



YOU COUNT, GET COUNTED



2021 POPULATION AND HOUSING CENSUS

Checklist

Guidelines

FIELD OPERATIONS HANDBOOK



GHANA STATISTICAL SERVICE

MARCH 2021

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Preface

Population and housing censuses are the foundation of statistical systems, which provide standards of a country's population and housing stock. In addition, they provide baseline

data and indicators about key national policies and programmes.

For the effective implementation of a huge national project such as a population and housing census, it was necessary to prepare the required documents in forms of policy, programme and strategies to facilitate implementation of an efficient, cost effectiveness and timeliness of the census process. However, one of the critical aspects of the census implementation is field operations. It is well-known that an effective and efficient field operations will ensure total coverage and maintain quality - both in coverage and content.

In addition, this handbook provides census officials a detailed overview of the census programme, from planning stage through development of key documents to implementation. The enormity of the census work, especially at the field data collection phase makes it necessary to provide a step-by-step approach, in translating planned strategies into action to engender the achievement of the overarching goal of the census which is complete accurate listing of all structures, enumeration of all structures and households and individuals.

This reference book has outlined key strategies and procedures on how to obtain and handle logistics through to payment of allowances. In addition, this document has developed a specific guideline, the processes and the techniques of census management on training, recruitment and collection and compilation of data. It is important to note that it is the desire of the 2021 PHC Management team to have the census implemented in a timely, cost effective fashion.

It worth noting that each topic has been prepared and presented in relation to the basic principles and practices of field operations in times of population and housing census. This strategy has provided a credible framework and a set of techniques for monitoring, evaluating and reporting on the performance of the census field work. This in turn is expected to streamline the various programme activities of the census.

With the design and launching of this handbook, we expect all census officials, especially centre leads/district field supervisors, district census officers, regional field supervisors, zonal field coordinators and field monitors to be guided with the key procedures and instructions in their respective every-day's work to optimize performance at every stage of the census. One of the key benefits of this handbook is that it has been systematically indexed so that it can serve as an accurate handbook to drive fieldwork with a complete coverage and quality assurance outcomes.

Prof. Samuel Kobina Annim
Government Statistician and Chief Census Officer

Acknowledgements

A number of individuals have contributed in putting this handbook together and we do recognize their contributions. As the Government Statistician and Chief Census Officer, who superintended this publication, the invaluable contributions these individuals have made to this document are deeply acknowledged for their best knowledge, skills, competencies, experiences and practices.

The preparation of this Handbook would not have been possible without the contributions of the authors with whom we have been privileged to have on the Census 2021. We acknowledge the enthusiasm of our five Chief Trainers: Mr. Peter Takyi Peparah, Mr. Godwin Odei Gyebi, Mr. Owusu Kagya, Mrs. Abena Asamoabea Osei-Akoto and Mrs. Jacqueline Anum. Indeed, we are grateful for their individual and collective contributions.

The Handbook would not have been possible without the support of our special Deputy Chief Trainers; Ing. Godfred Fiifi Boadi, Mr. Moses Teye-Ankam Ansah, Mr. Francis Ahiamatah, Mr. Patrick Adzorvor, and Mrs. Sarah Woode.

We also acknowledge the contributions of our Information Technology and Data Processing work streams. The reality check reveals the immense assistance provided by our CAPI Trainers: Mr. Kwamena Leo Arkafra, Mr. Ernest Enyan, Mrs Samilia Mintah and Mr. Yaw Misefa.

We would like to show our endless gratitude to the following for their great contributions: Sixtus Jeremiah Dery, Christopher Amewu, Priscilla Opoku, Vincent Nii Armah Otoo, Anthony Ankomah, Augustine Amedzi, Abdul-Razak Mohammed, Selaseh Pasher Akaho.

We take this opportunity to show our gratitude to Census Secretariat staff including Mr. Emmanuel George Ossei, Ms Ruby Ankomah Ayew and Ms. Alberta Seckey.

Last but by no means least, the invaluable guidance and help of the 2021 Management/Census Coordinating Team (CCT): Dr. Collins Opiyo-CTA, Mrs. Araba Forson, Dr. Pearl Kyei, Mr. Kofi Agyeman-Duah and Dr. Asare Opoku Manu.

The efforts and sacrifices of staff of the Government Statistician and Chief Census Officer secretariat with reference to: Mrs. Helen Ayitevi and Mrs. Vida Gyamfi cannot go unidentified and acknowledged. We say thank you to you all.

Prof. Samuel Kobina Annim
Government Statistician and Chief Census Officer

CHAPTER ONE

1 INTRODUCTION

1.1 Background

Pivotal to the 2021 Population and Housing Census (PHC) is field operations, as data collection is based on a face-to-face interaction between enumerators and respondents. In view of the enormity, complexity and restricted short duration in implementing planned activities in the field, it is imperative to document the systems, procedures, activities, alternative options and mitigation strategies to be employed for all field engagements specifically, training, and data collection. This underscores the preparation of this Field Operations Handbook which provides a step-by-step approach, in translating planned strategies into action to engender the achievement of the overarching goal of the census which is complete and accurate listing of all structures and counting of all persons in Ghana.

The success of field operations in the 2021 PHC is intrinsically linked to the activities of the other workstreams of the Census namely Recruitment, Training, Publicity, Education and Advocacy (PEA), Logistics, Administration and Finance (LAF), Census Mapping, Information and Technology and Data Processing (IT Infrastructure, CAPI Application and Data Processing) and Monitoring, Evaluation, Reporting and Quality Assurance (MERQA). This dependency requires a functional working relationship across the workstreams and appreciation of the systems, processes, activities, constraints and risks of all the other workstreams. The use of this Handbook will therefore require cross reference with the strategies and achievements of the other workstreams.

1.2 Goal and specific objectives

The main goal of field operations is to achieve complete coverage and ensure the collection of quality data during the 2021 Population and Housing Census (PHC).

The specific objectives are to:

1. Provide a step-by-step guidance for the conduct of training in all the over 1,500 classrooms to be used to equip 75,000 trainees with knowledge and skills for data collection;
2. Prescribe the rubrics for tackling both anticipated and unanticipated field occurrences;
3. Determine strategies on identifying and providing guidance on the enumeration of special areas and groups of persons;
4. Establish processes for tracking the transmission of data to the server and receiving feedback;
5. Determine modes of communication and adherence to prescribe protocols during field operations;
6. Provide direction on interventions to receive the cooperation of key focal persons in all the over 130,000 localities in Ghana; and
7. Outline strategies that supervisors and monitors will deploy to correct errors during data collection.

1.3 Users of the Handbook

This Handbook has been developed to guide the monitoring and implementation of activities at all three major phases of the 2021 PHC i.e., pre-enumeration period, during enumeration and post enumeration and by key persons including, members of the Board and Management of the Ghana Statistical Service, International Independent Monitors and members of the 2021 PHC Workstreams, National Monitors, Zonal

Monitors, Regional level monitors (Regional Census Officers and Regional Field Supervisors), and District Level Training Team (Centre Leads, Facilitators, DDQMT).

1.4 Structure of the Handbook

The Handbook has nine chapters and some appendices:

- Chapter one provides the background, objectives, users of the handbook and how it has been structured.
- Chapter two provides an overview of the overall strategy of the field operations strategy which covers five thematic areas.
- Chapter three details activities before training.
- Chapter four deals with activities during training including the guidelines for managing a training centre as well as guidelines for planning debriefing meetings.
- Chapter five focuses on the transitional period between training and field work.
- Chapter six provides strategies during field work.
- Chapter seven describes Post field work and Post enumeration survey strategies.
- Chapter eight has the monitoring and supervision models, the roles and responsibilities of the five identified levels of supervision.
- Chapter nine presents risk profiling for anticipated risk and their mitigating measures thereof.
- The appendices include statistical regions with and the field operations checklist.

CHAPTER TWO

2 Census Glossary

This section has been included to provide understanding of terminologies and language to the users of this handbook.

C

CAPI (Computer-Assisted-Personal-Interviewing)

A technology that uses mobile devices (personal digital assistants, laptops, tablets, and smartphones) and internet or cellular networks to enable field officers to collect data on the field.

Call back card

A card left with neighbours of residents who are not at home when the enumerator arrives to indicate when the enumerator will return.

Call Centre

Helpline set up to respond to requests, enquiries, and complaints from the public. During data collection, the call centre will be used to field reports from individuals/households who suspect that they have not been enumerated.

Canvassing

Process of moving within and around an enumeration area to identify the boundaries, major landmarks, and positioning of structures.

Census

The process of systematically counting (enumerating) all persons within a population and recording information on selected characteristics.

Census Night

Census Night is the reference point for census enumeration and all questions in the census will relate to that night. Everyone must take note of the Census Night date and remember to answer the questions accurately during enumeration. Reference the Census Night is necessary to tell a complete and accurate story about the population in Ghana for the 2021 PHC.

Census Secretariat

Unit providing administrative and operational support to the implementation of the 2021 Population and Housing Census (PHC) operations and ensuring information flow across all entities and persons involved in the implementation of the census.

Census stakeholders

Major users of census data, persons and institutions participating in the census operations and the public.

Census partners

Institutions or persons strategically supporting the census through the provision of technical, human, financial, and/or logistical resources.

Certificate of enumeration

Document given to floating populations who are enumerated on Census Night. The purpose of issuing the certificate of enumeration is to avoid

omissions and double counting of the population. Respondents are requested to keep the certificate of enumeration until the census exercise has ended so that they can show the certificate to any Census Official to clear any doubt of his/her enumeration when the need arises.

Chief Census Officer

Census official responsible for providing overall strategic direction, operational leadership, contributing to technical engagements, and ensuring financial haven for the Census undertaking. The Chief Census Officer for the 2021 PHC is the Government Statistician who is mandated by the Statistical Service Act to conduct a census every 10 years.

Complete coverage

This refers to the listing of all structures and households and enumeration of all persons in the country. The 2021 PHC aims to achieve complete coverage i.e. to count all persons who spend Census Night in Ghana

Complete count champion (CCC)

Volunteers who commit to the Census at the National or regional or district or local governments to increase awareness and motivate residents to participate and respond to the 2021 Census questions. They will play an integral part in ensuring a complete and accurate count of the people in the communities for the 2021 PHC.

Confidentiality

Legal restriction on publishing particulars on individuals. Only aggregated data will be reported for the 2021 PHC so the Ghana

Statistical Service is required to ensure that personal details are protected and removed from any information used in its work or shared with other users.

Consultative meetings with stakeholders

Meeting where census officials sensitise key stakeholders on the importance of the census and discuss strategic areas where stakeholders can support the census.

D

Data collection

The process of recording information on structures and households. The information will be recorded by census officials known as enumerators who will visit all structures and households and elicit the information from an adult member of the household.

Decennial census

A census that is held every ten (10) years. The Statistical Service Act mandates that Ghana carries out a Population and Housing Census every 10 year.

