



REPUBLIC OF KENYA

**The 2009 Kenya Population and
Housing Census**

SENIOR SUPERVISORS'

AND

**SUPERVISORS'
INSTRUCTIONS MANUAL**

July 2009

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PART I: INTRODUCTION

General Observations

1. The success of the 2009 Population and Housing Census will depend on how various activities of the census are executed and how the personnel involved in the exercise discharge their duties. This manual, therefore, outlines the responsibilities of Senior Supervisors and Supervisors during the census exercise. It also discusses the main activities that will be performed by Senior Supervisors and Supervisors. It is recommended that Supervisors and Senior Supervisors refer to this manual at all times in the course of discharging their duties.
2. These instructions are to be read in conjunction with the following documents: main questionnaire; short questionnaires; enumerator's instructions manual and any other administrative instructions issued as **Census Circulars**.
3. These guidelines and instructions are intended to assist the supervisory staff to undertake their assignments efficiently. They are consistent with achieving the aim of conducting an accurate and complete census.
4. If training, field supervision and detailed checks are carried out efficiently, your task will be simplified. In an exercise of this kind, it is much better to make sure that nothing goes wrong from the start than to correct mistakes at a later stage.
5. You must impress upon all enumerators that a high standard of work is expected of them and that checks exist to make sure total accuracy is achieved. Let there be no doubt that the prescribed checks will be carried out and that inaccuracies will be discovered. Payment to field staff will be withheld until all errors have been corrected.

Supervision Area

6. The whole country has been sub-divided into **Enumeration Areas (EAs)**. An enumerator is generally responsible for one EA.
7. A number of EAs have been grouped to form a **supervision area**. You will be provided with details of your supervision area by the District Statistical Officer in liaison with District Census Committee (DCC). Coordinators from Kenya National Bureau of Statistics (KNBS) Headquarters will be on the ground to provide technical assistance to the District Statistical Officers during this exercise.
8. A supervisor is responsible for the enumeration work in a supervision area. This means that a supervisor will train and supervise the enumerators in a supervision area. On average a supervision area will have 6 EAs. A Senior Supervisor will be in-charge of about four supervisors. These numbers can vary depending on the area.

9. It is the responsibility of the Senior Supervisors to ensure that training of supervisors and enumerators in their supervision area is conducted properly.
10. It is the responsibility of the supervisors to ensure that training of enumerators in their supervision area is conducted properly.
11. Technically, Enumerators will be answerable to Supervisors. Supervisors will report to Senior Supervisors who in turn will report to District Statistical Officer in liaison with the District Census Committee. The Coordinators from KNBS Headquarters will be on the ground to provide technical assistance to the District Statistical Officers during this exercise.
12. Senior supervisors should ensure that all special population groups i.e. institutions like hospitals, hotels/lodges, prisons etc. in their supervision areas are enumerated. Supervisors should arrange to visit these institutions and consult with the persons in charge before enumeration starts. Ensure that arrangements to enumerate out-door sleepers (vagrants) and travelers in your supervision area are made in consultation with the provincial administration. Instructions on how to enumerate special population groups are detailed in the Enumerator's Instructions Manual.

PART II: ROLE OF THE SENIOR SUPERVISOR AND SUPERVISOR

13. The success of the 2009 Population and Housing Census is dependent on how you execute your duties as supervisors and senior supervisors. It is, therefore, important that you take your roles seriously. There will be occasions when you may have to take actions based on your individual discretion. Make sure that any action you take conforms to and is consistent with the objective of conducting an accurate and complete census. Your roles are discussed in greater detail below.

