survey area. If not, the supervisor should call supervisors in the neighboring survey areas to make sure that they have not accidentally gone past their own boundaries.

2. The respondent does not speak the same language as the data collector.

**Response:** The supervisor or alternate data collector in the team should conduct the interview if they speak the appropriate language. If no one in the team speaks the language, the supervisor should contact supervisors in a neighboring survey area to see if any of its members speak the language and can conduct the interview. These instances can be minimized where possible by assigning data collectors to survey areas where they live and are most familiar with the language of community members.

3. It is difficult to tell if a dwelling is occupied or vacant.

**Response:** The data collector should speak with a neighbor or other knowledgeable person in the area to determine if the dwelling is occupied. If the dwelling is occupied but no one is available, a callback notification should be left (**the dwelling should not be marked**). If the dwelling is truly vacant, the house should be marked near the door with 'CEN X'.

4. Visitors are present in a dwelling during the interview.

**Response:** The data collector should only include permanent residents of the household on their Household Registration Form. If the data collector has any reason to believe that certain household occupants are not permanent residents, the data collector should ask the respondent for clarification. A **permanent resident** is defined as **any household occupant who has resided or plans to reside in the dwelling for six months or longer**.

5. The respondent is not able to give complete information about a household member (usually age or birth date).

**Response:** If the respondent is not able to give complete information about a household member, or is unable to confidently estimate the person's age or birth date within one year, the data collector should provide the respondent with a callback notification form so that a follow-up visit can be arranged. The data collector should also ensure to mark the 'Interview Done?' field corresponding with the visit date with a '0' on the Household Registration Form.

**Tip:** **A permanent resident of a dwelling is defined as any household occupant who has resided or plans to reside in the dwelling for six months or longer.**

## Module 6: Introductions, Permissions, and Courtesies

As Data Collectors visit households to conduct interviews and complete each of the census forms, it is important that they properly introduce themselves to household members and explain the purpose of the census. Data collectors should also obtain permission from the household member before proceeding with the interview, and assure them of the confidential nature of the data collection. As always, data collectors should conduct themselves in a respectful and courteous manner to gain the trust of respondents, as they will be collecting sensitive information that will need to remain confidential. This module provides direction for

training data collectors to follow professional and standardized methods for introductions, permissions, and courtesies when carrying out census activities.

## **Introductions and Permissions**

It is important that the data collector introduces him/herself properly and explains the purpose of the census so that the respondent understands the reason for the interview and how the information will be used to identify program beneficiaries for Concern's upcoming child survival project activities in their community. The respondent should be a knowledgeable adult able to provide information on all members of the household, including their birthdates and/or approximate ages. Acceptable respondents, in order of preference, are:

1. The head of the household
2. The spouse of the head of the household
3. The eldest relative of the head of the household
4. The eldest non-relative permanent resident of the household

If an acceptable respondent cannot be found, a follow-up visit will be required. The data collector should record the community, zone, location description, household head name (if obtainable), house description, visit 1 date, and mark a '0' in the 'Interview done?' field of the Household Registration Form. If there is a person at home, they should be provided with a Callback Notification (see **Appendix 5**) to give to a knowledgeable adult member of the household to arrange a follow up visit with the supervisor.

Once suitable respondent has been identified, the data collector should continue with their introduction. The introduction should consist of the following elements:

1. His or her name, and that they are working with the NGO Concern Worldwide.
2. That Concern, in partnership with the local Health Management Committee and Ward Development Committee, is conducting a child survival project in the community starting this summer.
3. That Concern, the HMC, and WDC are conducting a community census to identify pregnant women, children less than five years of age, and mothers of children less than five years of age in the community for routine visitation by community volunteers to deliver health messages.
4. That their information will remain confidential and will be used for project purposes only.
5. That the interview will take about 10 to 15 minutes.

After the introduction is made, the data collector should ask the respondent if he/she will agree to go forward with the interview. If the respondent accepts, the data collector may proceed with asking questions to fill out the household's census forms. If the respondent refuses, the data collector may explain that refusal to participate in the census may prevent the household's inclusion in the child survival project activities. If the respondent still declines to be

interviewed, the data collector should thank them for their time, record the Household Head's name, and write *Refused* in the 'Time of day available for future visits' field of the Household Registration Form.