De facto count

Also known as a population present count. The mode of counting where people are enumerated at the place where they are found on Census

Night, i.e. where they spent the Census Night. This mode of counting reduces the incidence of double counting or missing people.

De facto household population

These are persons that spent Census Night in a particular household. The de facto population comprises usual members that were present and visitors.

District Census Implementation Committee (DCIC)

A committee set up to decentralize the management and supervision census implementation in the region. The responsibilities of the DCIC include coordinating publicity; monitoring field activities; assisting with the recruitment of census field personnel in the districts; mobilising resources; providing logistical support; reporting on the status of census implementation to the National Census Secretariat, securing storage facilities and offices and ensuring complete and accurate data is collected.

District Census Officer (DCO)

An official whose function is to handle administrative activities within the district of assignment, and act as the mediator between the Field Officers and the Regional Census Officer. He/she is responsible for all aspects of Census work in the district. The DCO takes charge of issues relating to the Census with the support of the DCIC.

District Data Quality Management Team (DDQMT)

The team responsible for ensuring that technical issue

s and challenges arising during field work are resolved promptly and that there is complete coverage and accurate data collected within the district, monitoring the work of the Data Field Officers for quality and timely completion and ensuring that all logistics are returned at the end of field work.

Difficulties in performing activities

This refers to inabilities or restrictions in the performance of specific tasks/activities (seeing, hearing, walking, and climbing stairs, remembering, and concentrating, self-care and speech) due to loss of function of any part of the body because of impairment or malformation. This excludes persons who do not have difficulties when using assistive devices e.g. a person who sees clearly when they wear eyeglasses will not be classified as having difficulty seeing.

Digital Census

A census that involves the use of technology for data collection as recommended by the United Nations for data collection. For the 2021 PHC, tablets will be used for data capture and Geographic Positioning System to capture the location of all structures.

Dwelling unit

A separate and independent space that can serve as a home or residence. Dwelling units may have one or more rooms that are occupied or not occupied. A dwelling unit occupied by residents is known as a housing unit.

E

Economic Activity

Any work that contributes to economic production of goods and services. Economic activity refers to work that produces output and as such excludes activities such as studying and begging.

Emigrant

Ghanaians who were once usual members of a household but have currently moved to live continuously outside the borders of Ghana for 12 months or more or have the intention to live continuously for 12 months or more. For the 2021 PHC, information will be collected on emigrants, but they will not be counted as part of the population unless they were present in Ghana on Census Night.

Enumeration

The collection of detailed information on structures, households, and individuals.

Enumeration area (EA)

An enumeration area is the smallest geographical area with a well-defined boundary and features that is assigned to an enumerator which can easily be canvassed and enumerated during the data collection period. Each enumeration area will be assigned one primary enumerator who will be responsible for listing of all structures and enumeration of all households in the EA.

Enumerator

The census official who is responsible for collecting detailed information on structures, households, and individuals within an enumeration area.

F

Floating population

Floating populations who are found outdoors or in transit on Census Night i.e. persons who were in transit on the Census Night e.g. at sea, on buses, railway stations, lorry parks etc.

G

Group quarters

Persons who live as a group in an institution but do not form a household.

Ghana Statistical Service (GSS)

National Statistical Office in Ghana and lead implementing agency for the 2021 PHC. The mandate of Ghana Statistical Service to provide comprehensive, reliable, quality, relevant, accurate and timely statistical information to guide national development as stipulated in Clause 3 of the Statistical Service Act, 2019 (Act 1003).

H

Hard to count populations

These are population groups that are challenging to count that require targeted strategies during data collection to ensure that complete coverage is achieved. These groups are hard to count due to one or more of the following characteristics:

- Hard to locate: populations whose locations are challenging to identify such as the homeless, nomadic populations, and stigmatized groups.
- Hard to contact: populations that are difficult to access when located such as residents in gated communities.
- Hard to persuade: populations that are reluctant to participate in the census due to mistrust of the government, lack of awareness of the importance, or a belief they do not have enough time.
- Hard to interview: populations that are difficult to interview due to language barriers, low literacy, or other intellectual disabilities.

Homeless household

Households who do not have an enclosed residence and who sleep outdoors in a fixed location each night.

Household

A person living alone, or a group of two or more persons living together who make common provision for food or other essentials for living and recognise one person as the household head.

Household head

Member of the household who is acknowledged by the other members as the head and has the primary responsibility for making major decisions on the household's living arrangements.

Household roster

List of all persons in the household at the time of enumeration. To facilitate enumeration and to avoid double counting, the household roster has three categories based on each person's status on Census Night: usual member present, visitor present and household member absent.

Housing unit

A separate and independent place of residence where one or more households live.

I

Individual listing

Process of assigning one enumerator to identify, number and collect information on all structures in the enumeration area. The 2021 PHC will employ this mode of listing.

Industry

The kinds of goods produced or services rendered at the workplace where a worker is engaged. Classification of industries for the 2021 PHC will be done using the International Standard Industrial Classification of all Economic Activities (ISIC). Industries fall under the three broad categories of Agriculture, Forestry and Fishing; Industry; and Services.

Institutional population

Populations who do not spend Census Night in an institution where they are residing temporarily or permanently. Examples of institutions are boarding houses, hospitals, orphanages, prisons, police academies etc.

Informational road shows

Public outdoor events to provide an opportunity to learn about the 2021 PHC and understand the benefits. The purpose of these road shows is to encourage the public to participate in the census and cooperate with census officials.

Interactive map

An electronic map with a Geographic Positioning System that provides navigation guidance to enumerators to help them work within the boundaries of their assigned enumeration areas. The interactive map also plots the GPS points and addresses of the structures that are listed to help ensure complete coverage during enumeration.

L

Listing

The first seven days of the field data collection will be devoted to the listing of structures. Listing involves locating every structure in the enumeration area and assigning unique serial numbers to the structure and collecting some basic information on the structure and its occupants, if there are any.

Literacy

An individual's ability to read and write in any language

Locality

An inhabited geographical area with a distinct name such as a hamlet, village, town, city or part of a town or city.

O

Oath of secrecy

A binding promise by census officials not to disclose any information which comes to your knowledge by reason of their engagement as census officials. All census officials are required to take the oath of secrecy to protect the confidentiality of respondents before they can be allowed to commence work as census officials. The oath is required by the Statistical Service Act and persons that break the oath are guilty of an offence and liable to punishment.

Occupation

Main type of work done by a worker which is classified based on the kinds of tasks and duties performed. Classification of occupation for the 2021 PHC will be done using the International Standard Classification of Occupation (ISCO). Occupations fall under the following major groups: Managers; Professionals; Technicians and associate professionals; Clerical support workers; Service and Sales workers; Skilled agricultural forestry and fishery workers; Craft and related trades workers; Plant and Machine operators and assembles; Elementary occupations and Armed Forces occupations.

Outdoor sleepers

Individuals or homeless households who sleep around a structure (on verandas, in the streets) and open spaces and without a shelter.

Outreaches

Public outdoor events targeting hard to count populations to provide an opportunity to learn about the 2021 PHC and understand the benefits. The purpose of these outreaches is to encourage these population groups to participate in the census to achieve complete coverage.

P

Population and Housing Census

A Population and Housing Census consists of a Population Census and a Housing Census as one operation. A Population Census is the complete enumeration of all persons in a country at a specified time. A

Housing Census is the complete enumeration of all living quarters (occupied and vacant) in a country at a specified time.

Post enumeration survey

Short survey conducted few weeks after a census to determine the accuracy and reliability of the census. The PES would help to determine how many people were missed or counted more than once.

Q

Questionnaire

Set of questions that will be used collect information on structures on household and structures during the census. The 2021 PHC will utilise the following questionnaires:

- Listing form: for listing of all structures
- PHC 1A: for enumeration of conventional household populations (persons living in indoor residential spaces) and homeless households (persons sleeping outdoors in fixed locations).
- PHC 1B: for enumeration of stable (long-term) group quarters/institutional population. Examples are persons in boarding schools, orphanages, hostels etc.
- PHC 1C: for enumeration of unstable (short-term) group quarters/institutional population. Examples are persons on admission in health facilities, on remand, in prayer camps etc.
- PHC 1D: for enumeration of floating populations i.e. persons travelling, in transit or sleeping outdoors.

- PHC 1E: for enumeration of guests in hotels and guest houses

R

Regional Census Implementation Committee (RCIC)

A committee set up to decentralize the management and supervision census implementation in the region. The responsibilities of the RCIC include coordinating publicity; monitoring field activities; assisting with the recruitment of census field personnel in the districts; mobilising resources; providing logistical support; reporting on the status of census implementation to the National Census Secretariat, securing storage facilities and offices and ensuring complete and accurate data is collected.

Regional Field Supervisor (RFS)

Census official responsible for coordinating all census activities in the assigned statistical region which includes developing of field strategies, ensuring recruitment targets are met, resource mobilisation, organisation of publicity, education, and advocacy activities, monitoring of training and data collection, and supervision of census officials within their statistical region.

Regional Statistician (RS)

The census official responsible for all the administrative and operational functions necessary for the success of the census in the administrative region including publicity, education and advocacy, management, coordination, operational and resource mobilization as

well as all other related census. Regional Statisticians are also known as Regional Census Officers.

Respondent

The person who provides the information to enumerators during data collection. A respondent is typically an adult member of the household for whom the information is being collected.

S

Statistical district

Statistical districts are made up of the administrative districts, municipalities, and metropolitan areas. For the 2021 PHC, there are 272 statistical districts.

Statistical region

Statistical regions comprise subregions carved from the administrative regions that are created based on the number of enumeration areas and the projected population size. The number of statistical regions within an administrative region ranges from one to four. For the 2021 PHC, there are 32 statistical regions.

Statistical zone

The country's administrative regions have been grouped into six zones for operational purposes. The zonal level comprises the country's 16

administrative regions grouped based on number of enumeration areas and population size. The coordination of all activities within the zone will be done by the Zonal Field Coordinator

Structure

A separate and independent building or an enclosure. For the purpose of the 2021 PHC, uncompleted buildings that have been constructed beyond the window level will be counted as structures.

Supervisory Area (SA)

A geographical area made up of a group of adjoining enumeration areas. The data collection in the supervisory is overseen by the Field Supervisor.

Statistical Service Act

The Statistical Service Act, 2019 (Act 1003) is the legal backing for the 2021 Population and Housing Census. Act 1003 governs the conduct of the census.

T

Type 1 EA

An enumeration area where one locality comprises the entire enumeration area.

Type 2 EA

An enumeration area where part of a locality constitutes the entire enumeration area.

Type 3 EA

An enumeration area where multiple localities make up the enumeration area.

U

Usual member of a household

A person who has spent at least the last six months with the household or intends to spend at least the next six months with the household. A usual member could have been either present or absent on Census Night.

V

Visitors present on Census Night

A person who is not a usual household member but spent the Census Night with the household. This person could be a relative, friend or stranger.