RESPONSIBILITIES BEFORE ENUMERATION

14. Senior Supervisors

- a) You must understand all census procedures and master the contents of the questionnaires, the Enumerator's Instructions Manual, control forms, population summary forms and this manual.
- b) You should ensure that all materials required both for training of supervisors, enumerators and for actual enumeration in your supervision areas are in place.
- c) You should train the supervisors adequately.
- d) You should liaise with the provincial administration (District Officers, Chiefs, Assistant Chiefs and Village elders) to provide security to all census officials working in your supervision area.
- e) You should ensure that supervisors train enumerators well.
- f) You should liaise with the District Statistical Officer to ensure that all enumerators and supervisors in your supervision area take the **Oath of Secrecy**.
- g) You should ensure that you have the list of enumerators and supervisors working under you and their contacts.
- h) You should ensure that you know your supervisory area well.

15. Supervisors

- a) You should understand the contents of the questionnaires, the Enumerator's Instructions Manual, EA maps, control forms, population summary forms and this manual.
- b) You should train the enumerators adequately.
- c) You should know all the details regarding the EAs in your supervision area i.e. their boundaries, name of each enumerator, the EA assigned to each enumerator and how to get to each EA.
- d) You should liaise with the village elders and the provincial administration on boundary identification and other matters.
- e) You should ensure that all materials required for training of enumerators and for enumeration in your supervision area are in place.
- f) You should ensure that all enumerators have all materials as listed in the Enumerator's Instructions Manual.
- g) You should show each of the enumerators their areas of assignment (EA).
- h) You should with the help of the provincial administration and senior supervisors identify all special population groups, i.e. in institutions, hotels/lodges, travellers, out-door sleepers, etc in your supervision area.
- i) You should make arrangements for enumeration of all special population groups in your supervision area.
- j) Ensure you have a list of the enumerators under you and their contact details.

RESPONSIBILITIES DURING ENUMERATION

16. Senior Supervisors

- a) You should ensure that all personnel in your supervision area have all the necessary materials as listed in the Enumerator's Instructions Manual.
- b) You should ensure that the exercise starts at the agreed time in your supervision area.
- c) You should monitor the work progress. Ensure that you visit all the supervisors in your supervision area within the first day of enumeration.
- d) You should always carry extra census materials to be given to the supervisors in case of shortage.
- e) You should check with the supervisors to ensure that all special population groups in their supervision areas are enumerated on the census night.
- f) You should liaise with the provincial administration to ensure security.
- g) You must check the work of enumerators under each supervisor
- h) You should make sure that everybody in your supervision area has been enumerated.

17. Supervisors

- a) You must continuously edit the work of **ALL** enumerators under you.
- b) You should ensure that each enumerator has all the necessary materials as listed in the Enumerator's Instruction Manual.
- c) You should make sure that the exercise starts at the agreed time in your supervision area.

- d) You should ensure that all special population groups in your area are enumerated on the census night in accordance with the instructions in the Enumerator's Instructions Manual.
- e) You should check and help the enumerators working under you to solve whatever problems they may encounter during enumeration. By the end of the first day of enumeration, you should have checked the work of each enumerator in your supervision area.
- f) You should ensure that you witness at least one interview by each enumerator in your supervision area.
- g) Record details of the work progress, problems encountered and how they were overcome in your notebook.
- h) Always carry extra census materials to be given to the enumerators in case of any shortage.

RESPONSIBILITIES AFTER ENUMERATION

18. Supervisors

- a) You should check to make sure that everybody in your supervision area has been enumerated.
- b) You should collect all books of questionnaires (used, partly used and unused), EA maps and notebooks from the enumerators.
- c) You should edit all questionnaires from each enumerator. In case of any doubt accompany the enumerator to the household concerned to validate/correct the errors.
- d) You should complete Control Forms upon receipt of the questionnaires, EA maps and notebooks. Be satisfied that all questionnaires are completed correctly.
- e) You should prepare population summary forms for your supervision area by sub-location.
- f) Bundle used and partly used books of questionnaires by EAs.
- g) Submit **ALL** the questionnaires (used, partly used and unused), Control Forms, Sub-location Population Summary Forms, EA maps, and the notebooks (including yours) to the Senior Supervisor.
- h) Make sure your notebook bears your name and also for the enumerators.