### **Courtesies**

The data collector should strive to maintain a respectful and courteous manner of conduct throughout the interview process. This includes using culturally appropriate body language and neutral face expressions when asking questions and recording respondent answers. It will be especially important to observe these courtesies when asking personal questions to ascertain the household's vulnerability status while completing the Household Asset Index questionnaire. The data collector should also offer condolences if the family acknowledges a maternal or under-five death in the household during the completion of the Household Registration Form. Lastly, the data collector should make sure to thank the respondent for their time at the conclusion of the interview.

## **SECTION FIVE**

### **The role of the supervisor**

Census supervisors play a critical role in the survey process, as they will be responsible for maintaining a high level of community coverage and data quality throughout the census. This will involve providing engaged and supportive supervision of data collectors through routine monitoring of submitted forms to identify errors and omissions and ensure the survey's validity. It will also entail ensuring that every household in each survey area is visited and appropriately marked so that no program beneficiaries are missed. The following module provides guidance to supervisors on how to carry out these responsibilities.

#### **Module 7: Supportive supervision for quality assurance**

Supportive supervision by each leader of the data collection teams will be crucial to the success of the census process to ensure that all potential program beneficiaries are identified in each program community and their information is correctly recorded by data collectors. Supervisors are tasked with the following responsibilities:

##### **Close supervision of data collectors**

Supervisors should strive to keep the two members of their data collection team within their line of sight at all times, and be ready to assist data collectors if they have questions or are making errors. This will include conducting brief re-trainings of data collectors as necessary, and performing model 'example' interviews of respondents, especially in the beginning of the census process.

**Tip: Supervisors will be responsible for checking every Household Registration Form immediately after it is submitted by a data collector and before the data collector moves on to interview the next household.**

##### **Checking and verifying data collector forms**

Supervisors will be responsible for checking every Household Registration Form *immediately after it is submitted by a data collector and before the data collector moves on to interview the next household*. This will ensure that errors and omissions are caught immediately so that follow-up questions may be asked of the respondent to rectify mistakes. Supervisors will be required to verify that they have closely reviewed each form for errors and resolved any issues by signing the form. The Supervisor will then calculate the household's total HAI score based on the answers given by the respondent. The score should be calculated twice to ensure its accuracy.

##### **Coordinating household visits**

After data collectors complete each interview and their census forms are checked for completeness and accuracy, the supervisor will be responsible for directing the data collector to the next house to be surveyed. This will ensure that households are visited systematically and

that dwellings are not missed in the survey process. The supervisor will also be responsible for making sure that each household is marked correctly with chalk, or that an appropriate person is provided with a Callback Notification to set up a follow-up interview in the event that a knowledgeable adult is not available for an interview. The supervisor should include their own cell phone number on Callback Notifications so that arrangements can be made to return to conduct the interview at a time when a knowledgeable adult is available.

The supervisor will be additionally responsible for coordinating with other supervisors in neighboring survey areas to ensure that every household is reached and that there are no overlaps in survey areas. Supervisors must be very proactive in communicating with each other to prevent lapses in coverage, **but should not attempt to cover other supervisor's areas in the event that they notice households have been missed along the other supervisor's survey boundaries (as this may result in duplicate household registrations and interviews)**. Instead, the supervisor should communicate with the other supervisors to ensure that they return to these areas to visit any missing households.

### **Completing Supervisor Daily Census Summary Reports**

Each supervisor will be tasked with completing a Daily Census Summary Report for each data collector for each day of census activities (see **Appendix 6**). To complete the form, the supervisor will closely observe one of the data collector's interviews at random during the day and answer a series of questions about the data collector's performance, providing overall grade of the data collector's aptitude. At the end of each day, the supervisor will also record summary information on the number of forms completed correctly by the data collector (which should be 100% in the event that the data collector was supervised effectively) and the number of beneficiaries identified. The report should then signed by the supervisor and stapled on the top of forms that the data collector completed for that day. The forms will then be evaluated by the Census Field Manager and incorporated into the census' overall summary statistics.

Supervisors should report any data collectors that are having repeated, significant difficulties in completing the census forms to the Census Field

Manager immediately so that re-training can be provided. Supervisors should also take care to ensure that forms are submitted completely and correctly, as their own performance in ensuring accuracy and efficiency in data collection will be continuously evaluated by the Census Field Manager in Weekly Supervisor Reports (see **Appendix 7**).