Z

Zonal Field Coordinator

Census official responsible for providing certification of preparedness, monitoring of field activities and support for census implementation within the statistical zone.

CHAPTER THREE

3 OVERVIEW OF THE FIELD OPERATIONS STRATEGY

3.1 Introduction

The overall strategy of the field operations is centred on the activities to be implemented, how to implement it, when the activity is to be done and whose responsibility it is to execute the task. This is designed in a matrix form to aid easy referencing. There is also a checklist to guide monitoring of activities to be implemented, ranging from activities before training, activities during training, activities during the transitional period between training and field work, through activities during field work to post field work activities with all the details spelt out under the thematic areas identified.

In addition to the Handbook are other documents that have been prepared to facilitate field work. These are hard to reach and overseas localities in Ghana, locations of outdoor sleepers, a catalogue of institutions and their populations and localities with poor internet connectivity challenges affecting synching. These documents and the Handbook are to be used to guide field work in all the 272 statistical districts, the 32 statistical regions and the 16 administrative regions in the country (see appendix).

3.2 Thematic areas

This provides a picture on how the census process and procedures have been structured and to be implemented. It spells out all activities that contributes to effective execution of the Census work at all stages of implementation. It offers step-by-step approach to the conduct of the 2021 PHC and focuses on activities to be done at various levels of the Census implementation. The execution of the activities will involve a

large spectrum of human resources across the length and breadth of the country and material resources in large quantities. This section of the handbook has been structured under six thematic areas as follows:

1. Activities before training
2. Activities during training
3. Activities during the transitional period between training and field work
4. Activities during field work
5. Post field work activities

CHAPTER FOUR

4 ACTIVITIES BEFORE TRAINING

The implementation of activities before training is critical to the overall success of the census. These activities before training are organised into six parts and provides a trajectory of preliminary activities to be carried out before census training. Ensuring the implementation of these activities will go a long way to aid a successful census. These are:

- A. Publicity Education and Advocacy (PEA),
- B. Personnel management
- C. Facilities
- D. Transportation and distribution of logistics
- E. District profile update
- F. Pre-registration of trainee field officers.

4.1 Publicity Education and Advocacy (PEA)

The overarching goal of every census is to achieve complete coverage. Good census publicity, education and advocacy becomes one of the important means to achieving the public's cooperation in providing accurate data.

The PEA workstream is mandated to carry out intensive publicity of the census in all regions, districts and localities. PEA in collaboration with members of Regional and District Census Implementation committees (RCIC/DCIC) identify media, channels of communications to reach out to members of the public on census information. There are to also leverage on their networks, to carry out effective census communication in all regions and districts. Activities of PEA workstream in the regions and the districts include

- Community broadcasting via local FM and community information centres
- Community and Markets durbars
- Sensitization of National Government Administrative Offices (NGAOs)
- National Census launch
- Preparation for Census Night
- Enumeration of VIPs
- Complete Coverage Champions

The publicity materials should be distributed in their right quantities earmarked for each region, the districts and all localities, a month prior to census training. The Regional Census Officer (RCOs) will receive all publicity materials at the regional offices and distribute same to the districts through the Regional Field supervisor (RFS) and District Census Officers (DCOs). The distribution of the materials for each region and district will be the responsibility of the Regional Census Implementation Committees (RCIC) and the District Census Implementation Committees (DCIC).

Table 1: Checklist for PEA activities

S/N	Activity	Quantity/ Number	Remarks
1	No. of posters		
2	No. of flyers		
3	No. of banners		
4	Jingles on pendrives		
5	List of Community Information centres		
6	Itinerary for faith-based organisations		
7	No. information vans available from MMDAs		

4.2 Communication channel with the general public

Call centres will be established at the districts to respond to complaints and comments such as “I WAS NOT COUNTED” for the general public. Such complains will be recorded and be communicated to the supervisor through DCO or DFS for interview.

In addition to the call centre, a citizen’s engagement platform has been designed to receive information from the general public through an electronic platform in the form of text. A dedicated person shall be assigned to this desk to facilitate information flow between the public and members of the DDQMT and disseminate information across all relevant parties.

It shall also serve as a medium to help bridge communication gap that may arise between enumerators and their supervisors.

4.3 The use of Complete Count Champions

Complete Count Champions (CCC) are volunteers who commit to the Census at the National or regional or district or local governments or community-based level to increase awareness and motivate residents to participate and respond to the 2021 Census questions. Members of CCC serve as “friends of the census” or “ambassadors” in each district or locality. They will play an integral part of the Census, ensuring a complete and accurate count of the people in the communities for the 2021 Census.

4.3.1 When should a Complete Count Champions be brought together?

The work of the CCC should start TODAY. The 2021 Census jobs are being advertised and members of households are already getting the Census euphoria because of the conduct of the three trial censuses, print media and the electronic media. These operations are necessary to verify our preparedness. The more informed households are about the 2021 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2021.

There are four kinds of CCC, these are:

- National and local level (regional, district, city, town or village)
- Religious (Christian Council of Churches, Other Christian bodies, Moslems)
- Ethnic groups
- Communities (gated communities, prayer camps island communities)

Members of CCC are people of a cross section of community members whose focus is 2021 Census awareness. The members will serve until the census is over and help implement a creative outreach campaign in area that may pose a challenge in 2021 Census.

4.3.2 Membership of the CCC

Membership of the CCC could include persons from the government, education, faith-based organisations, media, business, community-based organisations, foundations of philanthropic organisation, community groups (keep fit), GPRTU, footballers and the celebrities.

It is also recommended that people who understand the importance of getting a complete and accurate census count and how census data impact on their communities such as regional chairpersons of political parties, MCEs, DCEs, Chiefs, Opinion leaders or leaders of government arms are offered opportunity to give brief remarks on the Census and encourage the general public to participate.

The CCC can be formed around leaders of members of outdoor sleepers, leaders of migrants and seasonal farmworkers, camps of road construction workers, children and youth services and senior citizens.

Materials for awareness creation include flyers, messages from scripts, stickers, census logo in the creation of the census awareness and maximisation of participation and response rate.

The membership can vary from place-to-place ranging from 3-10 members depending on the area, be it village, town or city.

4.3.3 CCC Strategies

Nationwide, there should be over 1,000 Complete Count Champion groups to drive our agenda on awareness creation to help achieve complete coverage for the 2021 PHC.

The strategies to apply are as follows:

1. Obtain funds for the CCC and assign a staff person to work with the champions.
2. Spell out our achievable goals and objectives to map out how to reach out to the general public and get them involved of the 2021 Census.

3. Get list of areas of the communities that need extra efforts to get the population groups welcome Census officials such as gated communities, students of tertiary institutions, the Muslim communities and other hard to count areas.
4. Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count e.g., school children and keep fit groups.
5. Create promotional materials and products customized for the local area.
6. Implement special events such as Census Day “Be Counted” parades.
7. Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.
8. Develop a list of barriers, groups, or concerns that might impede the progress of the 2021 Census in your local area, such as recent immigrants, non-Ghanaian language speaking groups (foreigners such as Lebanese, high crime areas, and areas with gated communities).
9. Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
10. Place census messages on social media
11. Host a workshop and speak about the benefits of census in the communities.
12. Develop and implement activities to involve local government employees in the 2021 Census.

13. Encourage corporations to become official sponsors of your census activities.
14. Have census posters, banners, and other signage placed in highly visible public locations via bill boards.
15. Include the 2021 Census logo and message on bus schedules, brochures, newsletters, social media sites and GSS website.
16. Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
17. Saturate public access areas with easy-to read and understandable census information customized for your community.
18. Ask volunteers to encourage households to phone call centre lines in case they are not visited by field officers and spread census messages across the length and breadth of the country.
19. Utilise the local radio station to encourage households to respond.

4.3.4 Engagement with organised groups

To get the buy-in of stakeholders, the DCIC and DDQMT must engage all organised groups and institutions in the district through meetings (face-to-face) or correspondence (letters). Institutions both public and private, churches, mosques, shrines, prayer camps, lorry stations, markets, cooperatives, gated communities, women groups, chiefs/queens, assembly men, zonal and area councils and all other recognised groups in the district must be engaged on the census within the month prior to the Census.

4.4 Personnel management

Different personnel are involved in census organization from national, regional and district level. These include personnel who are either involved in the management of the census or census field officers. Personnel management activities include:

- Deployment of Regional Field Supervisors (RFS)
- RCIC/DCIC engagement
- Engagement with DDQMT
- Deployment of National Trainers
- Deployment of Regional Trainers
- Recruitment and training of field supervisors
- Deployment of field officers

4.5 Recruitment and Training of Field Supervisors

4.5.1 Recruitment of Potential Field Supervisors

Two sets of field supervisors will be recruited for the 2021 PHC to make up a total of 11,394 supervisors. The first batch will consist of 20 persons selected per district from among applicants who applied for supervisory role in the enumerator's bureau. The selection from the enumerator's bureau will involve a desktop analysis of;

- a. Their educational qualification (Minimum degree)
- b. Their choice of position during application
- c. Their field experience background

Also, some screening test would be conducted for persons identified in the desktop analysis to clearly ascertain their suitability.

These persons will be designated as potential supervisors. This will result in a total of 5440 potential supervisors and constitutes 47.7% of total number of supervisors required. The process of identifying these supervisors will be done by RFS with assistance from IT consultant.

The second batch of supervisors will be drawn from 7313 regional trainers reporting for the face-to-face training and who indicated their willingness to become supervisors after training of enumerators. A total of 5954 Supervisors is expected to come from the regional trainers and constitute 52.3% of the total number of supervisors required.

4.5.2 Training of Potential Field Supervisors

The rationale for selecting a group of people and designating them as potential supervisors is to have a set of persons who have some training in all instruments for data collection, CAPI and who have developed their soft skills moving into the main training of enumeration. These potential supervisors will be among other enumerators during training and will serve as assistants to trainers. To this end, selected potential supervisors will be engaged virtually for self-learning and also have a training session with regional trainers.

The training will involve a minimum of 4 weeks of engagement virtually prior to the main training of enumerators and supervisors.

