



REPUBLIC OF KENYA

KENYA POPULATION CENSUS 1989

**SUPERVISOR'S
INSTRUCTIONS
MANUAL**

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Part 1

INTRODUCTION

General Rules

1. These instructions are to be studied with the Questionnaire and Enumerator's Instructions and with administrative instructions which will be issued from time to time as Census Circulars.
2. Instructions for the conduct of the enumeration are devised so as to make as few demands as possible on the supervisory staff consistent with achieving our aim of conducting an accurate census.
3. If recruitment, training, field supervision and the detailed checks are carried through efficiently, your task will be very much simplified. It is far easier in an operation of this kind to make sure that nothing goes wrong than to correct mistakes at a later stage.
4. Please impress upon all the enumerators that a high standard of work is expected and that checks exist to make sure we achieve total accuracy. Let there be no doubt that the checks prescribed will be carried out and that inaccuracies will be discovered. Payment to field staff will be withheld until mistakes have been corrected.

SUPERVISION AREA

5. The whole country has been divided into enumeration areas and an Enumerator is principally responsible for the enumeration in one such area.
6. A group of enumeration areas have been curved together to form a supervision area and you will be provided with a sub-location map showing your supervision area.
7. One supervisor is responsible for the enumeration work in one supervision area. This means that one supervisor will check and supervise the enumeration work within that supervision area. The number of enumeration areas in any given supervision area will be about 3 to 5.
8. You will be trained earlier than the enumerators to prepare you for training them. The training will be done by highly trained officers and will be held at the district headquarters. All supervisors will attend.
9. The District Census Officer might appoint you to cover Institutions like hospitals, hotels etc. in your area. Before enumeration starts, visit these institutions and consult with the person in charge. Further instruction on this is given in the manual.

Part II

ROLE OF THE SUPERVISOR

10. Your work as a supervisor is vital in ensuring that the enumeration is done properly by the enumerator. You will be required to see to it that each enumerator works according to the laid down instructions. You should check and supervise the enumeration work thoroughly well.
11. These issues are discussed in greater detail below. It should be remembered that no instructions will cover every eventuality and there will be occasions when you have to take action on your own initiative. Make sure that any action you take accords with the instructions and is consistent with our objective which is an efficiently run and accurate Census.
12. **Specific Responsibilities (before Enumeration)**
 - (a) You are to master the contents of the Questionnaire and the enumerator's manuals.

(b) You are required to know all details regarding the E.As, their boundaries, the name of each enumerator and the E.A. assigned to each one of them, how to get to the E.A. e.t.c.

(c) You are to help in the recruitment of Enumerators.

(d) You are to help in the training of enumerators

13. Responsibilities (during enumeration)

(a) To be in contact with the Enumerators all the time.

(b) To make sure that each enumerator has the necessary materials as listed in the Enumerator's Instructions manual.

(c) Check and help the enumerators solve whatever problems they may come across during the field work.

14. Responsibilities (after enumeration)

(a) Collect all Questionnaires and other census materials from your supervision area and forward them to the District Census Officer / Assistant District Census Officer.

(b) You have to update your control form for receipt of materials from the enumerators.

Part III

ACTIVITIES BEFORE ENUMERATION

General Rules

15. You as well as the enumerators will arrive in your respective sub-locations some days before the census night (night of 24/25 August 1989)

16. You should try to get accommodation for yourself near the geographical centre of your supervision area to facilitate your movements.

17. You must inform your enumerators as well as the senior supervisor and DCO/ADCO, where you have settled.

18. You should then contact Sub-location officials to;

(a) Introduce yourself to the local leaders

(b) Inform them about Census. (Note most of these people will have been made aware through publicity about census).

19. Get yourself oriented about problem areas, for example that a group of migratory population is moving around in the area or that there is a small settlement in a remote area in the sub-location and also take note to identify locations of outdoor sleepers (homeless) and inform the DCO/ADCO.

Census Documents

20. Before training starts, you must be thoroughly familiar with the purpose of the census, with the Questionnaire, with the enumerator's manual and with this manual.

21. Familiarize yourself with the layout of the questionnaire. Enumerator's manual is the key document in the census after the questionnaire itself. There is no question or problem likely to rise that cannot be dealt with by referring to it.

You are required to master this document.

Enumeration Area

22. Make sure that E.A. boundaries are clear to you. The E.A. map will guide you but in most cases the boundaries will follow easily identifiable physical features such as rivers, streams, roads and paths. Where they follow imaginary lines which are not easily identifiable on the ground consult your map, some households will be shown along these 'imaginary' boundaries to help you identify the E.A.
23. You will be required to explain these boundaries to your enumerators.

Recruitment

24. Emphasis is laid on recruiting people with at least Div. 3 in 'O' level preferably teachers from the same Sub-location as enumerators. Your duty will be to help the DCO to identify these persons.
25. Listed below are guides to help you identify such a person. The enumerator, who may be a man or woman, must satisfy the following criteria;
 - (a) He/She must be mature, must have secondary school education (division three) preferably a teacher.
 - (b) He/She must be a resident of the sub-location in which he/she will be working, and must be acceptable to all sections of the community in which he/she will be working.
 - (c) He/She must speak the dialect of the area.
 - (d) He/She must be available full time for the census.
 - (e) The work is demanding and the enumerator must be physically fit and of even temperament.
 - (f) Persons engaged in essential services should not be recruited except those from Institutions from which enumerators have been identified and trained to cover them.