19. Senior Supervisors

- a) You should ensure that everybody in your supervision area has been enumerated.
- b) You should collect all books of questionnaires (used, partly used and unused), control forms, Sub-location Population Summary Forms, EA maps and notebooks from all the supervisors in your supervision area.
- c) You should prepare control forms upon receipt of the materials from the supervisors.
- d) You should bundle the collected questionnaire books by sub-location into locations.
- e) You should submit all census materials to the District Statistical Officer
- f) You should forward the names of supervisors and enumerators who successfully worked in your supervision area to the Finance Sub – Committee of the DCC

PART III: MAIN CENSUS ACTIVITIES

ACTIVITIES BEFORE ENUMERATION

Dispatch of Census Materials for Enumeration

20. All census materials will be collected from the District Statistical Officer's (DSO's) office.. The senior supervisors will sign for all materials to be used for training and enumeration in their areas. Senior supervisors will distribute materials to supervisors. Similarly, supervisors will give out materials to enumerators. At all these stages, every material must be signed for on receipt and dispatch. Serial numbers of the questionnaire books must be recorded at all stages to ensure that all copies are submitted after enumeration. As senior supervisors and supervisors you should ensure that all materials for your supervision areas are available in sufficient quantities.

21. The materials to be used for training exercise are:

- Field Note books
- Main questionnaire;
- Four short questionnaires for persons in hotels/lodges, travelers and persons on transit, persons of no fixed abode and emigrants.
- Enumerator's Instructions Manual;
- Senior Supervisor's/Supervisor's Instructions Manual(where applicable);
- Identification badges;
- Pencils;
- Erasers;
- Pencil sharpeners;
- EA maps;
- Call back cards for urban areas only;
- Clear document folder
- Chalk/Cards

22. The materials to be used for enumeration exercise are:

- Books of main questionnaire;
- Short questionnaires for persons in hotels/lodges, travelers and persons on transit, persons of no fixed abode and emigrants.
- Field notebooks;
- Enumeration cards for travelers or persons on transit
- Pencils;
- Erasers;
- Pencil sharpeners;
- EA maps of assigned area;
- Call back cards for urban areas only;
- Bag for carrying books of questionnaires.
- Chalk/Cards

Training of Census Personnel

23. Senior supervisors will train supervisors at the district/divisional level. Thereafter the supervisors with the help of the senior supervisors will train enumerators at locational level. A training program has been developed and every trainer will be issued with a copy.
24. Since the training is hierarchical, the trainers at all stages must be thoroughly familiar with the objectives of the census, the questionnaire, the Enumerator's Instructions Manual, Supervisor's Instructions Manual, Control Forms, Population Summary Forms and how to identify EAs on the ground using an EA map.
25. The following are some of the topics to be covered in training:
 - Objectives of the census;
 - Census Organization;
 - General Instructions;
 - Key Concepts;
 - Layout and administration of all questionnaires;
 - Using EA maps to identify areas of assignment;
 - Checking your work;
 - Filling population summaries.

Deployment of Personnel

26. Recruitment and deployment of supervisors and enumerators has been done. All Supervisors should ensure that enumerators are deployed in their areas of usual residence. This will increase their productivity, as enumerators will be accepted by the local people, in addition to traveling short distances before and after work.
27. The supervisors must be familiar with all the enumerators and know EAs assigned to each enumerator. During training you may have identified some enumerators who require more assistance during enumeration. Ensure that you visit them regularly to check their work and offer assistance whenever necessary. You must however check on the work of each and every enumerator on a daily basis to ensure consistency.