Table 2: Number of Field Supervisors to be Recruited and Trained

S/N o.	Region	Sta ts Dis t	Numb er of EA's	Numbe r of Enum Requir ed	Numbe r of Super Requir ed		Num ber of potenti al super from bureau	Num ber of super from Region al Train ers
1	Western	16	3,158	3,474	695		320	375
2	Central	23	4,284	4,712	942		460	482
3	Greater Accra	32	6,800	7,480	1,496		640	856
4	Volta	18	2,900	3,190	638		360	278
5	Eastern	33	5,014	5,515	1,103		660	443
6	Ashanti	47	10,311	11,342	2,268		940	1,328
7	Western North	9	1,607	1,768	354		180	174
8	Ahafo	6	1,172	1,289	258		120	138
9	Bono	12	2,053	2,258	452		240	212
10	Bono East	11	2,157	2,373	475		220	255
11	Oti	9	1,404	1,544	309		180	129
12	Northern	17	4,221	4,643	929		340	589
13	Savanna	7	1,149	1,264	253		140	113
14	North East	6	1,216	1,338	268		120	148
15	Upper East	15	2,502	2,752	550		300	250
16	Upper West	11	1,845	2,030	406		220	186
	Total	272	51,793	56,972	11,394		5440	5954

4.5.3 Final Selection of Field Supervisors

Selection of supervisor would be based on demonstrated capacity of knowledge of content and display of supervisory tendencies during training. Facilitators will be required to identify prospective supervisors using multiple approaches including baseline assessment, contributions in class, quizzes, and demonstration of leadership qualities. As a result, facilitators will be required to submit a list of identified prospective supervisors to the Centre lead latest by the sixth day of training. Centre leads and trainers would be required to assess the soft skills of trainees that is communication and leadership skills and that would be considered in the final selection of field supervisors.

Table 3: Template for Assessing Supervisors

S/N	Name of Supervisor	Scores			
		Baseline Assessment	Quizzes	Contribution in Class	Leadership Skills
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

4.5.4 Training of Supervisors before Listing

After the selection of supervisors on the 6th day of training, specialized training sessions should be organised for them to

1. Empower them to assume the role of supervisors
2. Outline the role and responsibilities of a supervisor to them.
3. Teach supervisors to use workload management template

4.5.5 Training of Supervisors before Enumeration

After listing exercise, supervisors will be taken through some training to prepare them for enumeration. This training will focus on

1. Planning for census night activities
2. Workload management template
3. Re-training and coaching of enumerators

4.6 Facilities for training

The quality of training can be improved considerably by making effective use of training facilities. Storage space for storing census materials, training venue, arrangement for catering, training secretariat and securing training logistics like projectors, powers cables and printers are of importance to a good training. The Regional Census Officer and District Census Officer must ensure the availability and readiness of these set of conditional facilities before the commencement of training in all districts.

4.7 Transportation and distribution of logistics

All logistics necessary for effective training and field work are to be transported by the logistics, administration and finance workstream to the regions and districts at least a week before the commencement of training. These include but not limited to questionnaires, field officer's manual, tablets and accessories, maps, bags, T-shirts, rain coats, wellington boot, stationary etc. These materials must be properly received by the Regional Census Officer and District Census Officers in the regions and the districts respectively and quantity received recorded.

4.8 District profile update

Underlying the need for achieving complete coverage and leaving no one behind is information required for planning. To achieve this requires a comprehensive and updated district profile. District Census Officers are required to update their district profile and submit same to DCIC and the Regional Field Supervisor, prior to training. The updated district profile among others must account for:

1. Hard-to-count population or areas (Gated and riverine etc.)
2. Institution with population
3. Outdoor sleeping zone
4. Communities without electricity and
5. Localities with internet connectivity

4.9 Pre-registration of trainee field officers

This is adequately dealt with under the guidelines for managing a training centre in the next chapter.

The **District Census Officer** in collaboration with the other DDQMT members is also expected to undertake the following activities before training;

- i. Identify particular network type(s) available in all communities/localities within the district.
- ii. Identify and list areas where population is dense and field officers are likely to miss households/structures.
- iii. Liaising with traditional leaders and District assembly to organise community events to publicise 30 days to census night.
- iv. Organise community events to publicise 30 days to census night in collaboration with traditional leaders and District assembly.
- v. Liaise with other DCIC in adjoining districts/RCICs to promote the engagement with communities where there are boundary disputes.
- vi. Identify EAs where high profile personalities such as diplomats and top government officials live.
- vii. Put qualified applicants per zonal councils/localities for each class before training commences.
- viii. Confirm that all participants have been registered on G-Money platform.
- ix. Provide a list (in the prescribed form) of participants who have not yet been registered to the Regional Census Officer.

CHAPTER FIVE

5 DURING TRAINING

This section outlines activities to be undertaken during training. It includes managing the training process, communication, managing logistics, and distribution of logistics for fieldwork and compilation of field officer list for initial payment of field allowance.

5.1 Managing the training process

This involves activities that should be done by the Centre lead and DDQMT during training. These are:

- a. Validation of registered trainee a day before training
- b. Pay courtesy call on leadership of the district
- c. Opening ceremony of training
- d. Manage daily attendance and punctuality
- e. Ensure Daily supply of food and water (Quality of food, Quantity of food and Time of serving food)
- f. Conduct Mock interviews and small group discussions
- g. Conduct Class assessment
- h. Conduct field practice
- i. Training evaluation (daily training targets and general evaluation)
- j. Taking of oath of secrecy
- k. Identification of supervisors
- l. Orientation of supervisors
- m. Team formation
- n. Contract signing
- o. Official closing of training

5.2 Communication

There should be an appropriate channel of communication at the training Centre. The Centre lead is the leader in terms of the communication at the training Centre. This will help control miscommunication and possibly conflict in who should be listened to at the training venue. A protocol on channel of communication at all levels of the census structure has been developed to guide this process (Chapter 9 of this document).

5.3 Guidelines for Managing a Training Centre

To be able to ensure the conduct of an effective standardized training of field officers, a well-organized structure must be in place at all training centres. The organizers at each training centre (Centre Leads, and members of DDQMT) must ensure that recruited field officers are as much as possible represent the communities across the districts, adhere to the time to start training for each day, ensure that training materials are adequate, ready and available, and publicity and education activities are in place.

The document has been categorized under two broad areas as activities before training and during training periods. Each of these two periods has a set of activities under them that need to be achieved in order to guarantee a successful training programme.

5.4 Before Training

5.4.1 Shortlisting applications

This activity should be carried out using the minimum qualification threshold for the shortlisting.

5.4.2 Screening

All shortlisted applicants should be invited for screening using text messages.

This activity shall be conducted by a panel depending on the number of EAs for the district, number of applications received, the panel shall comprise of the following:

- Regional Field Supervisor or Representative
- Centre Lead
- District Census Officer
- Members of the DCIC

Applicants will come along with hard copies of their certificates together with ID Card and any other accompanying documents that would be so requested. During this screening, applicants will be assessed based on some key indicators (what are the indicators).

Based on the outcome of the screening, text messages will be sent to the trainees informing them on when to report for training.

For urban areas, fast-growing towns, mining areas or central business districts, the chances are that there would be high attrition and unannounced withdrawals from training. For this reason, it is advised to focus on recruiting mostly, brilliant SHS graduates as they have proven to be more dedicated and not engaged in other economic activities that could distract them. Graduates on the other side, though have the preferred capacity are not stable and their commitment is not guaranteed.

5.4.3 Registration

The registration of trainees should be done two days prior to the commencement of training. In case some participants do not show up for the registration, immediately, the team shall reach out to the first and second reserve lists to fill the gap depending on their availability. The team should invite two additional persons as backup for each class depending on the number of classrooms at that centre.

5.4.4 Class Allocations

The Centre Lead together with his team after registration should assign classrooms to each trainee before training commences. The class allocations should be based on trainee locality of residence. This is critical for team formation for actual field work as it promotes synergies and team work among the trainees. These class allocations should be printed and pasted on the door(s) of each class before the day of training.

5.4.5 Pay courtesy calls

Courtesy calls to the MMDA leadership as well as the traditional authorities plays a key role to attract the needed support, participation and cooperation for smooth census operations at the district. It must be noted also that, the M/DCE or the M/DCD or the M/D Magistrate will be needed to conduct the oath swearing for trainees.

5.4.6 Stock taking of materials

The DCO shall be responsible for receiving all logistics delivered to the training centre. There shall be three sets of logistics to be received namely:

- Training materials
- Publicity, Education and Advocacy materials
- Field materials

The quantities of each category should be verified upon arrival and signed off by the DCO on a waybill. The LMIS platform shall be utilized also for tracking the dispatch of these sets of logistics as well. The DCOs shall be taken through an orientation on the use of the LMIS platform. This would ensure traceability of any lost item. The Centre Lead and DDQMT are responsible for any loss of census item at a training centre and must report same to the police within 24 hours, with a properly issued police report submitted to the Regional Field Supervisor.

5.4.7 Inception meetings

The Centre Lead is mandated to organize meetings with his/her DDQMT and training team (facilitators) as follows:

- To establish rapport for effective coordination, adequately delegate roles and set a reporting structure among them.
- To take stock and ensure all logistics are provided to the training centres by liaising with the RS and DCO i. e. tablets, manuals, questionnaires, projectors, flip charts, markers, chalks, maps
- To assess the cleanliness of the environment, class size, furniture arrangements, availability of functional electrical sockets, classroom conditions and other related issues. This is to ensure that the training environment is conducive for training.
- To check for sitting arrangements, availability of washrooms, etc.

- To together with the DDQMT, arrange with the Caterer(s) and agree on an acceptable time and modalities for serving of meals in order not to disrupt the smooth running of the training.

5.5 Training

5.5.1 Welcoming or Opening

The trainees are to be welcomed and informed of the purpose of the census. Announce the financial arrangements in store for them and be given the opportunity to withdraw if they do not find it attractive for whatever reasons. It must be stressed also that, withdrawing during the course of training will attract a penalty that will amount to blacklisting for five years.

5.5.2 Mock Interviews

Preferably, mock interviews and role plays should be conducted in the usual local languages spoken at the district during class periods as indicated on the timetable. Both facilitators and trainees are all entreated to take note of all mock interviews and provide constructive feedback afterwards.

5.5.3 Distribution of Tablets

Tablets are expected to be distributed to all trainees in their various classes according to initial teams formed.

5.5.4 Identification of Supervisors

Facilitators are required to identify prospective supervisors using multiple approaches including baseline assessment, contributions in class, quizzes, and demonstration of leadership qualities. As a result,

facilitators will be required to submit a list of identified prospective supervisors to the Centre lead latest by day eight of training. In debriefing meetings, the it has to be discussed the average number of names to be submitted from each class based on the number of supervision areas (SAs).

5.5.5 Distribution of logistics for field work

This activity should be planned and carried out by the centre managers and DDQMT. After training has ended in districts, field personnel would be put in teams with a supervisor leading each team. The team would then be assigned to a supervisory area in the district with their field materials. Supervisor would receive this logistics on behalf of his/her team, sign for them and distribute among team members. A material receipt form for distributing field logistics designed by logistics, Administration and finance work stream will be used to achieve this purpose.

5.5.6 Debriefing

Close of day debriefing sessions are mandatory and are to be chaired by the Centre Lead. The provisions for what discussions are to ensue during these meetings are detailed in the Debriefing guidelines.

5.5.7 Compilation of Trainee master list

The Centre Lead and deputy centre lead are to ensure trainee list are compiled and validated devoid of errors and submitted to their designated regional account officers latest by the sixth day into training.