**Poor data collector performance will not be accepted as a valid excuse for the submission of inaccurate or incomplete census forms to the Census Field Manager, as it is the supervisor's primary responsibility to make sure that their data collection team is completing these forms correctly.**



## **SECTION SIX**

### **APPENDICES**

1. Census Skill Test
2. Household Registration Form
3. Household Asset Index Questionnaire
4. Birth Date Calculator
5. Census Callback Notification
6. Supervisor Daily Census Summary Report
7. Weekly Census Supervisor Report



## AL PIKIN FO LIV CHILD SURVIVAL PROJECT CENSUS SKILLS TEST

CONCERN WORLDWIDE, SIERRA LEONE

Prospective Data Collector Name \_\_\_\_\_ Community: \_\_\_\_\_  
CDO/Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please write answers the following questions in complete sentences:

1. What is the name of the **community** where you live? Can you describe **where** you house is **located** in the community?
2. Can you describe the **color** of your house and the **type of materials** it made from?
3. What **languages** can you speak?
4. Please write your **birthday** in the format “**DD/MM/YYYY**”.
5. Story problem: Fatamata was born in **January 2009**. What is Fatamata’s age in **years** in **January 2013**?
6. What does the word **commitment** mean to you? Can you describe a time that you *committed* to finish a job and completed it?

### TO BE COMPLETED BY COMMUNITY DEVELOPMENT OFFICER/SUPERVISOR

Total score \_\_\_\_/6

I certify that this person has sufficient literacy and numeracy skills to collect *high quality* data for the census.

This person does not have sufficient literacy and numeracy skills to collect high quality data for the census.

CDO/Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Household Registration Form [for Zonal Leaders]

Community	Allentown	Zone	2	Location Description	13 Kola Street, next to primary school						
Household Head Name	John Bangura	Language	Krio, Temne	House Description	Blue cement block with white door						
Time of day available for future visits	Evenings, 7-9pm			Household Phone Number	077 555 123						
Data Collector Name	Khadija S.	Supervisor Name	Julie Mohmoh	Visit 1 Date	11/02/13	Interview Done?	<input checked="" type="checkbox"/>	Visit 2 Date		Interview Done?	
Pregnant Women (P), Children Under Five (C), and Mothers of Children Under Five (M)					Beneficiary Changes						
Number	First and Last Name	Beneficiary Type (P,C,M)	Birth Date (DD/MM/YY)	Sex (M or F)	Movement		Death		Other		
					Date	In, Out, Within	Date	Cause			
1	Fatima Bangura	P	1979	F							
2	Abu Bangura	C	14/08/11	M							
3	Claudetta Bangura	C	03/05/09	F							
4	Zainab Koroma	M	1981	F							
5	Mustapha Koroma	C	23/10/10	M							
6	Samuel Conteh	CX	17/07/09	M							
7											
8											
9											
10											
11											

### Household Beneficiary Status

Year	Assigned Volunteer Name	Beneficiary Household?	
		January (V)	June (V)
2013			
2014			
2015			
2016			

### Vulnerability Index

HAI Score Quartile	
Other Risk Factors	Number
Previous maternal death	1
Previous under-five death	0

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**USAID**  
UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT  
FROM THE AMERICAN PEOPLE

**Irish Aid**  
Government of Ireland  
Rialtas na hÉireann

# Household Asset Index Questionnaire

Interviewer Name	Khadija S.		Date	11/02/13		
	Household Asset Scores					
Question	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5	Assigned Score
How many people occupy the <b>entire dwelling</b> where the household resides?	20 or more	15-19	10-14	7-9	6 or less	4
What type of <b>walls</b> does the household's dwelling have?	'Dirty block'/ Mud-brick/earth	'Bodose'/ timber	'Parnbody'/ zinc		'Sandcrete'/ concrete block	3
What type of <b>roof</b> does the household's dwelling have?	Plastic sheet/tarp/ grass thatch	Unfinished concrete/ asbestos	Zinc		Finished concrete	3
What type of <b>floor</b> does the household's dwelling have?	Earth	Timber	Concrete	Plastic floor mats	Carpet/rugs/ ceramic tile	1
Does the household's dwelling have <b>electricity</b> ?	No/ Kerosene	Battery Light	Solar Light	NPA	Private Generator	1
Does the household's dwelling have a <b>radio</b> ?	No			Yes		4
Does the household's dwelling have a <b>television</b> ?	No				Yes	1
Where does the household take most of its <b>water</b> ?	Stream/ rainwater	Public tap		Private tap/ private well		2
Where do most members of the household 'use the <b>toilet</b> '?	Open/Bag/ Bucket	Pit latrine/ hanging latrine/ public toilet			Flush Toilet	2
How many times per week does the household eat <b>meat</b> ?	Only holidays/ rarely/ never	Once or twice		Three or more times		1
What type of energy does the household use most for <b>cooking</b> ?	Firewood	Charcoal	Kerosene stove		Gas/electric stove	2
What is the highest level of <b>education</b> of the mother(s) in the household (or primary caretaker of children)?	None	Some primary	Completed primary	Some secondary	Completed secondary or higher/Islamic studies	4
					Total	29

I have verified that this form is complete and accurate.