Identification of Enumeration Areas

28. During training, the enumerators will be trained on how to use EA maps to identify enumeration areas assigned to them on the ground. Make sure that EA boundaries are clear to all (enumerators, supervisors and provincial administration). The EA map will guide you. In most cases the boundaries will follow easily identifiable physical features such as rivers, streams, roads, paths, etc. Where they follow imaginary lines that are not easily identifiable on the ground, your EA map will show some housing structures/homesteads on either side of the imaginary boundaries to help you locate them.
29. Two days have been allocated (after enumerators training) to ensure that all enumerators know their areas of assignment. After training of enumerators, supervisors will show all

enumerators their EA boundaries. During the same time the Assistant Chiefs and Village Elders will be assisting in boundary identification. Please ensure that all enumerators know their boundaries well. In case of any difficulty, please consult with Chiefs, Senior Supervisors and Kenya National Bureau of Statistics officers who will be available in the district for technical backup.

Identification of Areas with Special Population Groups

30. Acquaint yourself with problematic areas and identify locations of outdoor sleepers (homeless) and major bus stops in your supervision areas. Also identify location of special population like hotel/lodges, prison/police cell, hospitals etc. It's important that senior supervisors consult with them.
- 31 Supervisors should identify all types of special population in their areas of supervision. Special population groups are persons who will not spend census night in a conventional household as defined in the Enumerator's Instructions Manual. The supervisors should make arrangements to enumerate all special population groups on the census night.

ACTIVITIES DURING ENUMERATION

Starting Time and Monitoring

32. Ideally, enumeration is supposed to start at mid-night of 24th /25th August 2009. However, due to difficulty circumstances in different areas, the starting time of enumeration is left to the discretion of the District Census Committees and Divisional Census Committees. Starting time will be conveyed to supervisors and senior supervisors during training. Once agreed upon please ensure that starting time is adhered to in your supervision area.
33. You will visit each Enumerator at least once during the first day of enumeration. It is important to make these visits early. You must witness at least one interview session of each of the Enumerators under you. You should not interrupt an Enumerator during an interview but wait until he/she finishes the interview. You must also check on each enumerator's work during the first day to confirm they are undertaking the exercise correctly.
34. Keep a close watch on the progress of work. An enumerator should complete enumeration within three days under normal circumstances. Encourage them to maintain this pace.
35. Enumerators should have no difficulty covering their areas within the seven days allocated for the enumeration, but in case there is an interruption e.g. an enumerator falls sick or there is heavy rain, enumeration will slow down. In this case, you must report promptly to the Senior Supervisor or the ADCO so that appropriate action may be taken.

36. You should always carry with you some reserve materials like books of questionnaires, training manuals, pencils, erasers, etc. you when going round in your supervision area. In case you give out extra books of the questionnaires to an Enumerator, you must note down the serial numbers of the book(s) in the control form.

Problems and Ways of Helping

37. You are responsible for dealing speedily with any difficulties that may arise in your supervision area. You must therefore be readily accessible. Always leave word as to where you are going within the supervision area and where you can be found. Your telephone number should be given to each enumerator and your supervisor.

38. Since you are responsible for the smooth running of enumeration work in your supervision area, it is important to attend to all issues that may arise. For example, if an enumerator has a problem with members of the public, he/she will report this to you. You should tackle the problem immediately.

39. If in spite of your best efforts, the person still refuses to cooperate or continues to obstruct the enumerator, make a note of the incident, instruct the enumerator to carry on with the next household, and inform your Supervisor as soon as possible.

Consistency Checks

40. In the course of your visits to inspect the completeness of coverage, randomly select at least three household numbers in each EA and inquire as to the number of persons who spent the Census Night in the selected households. When you meet the Enumerator, check your information against the record. If there are discrepancies, inquire from the household(s) concerned if necessary, and set the records straight. Every supervisor will be given some questionnaires to use for consistency checks during household visits.