5.5.8 Managing G-Money Payment Platform

G-Money platform will be used for payment of trainees. Centre leads shall be oriented on how to interact with the G-money platform in order to monitor any failed transaction for immediate intervention with regards to updating the trainee details where necessary. The designated regional account officers shall be responsible for issuing payment to the list submitted by the centre lead.

5.5.9 Field Practice

Data monitor to communicate to facilitators to announce to trainees across all classes to sync data collected during field practice to HQ. The essence is to enable the Data monitor analyse data to be made available to the facilitators to enable them identify subject areas that may require emphasis.

5.5.10 Catering Arrangements

Three meals should be provided daily to all trainees i.e. breakfast, lunch and snack. The training team are to ensure the caterers adhere to the menu provided to them with clear periods for delivering these meals. For convenience and effective time management, meals should be packaged and delivered based on the maximum number of trainees per class.

5.5.11 Trainee ID cards printing

The DM and DIT will be provided with the requisite training to enable them handle the printing of Identification cards for final trainees for field work. It is expected that after the sixth day, the trainees become stable and are much likely to complete the training phase. As a result, the ID cards printing should commence from the seventh day of

training. These ID cards should be printed for all trainees but only given out to those who will be selected to advance field work.

5.5.12 Effective use of training materials on tablets

For prudent training, all census training materials including field officer’s manual, presentations, questionnaires etc., will be made available on all tablets to facilitate training. In the event of unavailability of projectors, trainees will be entreated to use these materials from their tablet screens.

5.5.13 Checklist for training centres

A comprehensive checklist is needed by the training team to enable them ensure the centre is equipped with the necessary resources to undertake a successful census. The checklist has been provided below:

Table 4: Checklist for Training Centre

S/ N	Activity	Quantit y/ Number	Remar ks
Training			
1	Training venue		
2	Classrooms		
3	Additional classroom for Training team		
4	Number of Enumerators needed for Enumeration		
5	Number of enumerators for hotel and hospital enumeration		
6	Facilitators		

S/ N	Activity	Quantit y/ Number	Remar ks
7	Sockets in classroom		
8	Power source in classrooms		
9	Maps		
10	Description forms (PHC2)		
11	Light in classrooms		
12	Washrooms		
13	Tables		
14	Chairs		
15	A4 sheets		
16	Staplers		
17	Stapling pins		
18	Trainee list		
19	Assessment questions		
20	Printer		
21	Extension boards		
22	Projectors		
23	Flip charts		
24	PHC 1A questionnaires (8 sheets)		
25	PHC 1B questionnaires (6 sheets)		
26	PHC 1C questionnaires (2 sheets)		

S/ N	Activity	Quantit y/ Number	Remar ks
27	PHC 1D questionnaires (3 sheets)		
28	PHC 1E questionnaires (1 sheet)		
29	Listing Form (4 sheets)		
30	Field Officer's Manual (165 sheets)		
31	Debriefing guidelines		
32	Guidelines for managing a training centre		
33	Markers 10 pcs		
34	Dusters 3 pcs		
35	Maps and PHC2		
36	Pens		
37	Training Videos		
38	Training Audios		
39	Training timetable		
Field practice			
40	Protocols for field practice		
41	Logistics for field practice		
42	Selection of EAs for field practice		
43	Team Composition for field practice		
COVID-19 materials			
68	Sanitizers		

S/ N	Activity	Quantit y/ Number	Remar ks
69	Face mask		
70	Veronica buckets		
71	Temperature gun		
72	Liquid soap (gallons)		
73	Tissue		

A. Debriefing Meetings

As part of the 2021 PHC training of trainer’s workshops, debriefing meetings are required to discuss activities for the day as well as to plan for the next. It is a way of ensuring that mistakes, opinions and valuable information do not slip through the cracks. A successful event debrief will tell what went right, what went wrong, and how to improve them subsequently. Debriefing requires a framework which will follows a sequence of activities as presented as follows:

B. Plan the debriefing session

Spend a little time planning in advance to ensure that you get out of it what you need. Here’s what to do:

- i. **Decide who to invite:** Invite the key personnel in charge of the Training Centre including Team Lead, facilitators, District Census Officer (DCO), District Field Supervisor (DFS), District IT team, District Data Monitor (DDM) and any other management members of DDQMT.

- ii. **Foster a comfortable environment:** Create an enabling environment for the group to be comfortable sharing productive and positive criticism, and meets in a setting free of distractions.
- iii. **Create an agenda:** Not every moment of the event during the debriefing should be discussed. It is important to stick to an agenda of addressing the important questions, analysing the materials you have, and getting feedback from the participants at the debriefing session. It is important to sometimes delegate individuals or group to undertake an activity with stated timelines.
- iv. **Choose someone to facilitate:** The Team Lead is mostly expected to facilitate debriefing sessions or could appoint one of the facilitators to chair discussions, and lead through the agenda topics.
- v. **Debriefing time:** The period for the debriefing should be estimated and communicated to all invitees based on the items on the Agenda. It is advised that meetings should not exceed one hour thirty minutes for effectiveness. The debriefing meetings mostly are preferred immediately at the end of training sessions for each day.

C. Content discussions

This section is the execution of the actual activities. It gives an opportunity to review how the various sessions of the GNHR training activities were executed and steps to be taken for next activities. Discussions should focus on the results and ways to improve. This is the time to ask the critical questions for each item listed on the agenda.

- i. Did we meet the objective of the event e.g. Topic presented, any problems encountered as we tried to register participants or technical issues)?
- ii. What went right?
- iii. What went wrong?
- iv. What can we do to make it better next time?

At the debriefing meeting, execution of activities is analysed to determine the causes and root causes of successes and errors. The GNHR training workshop debriefing meetings are not about blaming individuals, but about finding ways to improve on the training activities. It is important to identify the root causes of success and capture them and use the knowledge gained to continually improve the teaching performances

D. Feedback

This is to provide insights into what the Facilitators themselves thought, and what they took away from the training session. The feedback should focus on the following:

- i. **Lesson Learned**

What can the facilitators do differently to avoid errors or repeat a success? Developing an actionable lesson learned means writing down some specific ways to improve or change activities in the future trainings.
- ii. **Transfer Lessons Learned**

Facilitators must be made to share experiences and knowledge as well as peer-to-peer reviews of some critical questions that might have emanated from their various class discussions.
- iii. **Sharing of key decisions taken or observations made at the Training Centre**

Key decisions and observations made at the Training centre should be shared during the debriefing period.

E. Sharing of key decisions taken or observations made at the Training Centre

Key decisions taken at the Training centre should be disclosed to the facilitators during debriefing sessions. Also, observations made during the training period should be communicated.

F. Updates or information received from HQ/ Coordinator/ Regional Census Office

During the debriefing period, any updates or information received should be communicated.

G. Action points from previous and current debriefing sessions

At the debriefing meeting, checks should be made to find out whether action points from the previous debriefing meetings have been handled.

H. End debriefing meeting on a high note

It is important to always end a debrief on a high note. Don't keep beating yourselves up when things didn't go so well. Find something positive to summarize at the end of the debrief meeting by asking one of the facilitators to recap the learnings and next steps as a way of ensuring that members present are all on the same level of understanding.

Sample Agenda (possible topics)

1. Registration
2. Attendance (class size, punctuality, etc.)
3. Classroom conditions
4. Facilitators per class

5. Teaching materials
6. Training instruments (questionnaires, manuals, maps, tablets distribution, etc.)
7. Team formation
8. Field logistics (maps, PHC 2, tablets, etc.)
9. Breaks
10. What went right/wrong/way forward? On each issue
11. Specific issues to be addressed
12. AOB

CHAPTER SIX

6 TRANSITIONAL PERIOD BETWEEN TRAINING AND FIELD WORK

Transitional period for this census is seven days specially set aside and dedicated as waiting period to the commencement of field work. It is the period between end of training and start of field work. The purpose for this transition period is to allow for final planning and preparation by centre leads and DDQMT before teams depart to the field. Centre leads and DDQMT must do the following during this period:

- A. Finalisation of team formation and placement of enumerators to EAs
- B. Finalisation of tablet preparation for field work
- C. Distribution of field logistics according to teams
- D. Engagement with supervisors by planning for field work as follows:
 - a. Supervisors prepare supervision itinerary
 - b. Supervisors Prepare itinerary for re-interview in EAs
 - c. Supervisors Create communication medium (WhatsApp group, sms, etc.)
- E. Compilation of field officers list for initial payment of field allowance
- F. Finalise action plans for enumeration of institutional population
- G. Intensify PEA activities
- H. Engaging authorities of hospitals for cooperation
- I. Engaging authorities of boarding schools for cooperation
- J. Engaging authorities of hotels for cooperation
- K. Engaging leadership of gated communities for cooperation
- L. Engaging authorities of prisons and remand homes for cooperation

- M. Engaging leadership of orphanage and aged homes for cooperation
- N. Engaging authorities of prayer camps for cooperation
- O. Finalize Action plans for the enumeration of floating population
- P. Engaging leadership for cooperation and support
- Q. Ensure teams have data for syncing
- R. Departure for field work

CHAPTER SEVEN

7 FIELD WORK

Field work refers to the data collection phase of the Census period where field officers are deployed to their assigned supervisory and enumeration areas to collect data right after training. This phase is expected to be completed within fourteen days after commencement. Field work can be broadly categorised into four sections namely:

- a) Listing:
 - i. Mop-up exercise,
 - ii. Workload management;
- b) Census night operations;
- c) Enumeration; and
- d) Crosscutting activities.

In order to ensure a successful census, some fundamental activities though crosscutting are required. Such crosscutting activities shall be dealt with in detail in the subsequent sub-chapters.

7.1 Listing

Seven days have been allocated for the actual listing of structures by enumerators. However, be mindful that some enumerators may not be able to complete listing during the assigned seven days, a fourteen-day window has been designed to allow for mop-up exercise and sharing of workload where necessary.

Workload at the district level should be managed by the DCO with support from the DDQMT. All the necessary support should be given to them by the RS and the census regional coordinator. Refer to the guidelines in presentation "Workload Management".

7.2 Census night operations

The date for the Census night has been slated for 27th June, 2021 at 12 midnight. Activities on that night will comprise of:

- a) celebration to create awareness at the local levels, and
- b) enumeration of floating and unstable institutional populations.

7.3 Enumeration

Fourteen days have been allocated for enumerating populations immediately after the Census night. Though enumeration will continue for fourteen days, reference shall be made to the census night date throughout the exercise. The strategy is to ensure no one is left uncounted.

7.3.1 Enumerating high profile personalities

The Chief Census Officer, Regional Census Officer and DCO shall be responsible for making arrangements with high profile personalities to be enumerated specifically on the first day of enumeration right after the census night.

The Chief Census Officer who also is the Government Statistician shall be responsible for enumerating the His Excellency the President and his household, as well as his Excellency the Vice President's household.

At the regional level, the Regional Census Officer shall be responsible to enumerate the Regional Minister as well as paramount chiefs if their kingdom extends over the region.