Supervisor signature:

# UNDER FIVE CHILD BIRTH DATE CALCULATOR

## CUE CARD

(DD/MM/YY)

### Under Five Child Birth Month Table (February 2013)

	Number of Months											
	0	1	2	3	4	5	6	7	8	9	10	11
Years												
0	15/2/13	15/1/13	15/12/12	15/11/12	15/10/12	15/09/12	15/08/12	15/07/12	15/06/12	15/05/12	15/04/12	15/03/12
1	15/2/12	15/1/12	15/12/11	15/11/11	15/10/11	15/09/11	15/08/11	15/07/11	15/06/11	15/05/11	15/04/11	15/03/11
2	15/2/11	15/1/11	15/12/10	15/11/10	15/10/10	15/09/10	15/08/10	15/07/10	15/06/10	15/05/10	15/04/10	15/03/10
3	15/2/10	15/1/10	15/12/09	15/11/09	15/10/09	15/09/09	15/08/09	15/07/09	15/06/09	15/05/09	15/04/09	15/03/09
4	15/2/09	15/1/09	15/12/08	15/11/08	15/10/08	15/09/08	15/08/08	15/07/08	15/06/08	15/05/08	15/04/08	15/03/08

**STOP - Before using this cue card, did you:**

1. Ask if the respondent knew the child's full date of birth?
2. If not, did you ask if the respondent could present the child's 'Under-Five Card'?

**ONLY** use this card to estimate a child's date of birth if the first two options are unusable.

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- 01-January**
- 02-February**
- 03-March**
- 04-April**
- 05-May**
- 06-June**
- 07-July**
- 08-August**
- 09-September**
- 10-October**
- 11-November**
- 12-December**



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**MOTHER/PREGNANT WOMAN BIRTH YEAR CALCULATOR**  
**CUE CARD**  
(YYYY)

<b>Mother/Pregnant Woman Birth Year Table (2013)</b>			
<b>Age in Years</b>	<b>Year of Birth</b>	<b>Age in Years</b>	<b>Year of Birth</b>
12	2001	38	1975
13	2000	39	1974
14	1999	40	1973
15	1998	41	1972
16	1997	42	1971
17	1996	43	1970
18	1995	44	1969
19	1994	45	1968
20	1993	46	1967
21	1992	47	1966
22	1991	48	1965
23	1990	49	1964
24	1989	50	1963
25	1988	51	1962
26	1987	52	1961
27	1986	53	1960
28	1985	54	1959
29	1984	55	1958
30	1983	56	1957
31	1982	57	1956
32	1981	58	1955
33	1980	59	1954
34	1979		
35	1978		
36	1977		
37	1976		



# HOUSEHOLD CENSUS

IF HOUSEHOLD HAS:



BELLY WOMAN

OR



UNDER 5 PIKIN



CALL \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

FOR VISIT





**AL PIKIN FO LIV CHILD SURVIVAL PROJECT**  
**SUPERVISOR DAILY CENSUS SUMMARY REPORT**  
CONCERN WORLDWIDE, SIERRA LEONE

Data Collector Name \_\_\_\_\_ Community: \_\_\_\_\_ Zone: \_\_\_\_\_  
CDO/Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**YES NO**

**Did the interviewer:**

1. Know the limits of the area that s/he was censusing? .....
2. Introduce him/herself properly to the person who came to the door? .....
3. Ask to speak to the head of the household or another adult? .....
4. If there was not an adult in the household, did the Data Collector offer to return later and note the best time or times to reach an adult? .....
5. Correctly explain the purpose of the census to the respondent? .....
6. Speak clearly during the interview, usually culturally appropriate body language and neutral facial expressions? .....
7. Only record beneficiary information for pregnant women, children less than five years of age, and mothers of children less than five years of age in the household? .....
8. Correctly explain that a maternal death is a death occurring as a result of a complication of pregnancy, delivery, or within a month and a half of delivery? .....
9. Fill out all other parts of the Household Register correctly? .....
10. Know which parts of the Household Register to leave blank? .....
11. Fill out all parts of the Household Asset Index Questionnaire correctly? .....
12. Write legibly on both forms so they can be easily read and interpreted by someone else? .....
13. Were there any parts of either form filled in improperly? .....