Part IV

DUTIES DURING ENUMERATION

General Rules in the Field

26. You should carry some reserve material like spare questionnaires, booklets, manuals e.t.c. with you when you are travelling in your supervision area. In case you give out extra booklets of the questionnaires to an enumerator, remember to note down the serial numbers of these booklets in the control form.
27. You are responsible for dealing speedily with any difficulties which may arise. You must therefore be readily accessible. Always leave a word as to where you are going and when you will be back.
28. You are responsible, for the smooth running of enumeration work in your supervision area, 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.
29. 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, tell the enumerator to carry on with the next household and inform the senior supervisor as soon as possible.
30. It is sometimes difficult to find an enumerator in the field. Make firm appointments and keep them otherwise much time will be wasted and the enumerator's work may be slowed down.
31. Keep a close watch on progress. EAs have been designed to include about five hundred persons or one hundred households and an enumerator should cover at least twenty five households per day in normal conditions. Keep them up to this schedule.
32. Enumerators should have no difficulty covering their areas within the six days allowed for the

enumeration, but in case an enumerator falls sick or there is heavy rain, enumeration will slow down. In this case, you must report early to the D.C.O./A.D.C.O. or the senior supervisor so that appropriate action may be taken.

33. Instruct enumerators to stop work at the time people lock up for the night and retire to bed - the exact time will vary from place to place and is left to the discretion of supervising officers. In some areas it may be necessary to stop work before 10.00 p.m for security reasons.
34. By the end of the enumeration you must be sure that every household in the EA has been visited and the main structure bears the chalk marking household number and that the inhabitants have been enumerated.

Specific duties in the field

35. For the purpose of this Census, the unit of enumeration is the individual. But in private dwelling units/homesteads an additional unit of enumeration in which persons will be identified is the household. In institutions the additional unit is hall of residence and for outdoor sleepers it is their location. Make yourself familiar with the definition of the term household as given in the Enumerator's manual.
36. You will visit each enumerator at least once during the first two days of enumeration. It is important to make these visits early. You must observe at least one interview of each of the enumerators under you. You should not interrupt an enumerator during an interview but wait until he/she finishes.
37. Listen and note whether he/she is conducting the interview and recording the responses according to the instructions. Try as much as possible to determine whether the enumerator is asking the questions correctly.
38. In the course of your visit to the field staff you will:
 - (a) Satisfy yourself by personal inspection and enquiry that all inhabited places are being visited.
 - (b) Check the maps and correct them if necessary.
 - (c) Satisfy yourself that by the end of the enumeration every dwelling unit/homestead has been visited and the inhabitants have been enumerated.

39. Who is a member of an Institution

For the purpose of the Census any inmate of an institution who slept in that particular institution on Census Night should be considered as a member of that institution and enumerated as such. The following are institutions.

- (a) Educational Institutions, e.g Boarding Schools, Universities, Training colleges, Blind schools, seminaries, convents, children's homes, Orphanages, Nurseries, Remand Homes, Industrial Schools, Hostels, (e.g Y.W.C.A), etc.
 - (b) Service Barracks including Army Camps, Military Academies, Police Training Schools, Colleges, Prisons and G.S.U. camps.
 - (c) Hospitals including Mental Hospitals, Maternity Homes, Health centres, Divine Healers and Herbalists, Establishments, Rehabilitation Centres and Similar institutions for the physically and mentally handicapped, and convalescent Homes.
40. If you have been assigned the job of enumerating people in institutions, issue books of questionnaires sufficient for all persons in the institution to the selected enumerator (This person must be a member of this institution who has already attended training as an enumerator) to enumerate the people there. You will also be responsible for collecting this work from the Institution.
 41. For the enumeration of persons in smaller institutions like rural health centres assign an enumerator to enumerate the people. In the case of hotels, it is your responsibility to see that sufficient questionnaires and envelopes are issued to managers before Census Night so as to be issued to each guest. The Manager will distribute the forms to his guests, who are in turn required to complete the questionnaires and deposit them with the Manager on the morning after Census Night. Arrange to recover the envelopes as soon as possible. Check against the hotel register that there is one envelop for each guest for any room that was occupied on Census Night. Bundle the envelopes and mark them clearly with the name of the hotel and return to the D.C.O. at the end of the enumeration. Check the questionnaires and ascertain whether they have been filled correctly. Do not leave it to Hotel staff.

Hotel staff will be responsible only for issuing and collecting the forms.

42. Persons in boarding or lodging houses who cook for themselves should be enumerated in the ordinary way through interview. It is a matter of convenience and you should treat each case on its merits. It is important that no one is omitted.