At the district level, the DCO shall be responsible for enumerating personalities such as MCE, a local Chief and MP in the district. The tablet intended for that EA where this personality resides should be used for the enumeration in all cases.

These enumerators at all levels should endeavour to get the personalities they have enumerated to make statements that would be broadcasted as symbolic news to encourage others to cooperate.

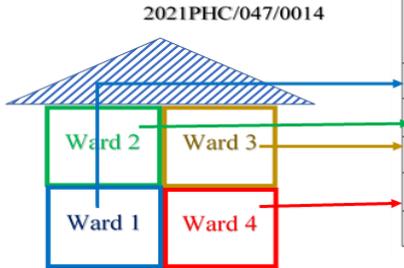
7.3.2 Enumerating Group Quarter populations

Dedicated enumerators shall be assigned to enumerate stable institutions aside the enumerators that will be assigned to the various SAs.

Group quarter for both stable and unstable population using PHC1B and PHC1C respectively for facilities such as boarding schools, hospitals, remand homes, police cells divine healers, prayer camps, herbal healing centres, bone setters are usually found in different types of structures with different groupings or arrangements. The different arrangements of these group quarter population have been considered in the design of the 2021 PHC CAPI Application. This spells out how to list and enumerate the different types of the group quarter population in the 2021 Census.

There are about 40 people per ward.

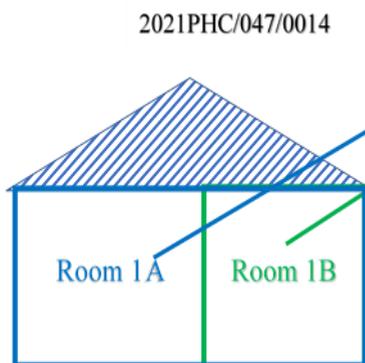
Record the information for each ward a row. Record information on Ward 1 in row 01, that of ward 2 in row 02, information on ward 3 in row 03 and that of ward 4 in row 4. Each ward is treated as a household in a structure.



LH12a	LH12b	LH13	LH14	LH15	LH16		
SERIAL NUMBER OF HOUSEHOLD GROUP QUARTERS IN THE STRUCTURE	TYPE OF RESIDENCE 01. Occupied housing unit 02. Homeless household 03. Vacant housing unit 04. Basic Schools (KG, Primary, SHS) 05. Senior High School (SHS, Secondary) 06. Colleges (Nursing, etc.) 07. Service training institutions (Police tr., etc.) 08. University/Technical University Polytechnic/University colleges/Colleges of education	Name of head of household institution	Sex of head of household institution Male.....1 Female.....2	Contact number of head of household or institution (IF CODE 98, RECORD L16 AND SKED TO THE NEXT STRUCTURE)	Number of persons in household or institution or number of outdoor sleepers		
					Male	Female	Total
01							
02							
03							
04							
05							

Figure 3: Group Quarter Structure and Arrangement Type 3: One Storey Semi-detached Building

- This type has a single building detached building but the room is so big that it is partitioned with a screen. In this case the enumerator should list the people in one part in row 01 and the other people in row 02 as indicated in the diagram.



LH12a	LH12b	LH13	LH14	LH15	LH16		
SERIAL NUMBER OF HOUSEHOLD/ GROUP QUARTERS IN THE STRUCTURE	TYPE OF RESIDENCE	Name of head of household/ institution	Sex of head of household/ institution	Contact number of head of household or institution	Number of persons in household or institution or number of outdoor sleepers		
	01. Occupied housing unit 02. Homeless household 03. Vacant housing unit 04. Basic Schools (KG, Primary, JHS) 05. Senior High School (SHS, Secondary) 06. Colleges (Nursing, etc.) 07. Service training institutions (Police tr., etc.) 08. University/Technical University/ Polytechnic/University colleges/Colleges of education		Male.....1 Female.....2	(IF CODE 98, RECORD L15 AND SKIP TO THE NEXT STRUCTURE)			
					Male	Female	Total
01							
02							
03							
04							
05							

Figure 4: Group Quarter Structure and Arrangement Type 4: Partitioned Single Building-Detached

7.3.3 Enumerating Floating population

There are two main categories of population who constitute the **FLOATING POPULATION**. These are outdoor sleepers and transient population. These persons may either be enumerated more than once or may not be enumerated at all if care is not taken. Enumeration of these persons will be carried out during Census Night (Refer to Section 12.4 for further details on enumerating floating populations).

The Census night activities will include enumerating floating populations in and around identified floating locations. The EAs within which these floating locations are located will require some assessment to pre-determine the workload to enhance planning for completing enumeration on the Census night. The workload would inform the number of enumerators required to timely complete the enumeration. However, the locations would have been pre-identified before the census night. To avoid omissions and double counting of the population, all the floating population, and the population enumerated as group quarters, once enumerated with PHC 1D, should be issued a CERTIFICATE OF ENUMERATION.

7.3.4 Enumerating Hotels/Guest houses (PHC 1E)

The PHC 1E is a paper questionnaire which would be used to capture information on guests who spent the Census Night in hotels, guest houses, rest houses, motels, etc. The PHC 1E questionnaire has been prepared for the guests to complete before leaving the hotel. In the evening of the **Census Night**, the enumerator should leave some PHC 1E questionnaires at the reception of these facilities and also stay to assist guests to fill the questionnaire if required, or offer the receptionist guidelines to complete the PHC 1E. The guest of these hotels or guesthouses should be given Certificate of Enumeration after completing the form. The data on the completed questionnaires should be transferred immediately onto the CAPI Application by the enumerator (s) and submit the paper questionnaire(s) to the supervisor.

7.3.5 Enumerating Household population

Enumerators assigned to the various EAs in SAs shall be responsible for enumerating this category of persons.

7.3.6 Re-interviews

What is a re-interview?

The overarching role of the field supervisor is to ensure completeness, accuracy and timeliness of data collection in his/her assigned area. They are directly responsible for the quality of data collected in each EA in their SAs. Accordingly, they must perform various checks and balances to ensure that data collection and associated functions in all EAs within their respective SAs proceed as expected.

Alongside their duties and responsibilities, field supervisors will also be expected to conduct **re-interviews** to ascertain the quality of data collected by their respective enumerators. For the purpose of Ghana 2021 PHC, re-interviews basically involve supervisors re-visiting selected structures and households and administering a shorter questionnaire to gather information that will later be compared with the corresponding information collected earlier by enumerators to help assess the latter's ability to collect complete and accurate data in the assigned area.

The re-interviews will be undertaken during both listing of structures and enumeration of the population in every enumeration area in all SAs. The CAPI application will automatically and randomly select the structures and households where the re-interview modules will be administered.

Why re-interviews

The use of CAPI method to collect data during Ghana 2021 PHC serves a dual purpose, namely to improve (i) the accuracy and (ii) timeliness of data collected. The application permits instantaneous checking and verification of the quality of data being collected through a series of

validation specifications built into the application. Additional data editing specification routines are run once data hits the central servers to assess its overall quality and acceptability thereof.

The re-interview methodology exploits CAPI's ability to control quality of data at the point of collection. It affords the supervisor an additional tool to monitor the ability of each enumerator to collect quality data. This should be carried out at the beginning of fieldwork so that any inadequacies in every enumerator's work can be addressed early enough, including the possibility of revisiting the data collection points to correct any errors discovered in the reports. In addition, it also equips the supervisor with information pertaining to the concepts and procedures that every enumerator may be struggling with and affords him/her an opportunity to coach or retrain the enumerator as may be necessary to accomplish the assigned tasks. This prevents the compounding or 'normalisation' of these errors in the data collected by individual enumerators as enumeration progresses.

Finally, it should be noted that the re-interview tool is exclusively designed to improve data quality during fieldwork; it's not a post-fieldwork data analysis tool.

How re-interviews will be conducted

Re-interviews should be carried out in every EA within the first three (3) days of fieldwork (one set for listing and another set for enumeration of households and persons), and **another set**, where re-interviews should be carried out from the 6th to 7th day of listing and from 8th to 10th of main enumeration basically to assess the quality of work of the enumerators.

The data from the re-interview will be analysed by comparing with the corresponding data collected by the enumerators to assess the nature

and magnitude of mismatch using a backend application. For Type 1 and Type 2 EAs, **the first set of** re-interviews are expected to take place in the **first two days** of fieldwork, while for Type 3 EAs re-interviews should not go beyond the **third day** of fieldwork. In the same vein, this pattern for re-interviews should be adhered to **within** days 6-7 for listing and days 8-10 for enumeration.

Re-interviews will be done using CAPI at all stages. Selected questions will be extracted from the Listing Form and PHC 1A questionnaire. The re-interview module will be included in the supervisors' CAPI application and designed to randomly select a structure and a household already listed and enumerated.

Re-interview questions

Re-interviews will involve use of shortened questionnaires, focusing on the key areas of the questionnaires where enumerators are likely to have challenges and questions of great significance or value to the census objectives.

Questions during listing (Based on LISTING FORM):

S/N.	Question No.	Question
1.	LS03	GPS Coordinates of the structure
2.	LS05	Level of completion
3.	LS06	Type of structure

4.	LS07	Use of structure
5.	LS09	Type of toilet facility
6.	LS10	Household/institution living in the structure
7.	LH12b	Type of residence
8.	LH13a	Name of head of household or institution
9.	LH15	Contact number of head of household or institution
10.	LH16	Population in household/institution (Males, Females & Total)

Questions during enumeration (Based on PHC 1A):

S/N.	Question No.	Question
1.	A11a	Household roster: All usual household members and visitors in selected household who spent census night in the household (Status A+B)
2.	A11b1	First Name
3.	A11b2	Middle Name

4.	A11b3	Surname/last name
5.	A11b4	Popular Name
6.	A11c	Relationship to the head of household
7.	A11d	Sex
8.	A11e	Status
9.	A12	Usual Household members absent on census night (Status C)
10.	A12b	Full name of member
11.	A12c	Relationship to head
12.	A12d	Sex
13.	A12e	Age
14.	E01	Has anyone who used to be a member of this household been living continuously or intends to live outside Ghana for at least 12 months
15.	E02b	Full name
16.	E02c	Relationship to head
17.	E02d	Sex
18.	E02e	Age

19.	P06	In which district or country was Name born?
20.	P11a	Can [NAME] read and/or write in any language with understanding?
21.	P12a	Has [NAME] ever attended school or is [NAME] attending school now?
22.	P13a	During the 7 days before Census Night (i.e., 21 st – 27 June, 2021), did [NAME] engage in any economic activity, for at least one hour?
23.	P13b	During the 7 days, how was [NAME] mainly engaged?
24.	P14	<p>OCCUPATION - IF WORKED IN LAST 7 DAYS, ASK: What kind of work did [NAME] do in his/her main work/business?</p> <p>IF DID NOT WORK IN LAST 7 DAYS, ASK:</p> <p>What kind of work did [NAME] do previously in his/her work/business?</p>
25.	P18a	<p>DIFFICULTIES IN PERFORMING ACTIVITIES (SIGHT</p> <p>Does (NAME) have difficulty seeing, even if wearing glasses?</p>

		Will you say that [NAME] has no difficulty, some difficulty, a lot of difficulty or cannot see at all?)
26.	P18c	<p>DIFFICULTIES IN PERFORMING ACTIVITIES PHYSICAL</p> <p>Does (NAME) have difficulty walking or climbing stairs?</p> <p>Will you say that [NAME] has no difficulty, some difficulty, a lot of difficulty or cannot do at all?)</p>
27.	P20	FERTILITY AND CHILD SURVIVAL (What is the total number of male and /or female children you have ever born alive?)
28.	P24	FERTILITY AND CHILD SURVIVAL (What is the date of birth of the last child you have born alive?)
29.	M01	MORTALITY (HOUSEHOLD DEATHS) - Has any member of this household died in the past 12 months? i.e. 28 th June 2020-27 th June, 2021
30.	M02a	What was the name of deceased?
31.	M02b	What was the sex of deceased?
32.	M02d	Was the death due to an accident, violence, homicide, or suicide?