41. In the course of each visit to an Enumerator, you should sit in during an interview and make sure that he/she is doing his/her work properly. Pay particular attention to the way in which the Enumerator asks the questions. The questions ought to flow in the same order and in the same way as they are set out in the questionnaire and in the enumerator's instructions manual. Check that he/she is translating them accurately and that his/her phrasing of questions for instance in vernacular agrees with the sense of the written English. Check that he/she is asking all the questions. He/she must not assume the answers. For example, he/she must not assume that because a woman is aged 19 and is single then she has not given birth.

42. In households where the Enumerator has to estimate the ages of respondents you should independently estimate the ages and check them afterwards against the ages the Enumerator had recorded. Check that he/she is not rounding up ages and if the two sets of estimates vary significantly, discuss the reasoning with him/her and ask the respondent further questions if necessary.

43. Next, check internal consistency on questionnaires already completed. Supervisors should ensure that they check and edit all the questionnaires in their supervision area. Make sure that no men are recorded as having borne children, that children are not reported as older than their parents, that there are entries in columns (P24 to P36) for all females aged twelve years and over, and so on.
44. Do not pass poor work. If an Enumerator's work is sub-standard and you think he/she is incapable of improving or unwilling to do so, you should discuss with your senior supervisor. If the Enumerator has made minor errors that can easily be corrected, warn him/her that the work must be improved on.
45. To make sure that the Enumerator covers all important points, you should randomly select completed questionnaires and check that:
- The identification information on the questionnaires is correctly completed;
 - All entries are clear and legible;
 - The Enumerator has started entries for each household on a new questionnaire.
 - Columns P00 to P23 are entered for all persons;
 - The entries are compatible with age and relationship;
 - The entries are compatible with one another, e.g. woman's age and the number of her children in the household.

ACTIVITIES AFTER ENUMERATION

46. After the last day of enumeration, supervisors should liaise with chiefs and assistant chiefs to check reports of people who have not been enumerated. Make arrangements for their enumeration.

Receipt of Census Materials

47. All enumerators should submit their census materials to the supervisors. The supervisors should collect all books of questionnaires (used, partly used and unused) as per the list of distribution. Supervisors should ensure that no sheet is loose, and if so, attach it immediately to the relevant books with staples. The supervisors will hand over the books of questionnaires (used, partly used and unused) to the senior supervisor. They will in turn hand over these materials to the District Statistical Officers (DSOs) for onward transportation to the KNBS Headquarters.
48. The books of questionnaires should be arranged in order by code i.e. by EA, sub-location, location, division and then district. Then by serial number with lowest code first and then put in census boxes to be handed over to the next level.
49. EA maps should be handed back including any amendments you or enumerators may have made on the maps.

50. If you find any errors during your checks on internal consistency, you will check every single questionnaire the enumerator has completed. It is important to check the work as early as possible to avoid consequences of poor work by enumerators.

Update of Control Forms and Compilation of Population Figures

51. On receipt of the census materials i.e. books of questionnaires and EA maps, update control forms by recording the particulars of the materials submitted and their source i.e. EA/sub-location.

52. Upon your satisfaction that all is in order, the senior supervisor/supervisor will confirm the summary totals on cover of books of questionnaires, writing over them in ink so that they do not fade. You will then sign each completed or partly completed book on the front cover as certification that all is well and that the checks have been carried out.

53. Senior supervisors and supervisors will compile population statistics for every sub-location.

54. The supervisors should submit the arranged books of questionnaires, control forms, provisional results (population statistics), and field notebooks to the senior supervisor who will in turn submit their work to the District Statistical Officer.

55. When you have answered any queries, which may arise about the enumeration, your responsibility to the DCC will have been accomplished.

REMEMBER THE SUCCESS OF THIS EXERCISE DEPENDS ON COOPERATION, COMMITMENT AND DEDICATION OF ALL PEOPLE CONCERNED.

LET US COMMIT OURSELVES TO DELIVER A SUCCESSFUL AND CREDIBLE CENSUS FOR THE PEOPLE OF KENYA.

APPENDIX 1: CONTROL FORMS