TO CHECK THAT COVERAGE IS COMPLETE

43. In the course of your visits to inspect the completeness or coverage, randomly select three or four household numbers in each EA and enquire as to the number of persons who were present at midnight on the Census Night in the selected households. When you see the enumerator, check your figures against the record. If there are discrepancies, enquire into them, returning to the household concerned if necessary, and set the record straight.

Check that reporting is accurate

44. In addition to checking the completeness or coverage, you are required to check the accuracy of the reporting.
45. In the course of each visit to an enumerator you will be present during a complete interview and make sure that he is doing his work properly. Pay particular attention to the way in which the enumerator asks the questions. He/she ought to ask them in the same order and in the same way as they are set out on the Questionnaire and in Enumerator's Instructions. Check that he/she is translating them accurately and that his/her phrasing of questions in the vernacular accords 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 that she has not borne a child.
46. In households where the enumerator has to estimate the ages of respondents you should independently form your own estimates of age and check them afterwards against the ages the enumerator has recorded. Check that he/she is not rounding ages up or down and if the two sets of estimates vary significantly discuss the reasoning with the enumerator and ask further questions of the respondent if need be.
47. Discuss and put right any errors after the interview. Do not interrupt the interview as this upsets both enumerator and respondent.
48. When you have sat through an interview write 'Present at interview' at the top of the completed questionnaire for the households. This will enable others to check the quality of your inspection.

Internal Consistency Check

49. Next, check internal consistency on questionnaires already completed. Make sure that no men are recorded as having borne children, that children do not appear older than their parents, that there are entries in columns (P40 to P51) for all women and girls aged twelve years and over- and so on.
50. Make this check on three questionnaires in each book that has been completed or partly completed. Select the questionnaires at random. Note and correct mistakes. A mistake is an error or omission which cannot be corrected except by going back to the household concerned - for example, if an enumerator has recorded a woman as aged 22 but has made no entries in columns (P40 to P51) he/she has made a mistake. Send him/her back to correct it.
51. When you have completed this check write 'Checked' at the top of the questionnaire and sign and date it.
52. *Do not pass poor work.* If an enumerator's work is bad and you think he or she is incapable of improving or unwilling to do so you should at once replace him with one of the extra enumerators and report the fact to the District Census Officer. If the enumerator has made small errors which can easily be put right, warn him or her that the work must be improved if it is to be passed at the end and the person to be paid.
53. If you find any mistakes during your check on internal consistency you will check every single questionnaire the enumerator has completed. It will pay you, therefore, to make your checks early.
54. To make sure that all important points are covered by the enumerator during enumeration, you should randomly select questionnaires completed and check on the following
 - (a) that the identification information on the questionnaires has been correctly completed.
 - (b) that all entries are clear and legible
 - (c) that he/she has started entries for each household on a new page.

55. Examine one questionnaire book in detail and
- (i) *check if columns P00 to P18 are entered for all persons.*
 - (ii) *check if the entries are compatible with the persons age and relationship*
 - (iii) *check if entries have been made of all women and girls aged twelve years and over in columns P40 to P51*
 - (iv) *Check if the entries are compatible with one another, with the woman's age and with the number of her children in the household.*

The Inspection of work in your Supervision Area

56. If you discover mistakes during checks you will have,
- (a) *to correct minor errors on the spot or*
 - (b) *you will send the enumerator back to put things right if you can not correct the error on the spot*
or
 - (c) *You will have to replace the enumerator and to report the fact if his work cannot be corrected*
 - (d) *Record the action you take. In case of doubt, you should consult with the senior supervisor, D.C.O. or Assistant D.C.O. as soon as may be practicable.*
57. The check list of questions is a long one. There will be much less work if supervisors make their visits early because there will be fewer records to check. Early visits pay.
58. When you are satisfied and have recorded any action you have taken you should make sure that the enumerator takes appropriate action to correct any mistakes.
59. When you have completed the first round of visits you will start a second round to make sure that all continues to go well. You may not have time to visit all enumerators, but you must, whatever happens, visit the three weakest enumerators and any others who are having difficulty.

At the end of the enumeration

60. When an enumerator has finished work he or she will report to you and it will be your responsibility to check that:
- (a) *all questionnaire books are returned.*
 - (b) *all questionnaires are still in the book and that none has been taken out.*
 - (c) *all questionnaires have been properly completed.*
 - (d) *details on the front cover have been properly entered and that totals are correct.*
61. If any book is mutilated or missing, note the fact. Missing books must be found to ascertain that they contain no data. Send the enumerator back to find missing books and to correct mistakes.
62. When you are satisfied that all is in order you will confirm the summary totals, 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 certificate that all is well and that the checks have been carried out.
63. You will then report to the senior supervisor, or Assistant D.C.O or D.C.O together with your enumerators and all the accountable field materials.
64. You are required to hand in the following:
- (a) *Questionnaire books - used, partly used and unused*
 - (b) *A complete set of annotated E.A. maps*
- It will be easier if you arranged all your materials according to E.As before handing them in to the D.C.O. or assistant D.C.O.*
65. When you have answered any queries which may arise about the enumeration, your responsibility to the D.C.O. will have been accomplished.

REMEMBER: THE SUCCESS OF THIS EXERCISE DEPENDS ON YOU.