Spot-checks

At any point in the course of fieldwork, **spot-checks** may also be necessary whereby the DQMs will run data quality routines at district level and pick out EAs or SAs with challenges requiring additional attention, particularly with regard to gaps and duplicates during listing and potential omissions, duplications or fabrications during enumeration. Here, the DQMs may direct the DFSs to specific areas (EAs / SAs) where such challenges exist for ‘ground-truthing’ or correction. The spot-checks will be based on the data quality monitoring scripts run by the DQMs.

How re-interviews and spot-checks data should be used

The information that will be gathered will be used at two levels

Level 1: Action at SA level

Upon completion of the re-interviews, the first check to be carried out by the supervisor using the **error reports** on their tablets by clicking on “**view report**” button Household Roster

Supervisors have to check based on the error report, the supervisor should take the following actions:

- (i) Have a targeted discussion with the affected enumerator(s);
- (ii) The supervisor and enumerator must meet to reconcile any discrepancies. E.g. total males and total females recorded by the enumerator and the supervisor during listing and re-interview respectively, should be the same. Also, the household roster captured by both the enumerator and supervisor should be the same. Where there are differences in the report, the enumerator and supervisor should meet to correct the errors.
- (iii) Coach or retrain the enumerator(s) in order to avoid making the same mistakes in their next interviews.

All data should be re-synched once errors are adequately addressed.

Level 2: Action at District level

Level 2 action should be based on the DQMs error analysis report. The DMs should undertake the following actions:

- (i) ensure that the corrections have been made by generating errors report again (% of data fields in error) from the newly synched data;
- (ii) generate enumerator-supervisor inconsistency rates (% of data fields where enumerator and supervisor values are discrepant). Based on the foregoing analysis the following actions will be taken. “With respect to enumerator-supervisor inconsistency rates” the Supervisors data will be the denominator.
- (iii) If the inconsistency rate is <30% DFS will work with field supervisor to (a) correct the errors and also (b) coach and retrain the enumerator/supervisor on all areas found challenging to them;

- (iv) If the inconsistency rate is 30%-50% the DFS and field supervisor should: (a) temporarily stop the enumerator; (b) retrain and coach the enumerator; (c) sit in at least one full interview by the enumerator to assess his/her competence and whether the coaching or retraining has had the desired effect; (d) ask the enumerator to revisit the structures / households and correct the errors.
- (v) If the enumerator error rate is >50%: (a) the enumerator should be replaced; (b) in the absence of a qualified replacement the enumerator should be re-trained / coached; (c) following this the supervisor should sit through a couple of his/her interviews before full resumption of interviews; (d) all identified errors should be corrected before taking on new interviews.

Level 3: Action at HQ level (Spot-checks)

The DQMs, using all data quality monitoring resources at their disposal, including the enumeration tracking dashboard, should periodically run data quality assessment checks and direct RFSs and DFSs as to where to conduct spot-checks and make necessary interventions. Spot-checks will be particularly focused on addressing gaps and duplicates during listing and potential omissions, duplications and fabrications during enumeration of households and persons.

It is the responsibility of all supervisors to sign off all enumerators in the SAs, therefore Supervisors who fail to carry out re-interviews should be warned and failure to comply to the directives should have their contract terminated and withdrawn from the Census. Supervisors' remuneration will therefore be tied to the expected number of re-

interviews they are to do as any supervisor who fail to do so will not receive the full complement of payment due them.

Re-interviews coordination and management

Re-interviews are compulsory. Therefore, field supervisors and the DDQMT must familiarise with and enforce the re-interviews methodology as stipulated in this document. The work of the supervisor will be considered incomplete without conducting the re-interviews as expected.

The following will be overall in-charge of re-interviews implementation:

Peter Takyi Pephrah – Field Operations Manager

Kwamena Leo Arkafra – CAPI application

Jacqueline Anum – Data Quality Monitoring (DQM)

All DDQMT – Implementation

7. Overall responsibility

The field operations manager will be responsible for synthesizing the re-interview reports, and for debriefing and seeking CCT's attention on key decisions.

Table 5: Checklist for field work

S/N	Activity	Quantity/ Number	Remarks
Materials for fieldwork			
1	Tablets		
2	Bags		
3	Field caps		
4	Power bank		
5	Rain coat		
6	Wellington boots		
7	Reflective Jackets		
8	ID Cards		
9	Flash Light		
10	Flash light Battery		
11	Questionnaires		
12	Chalk		
13	Certificate of enumeration		
14	Introductory letters		

7.4 Roadmap for the 28 days of fieldwork

As part of the field strategy aiming at achieving complete coverage, 28 days are dedicated for fieldwork.

- a) First 10 days shall be earmarked for field data collection i.e., 13-22 June, 2021. Out of the 10 days, the first 7 days will be used for the listing exercise while the remaining 3 days shall be used to wrap-up

uncompleted listing work among other things to ensure complete coverage of all structures within each EA.

- b) For effective monitoring of fieldwork and access to collected data for editing and analysis, areas of poor connectivity will be visited frequently by DFS and IT support officer to ensure that field officers are safe, at post and as well copy data they have collected and sync for verification.
- c) Another four days will be dedicated to allow equitable sharing of workload among team members from 23-26 June, 2021. This period will also be used to complete analysis of listing data (structural editing) on number of residential structures, use of structure, non-residential structures under various categories, unoccupied structures etc. by the DQM where feedback from the analysed data will be used for planning moving into the enumeration stage of the field work.
- d) Workloads (number of households for the EAs) for each enumerator can therefore be assessed (if structures are more than 200 during listing, and listed households are more than 150 households), then the DDQMT will work together with that team to obtain assistance from other team members to complete the fieldwork within the period of data collection.
- e) Census night is earmarked for 27th June 2021.
- f) Actual enumeration of households or group quarter populations will ensue for 14 days immediately after the Census night celebrations.

7.5 Crosscutting activities

As mentioned earlier in the introductory part, the three broad areas for field work will largely require some identified activities labelled as crosscutting activities to ensure smooth implementation within the given timelines. They shall include:

- a) Communication across the various levels (HQ, regional, district, field)
- b) Map reading skills (identification of EA boundaries and canvassing)
- c) Daily synchronisation of collected data to HQ,
- d) Instituting levels of monitoring and supervision,
- e) Contingency planning
- f) Identifying and mitigating threats.

7.5.1 Map reading

Ability to read maps well is primary to successful data collection. This activity shall be followed by canvassing of EAs, listing and main data collection. The essence of map reading is to ensure that boundaries of each EA are tracked and identified during canvassing; and also ensure that all landmarks indicated on the map are not excluded to avoid overlapping or gaps.

Another important criterion required to ensure we avoid overlaps and gaps is ensuring description forms match with maps, the SA maps superimposed on the district map have no gaps nor overlaps. In a situation where there are errors or mismatch of maps and PHC2 during fieldwork, the issue has to be resolved by the Centre leads and members of DDQMT.

7.5.2 Daily synchronisation of data to HQ

Data collected on the field is expected to be synchronised to a dedicated server at Headquarters. The frequency of this synchronisation is encouraged to be at minimum once daily, though, multiple times are preferred. However, due to the nature of some terrains such as working in Type 3 EAs and poor network connectivity which could present some

difficulty for enumerators to meet up with their supervisors often, it is anticipated that delays in syncing could occur.

7.6 Contingency planning

Field work has the tendency to be disrupted and consequently come to a halt if adequate stop-gap measures are not put in place to de-escalate or mitigate any unforeseen challenges that may arise. Some of the unforeseen challenges include unbearable workload where additional support may be required in order to complete work within the stipulated time period. Provisions for additional staff has been made by including 10% margin of trainees that will be on standby for call up should the need arise. Daily listing threshold ranges between 30 and 50 households per day while daily enumeration threshold is set at an average of 10 households per day. Field supervisors should be able to anticipate the workload and the possibility of completion of work by an enumerator at least by day three of field work. The thresholds provided should enable supervisors to trigger a request for additional support with appropriate justification.

7.6.1 Criteria for requesting and deploying additional Field Officers

This activity should be led by the Centre Lead/DFS and the DCO. A week before the training, a comprehensive assessment should be done to know when to request for additional field officers and when and how to deploy them to assist the primary enumerators.

7.7 Threats

7.7.1 Enumerating remote or forest-like Type 3 EAs

The DDQMT should be very concern during the enumeration of forest-like type 3 EAs since failure to enumerate all may lead to under counting or over counting. This exercise should be a priority of the DCO with the other members supporting. Enumerators must be paired to undertake group enumeration to ensure safety taking into consideration their sex.

7.7.2 Existing conflict areas

Some areas in the country are known for cultural differences among others that may have led to conflicts in time past. It is therefore important for the training team at the district to take these into consideration even when grouping field officers into teams for field work. Irrespective of where enumerators find themselves and assigned to work; they must be on the lookout for cultural differences as this could spark conflict that will interrupt the data collection process.

7.7.3 Boundary dispute

Whenever a boundary dispute comes up, the DCO and the DDQMT should help get a first-hand information of it and if it is beyond them, then the RS should be invited to intervene and subsequently to the Head Office. Other activities may include:

- a. DDQMT should update and compile list of disputed boundaries
- b. DCO should submit list of disputed boundaries and collaborate with the DCIC for resolution

- c. If any difficulties are encountered in the resolution process, DDQMT should escalate the matter to the RFC to be presented to the RCIC.

7.7.4 Use of cell towers

The DCO should have information from the census secretariat on all the cell towers in district to inform the strategy that will be put in place to ensure effective synching of data from the enumerators to the HQ. This should be done two months before the training starts and it will serve as a guide in determining the number *WI-FI* system each district might need. Other duties:

- a. Extract list of localities with network connectivity challenges according to SAs
- b. Share list among supervisors and District IT Officer.