(PLEASE SPECIFY:) \_\_\_\_\_

On a scale of 1 (needs follow-up training) to 10 (excellent), I rate the data collector's performance during this interview as follows (circle one)

1      2      3      4      5      6      7      8      9      10

Needs more

Excellent

Approximate duration of interview: \_\_\_\_\_

General Notes: \_\_\_\_\_

**DATA COLLECTOR SUMMARY INFORMATION (to complete at end of day):**

Total number of household survey forms completed: \_\_\_\_\_

Total number of forms completed correctly: \_\_\_\_\_

Total number of children under-five identified: \_\_\_\_\_

Total number of mothers of children under-five identified: \_\_\_\_\_

Total number of pregnant women identified: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

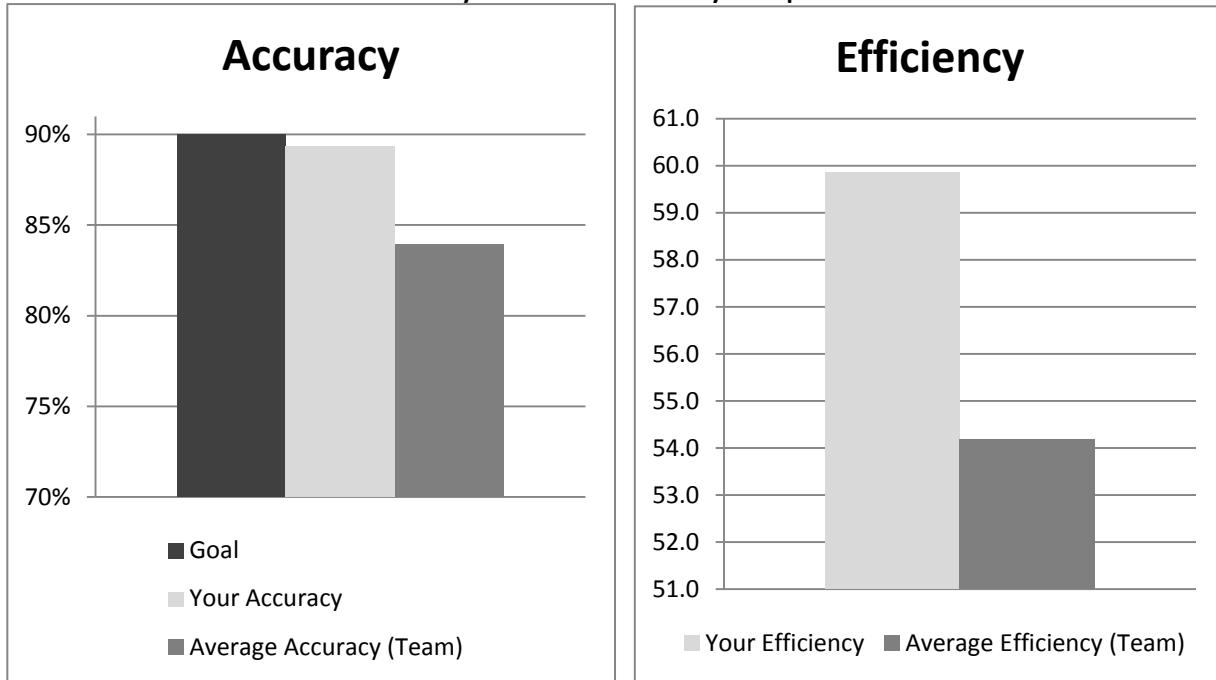
# Khadija Sesay

## Census Supervisor Report: March 10, 2013

### Kingtomy

Week3			
	Interviewer		Supervisor Totals
	Edward	Zainab	
Child Under 5	29	57	86
Mothers of Under 5 Children	24	24	48
Pregnant Women	1	3	4
Number of Forms Completed Correctly	22	31	53
Number of Forms with Missing Info	2	5	7
Total Number of Households Surveyed	24	36	60
Percentage of Forms Completed Correctly	92%	86%	88%
Efficiency Rating*	22.0	26.7	59.9

\*A combined measure of the accuracy and number of surveys completed.



#### Feedback:

Your overall accuracy was above the team average. Good work!

Your overall efficiency in number of reports completed and the accuracy of those reports was above the team average. Nice job!

Edward had a very high level of accuracy. Zainab also had a high level of efficiency. A great team effort!