CHAPTER EIGHT

8 POST FIELD WORK

Post Field work refers to a period where field officers are expected complete the assignment of data collection and return from the field. This allows for them to be cleared for having done satisfactory work and also retrieve the necessary logistics that are meant to be retrieve. This shall consist of two broad activities as follows:

- a) Retrieval of Logistics
- b) Clearing of field officers

8.1 Retrieval of Logistics

Logistics including tablets given to field officers to for field work will be collected and transported at three levels; first from field officers; from districts to regions; and from regions to HQ. This activity is done with support of a template developed by the logistics team to ensure that all items are retrieved according to a checklist on the template to facilitate the exercise. This activity should be led by the DDQMT at the district level and Regional Census Officer at the regional level.

8.2 Clearing of field officers

Data collected from the field must be examined by the district data quality monitor with support from the other DDQMT members to ensure data completeness and quality before a team shall be cleared as having completed their mission. However, the clearance will be validated from HQ. It is also to facilitate payments of field officers' allowance as stipulated in their contract. Clearance will strictly be done in teams and not individual field officers. In other words, a member of

team cannot and will not be cleared while the other team members are working in the field or may have issues with their data.

8.3 Post Enumeration Survey

The 2021 PES seeks to estimate the total number of persons and households in dwelling units on the census night. The units of observation will be persons who spent the census night and/or the PES night in these living quarters.

8.3.1 Field control Strategy

The 2021 PES Field operations will in most cases mimic that of 2021 PHC. Hence, it will seek to achieve the following:

- Provide an operational structure for coordination of field activities.
- Leverage on Technology that can keep track of logistics for field activities.
- Make extensive use of the Offline and Online interactive EA Maps to ensure optimal coverage of enumeration by setting up PES operations centre that will use the GPS coordinate to check coverage.
- Ensure data quality at the Zonal and National levels

Detailed strategy for PES contained in PES strategic document.

CHAPTER NINE

9 FIELD OPERATIONS STRATEGY

9.1 Introduction

Pivotal to the 2021 Population and Housing Census (PHC) is field operations activities but mainly centered on data collection i.e., face-to-face interaction between enumerators and respondents. In view of the enormity, complexity and restricted short duration in implementing planned activities in the field, it is imperative to structure field activities in a comprehensive manner to guide the execution of the task from the period for the preparation, training and fieldwork (listing & enumeration) and clearance of field officers after fieldwork.

The strategy has been structured to have objectives, activities and sub-activities as procedures, for the implementation of the Census. Specifically, it has activities before training, activities during training and field data collection. It has timelines for the execution of each activity and the implanting officer as outlined in the Table 6 to guide operations.

Table 6: The Matrix of the Field Operation Strategy

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
BEFORE TRAINING							
1	To publicise, educate and advocate for the 2021 PHC	Sensitise/educate key stakeholders on the 2021 PHC	Request meeting with DCIC members	15/01/2021	31/01/2021	DDQMT	DCD
			Provide orientation on to the DCIC	15/01/2021	15/05/2021	DDQMT	DCD
			Sensitise Assembly members, community	15/01/2021	15/05/2021	DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			leaders and faith-based organisations on the Publicity strategy				
		Educate the general public on the 2021 PHC exercise	Announce census operations through the locality information centres	15/01/2021	27/06/2021	DDQMT	DCIC
			Establish relationship with local media outlets i.e Radio,	15/01/2021	27/06/2021	DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			TV, and Print Media				
		Take receipt of PEA materials at the district	Take receipt of PEA materials for safe keeping	01/05/2 021	15/05/ 2021	DCO	DDQM T
		Distribute PEA materials	Dispatch materials to the localities	15/05/2 021	22/05/ 2021	DCO	DDQM T
			Escalate to region if PEA materials delay in reaching the District	20/05/2 021	22/05/ 2021	DDQMT	DCIC
2	To recruit dedicated and	Shortlist applicants for processing	Take receipt of shortlisted applicants from	26/04/2 021	28/04/ 2021	DDQMT	DCIC

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
	qualified field officers		HQ based on the minimum qualification				
			Send invitation to applicants for screening via phone call and sms.	26/04/2021	27/04/2021	DDQMT	DCIC
			Conduct screening and authenticate credentials of applicants	28/04/2021	04/05/2021	RS	DCD
			Shortlist qualified applicants based	20/04/2021	26/04/2021	RS	DCD

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			on localities to ensure equitable distribution across the District including buffer				
			Maintain a reserve list of applicants for contingency			DCO	DDQM T
		Invite qualified applicants for training	Invite prospective trainees a week ahead of time to pick training manuals	21/05/2021	24/05/2021	RS	DCD

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Register prospective trainees a day before training commences	29/05/2021	29/05/2021	DCO	DDQMT
			Conduct mop-up registration should there be the need	30/05/2021	30/05/2021	DCO	DDQMT
3	To acquire facilities	Secure training venue	Identify and inspect candidate training venues	15/05/2021	17/05/2021	DDQMT	DCIC
			Involve DCIC to assist in securing training venue			DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Proceed to secure training venue	15/05/2021	22/05/2021	DDQMT	DCIC
			If training venue is not identified within the district, it should be escalated to the region for assistance in a nearby district			DDQMT	DCIC
		Secure storage facility	Proceed to secure a safe storage facility within the training centre	15/05/2021	22/05/2021	DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Write to the Security agencies (Police) for protection of the training/storage centre	15/05/2021	22/05/2021	DDQMT	DCD
			Escalate to the region if securing of storage facility fails			DDQMT	DCD
4	To secure logistics	Secure training logistics	DDQMT to secure a color printer to facilitate the	22/05/2021	22/05/2021	DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			printing of ID cards				
			Liaise with logistics team to receive the required quantities of training logistics as per the logistics checklist	22/05/2 021	22/05/ 2021	DCO	DDQM T
		Secure IT logistics	Liaise with logistics team to receive the required quantities of	22/05/2 021	23/05/ 2021	DDQMT	DIT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			tablets and their accompanying accessories				
			Perform quality assurance check on the IT logistics received	22/05/2021	23/05/2021	DDQMT	DIT
			Record and report all findings on the IT logistics received	22/05/2021	23/05/2021	DIT	DDQMT
			Park the IT logistics into the storage facility	22/05/2021	22/05/2021	DIT	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
		Take receipt of field maps	Check the number of SAs	15/05/2021	16/05/2021	DFS	DDQM T
			Check the number of EA's	15/05/2021	16/05/2021	DFS	DDQM T
		Validate maps	Perform quality checks on the SAs with their respective EAs maps to avoid duplicates and omissions	15/05/2021	16/05/2021	DFS	DCO
			Superimpose the EA maps on their respective SA map	15/05/2021	16/05/2021	DFS	DCO

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Verify the EA maps with their accompanying PHC2 forms	15/05/2021	16/05/2021	DFS	DCO
			Superimpose the SA maps on their District map	16/05/2021	17/05/2021	DFS	DCO
5	To form preliminary field teams for training	Assign trainees to teams based on the selected EAs earmarked for field practice	These teams are intended only for the initial field practices i.e. Listing and enumeration field practices	20/05/2021	20/05/2021	DDQMT	Centre lead

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
6	To seek the support, participation and cooperation of the local Authorities	Pay courtesy call on leadership of the district	Lead the training team to visit leaders of the district including M/DCE, M/DCD, Chiefs for a courtesy call before training commences or on the first day of training	20/05/2021	22/05/2021	DCO	DDQMT
			Extend invitation to the leaders to grace the opening	22/05/2021	22/05/2021	DCO	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
						ceremony of training	
7	To produce and issue trainee ID cards	Validate that all trainees have their photos uploaded on the web portal	Commence the printing of the ID cards from day 5 of training	04/06/2 021	04/06/ 2021	DDQMT	DIT
			Issue ID cards only to selected trainees for field work after training	08/06/2 021	08/06/ 2021	DDQMT	DIT
8	To organise opening	Center leads to ensure opening ceremony is	Arrange for hall or an open space to perform the	28/05/2 021	28/05/ 2021	DDQMT	Centre lead

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	ceremony for training centre	undertaken to officially open the training phase	opening ceremony				
			Arrange for DCE, DCD or magistrate to perform the oath swearing of trainees	28/05/2 021	28/05/ 2021	DDQMT	Centre lead
9	To effectivel y manage trainee populatio n	Manage daily attendance of trainees	Conduct class roll calls at least twice daily	31/05/2 021	09/06/ 2021	DDQMT	Centre lead
			Manage trainee punctuality				

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
10	To assess trainee understanding	Conduct baseline assessment	Ensure that class assessments are conducted as schedule on the training time table	31/05/2021	09/06/2021	Facilitators	Centre lead
11	To experiment the administration of the questionnaires	Conduct field practice	Deploy trainees to field using the assigned EAs on the assignment sheet	03/06/2021	03/06/2021	Centre lead/Facilitators	DDQMT
			Facilitators follow up to monitor how trainees are working on the field	03/06/2021	03/06/2021	Centre lead/Facilitators	DFS

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
			Follow the field practice guidelines			Facilitators	DDQMT
12	To select team leads (Supervisors) for field work	Identify potential supervisors	Task Facilitators to identify trainees with the potential to be engaged as supervisors	08/06/2021	08/06/2021	Centre lead	DDQMT
			Assess the performance of the potential supervisors based on the selection criteria including	08/06/2021	08/06/2021	Facilitators	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			performance in assessment, experience and contribution during training				
		Shortlist supervisors	Select final list of supervisors	08/06/2021	08/06/2021	Facilitators	DDQMT
13	To distribute the entire district among teams	Assign trainees into teams based on their localities of residence	Form the various teams for the SAs within the District before the last day of training	08/06/2021	08/06/2021	Centre lead/Facilitators	DDQMT
			Make selected list of trainees	09/06/2021	09/06/2021	Centre lead/Facilitators	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			available to all trainees				
14	To engage trainees by agreement	Sign contract with interested trainees	Explain the provisions of the contract to trainees	09/06/2 021	09/06/ 2021	Centre lead	DDQM T
			Proceed to sign contract with interested trainees before the start of field work	09/06/2 021	09/06/ 2021	Centre lead	DDQM T
15	To facilitate the prompt	Compile trainee list for payment of training allowance	Submit final training list with the regional accountant for	08/06/2 021	09/06/ 2021	Centre lead	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	payment of training allowance		payment processing				
			Ensure trainees receive their training allowance before the start of field work	10/06/2 021	10/06/ 2021	Centre lead	DDQM T
16	To take evaluate daily proceedin gs to enhance	Organise daily briefing meetings	Collect briefings from facilitators of each class	31/05/2 021	09/06/ 2021	Centre lead	DDQM T
			Use this medium to plan together on key activities	31/05/2 021	Last day	Centre lead	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	engagem ent with trainees		to be undertaken with trainees				
			Share report from debriefings with RFS	31/05/2 021	Last day	Centre lead	DDQM T
17	To commissi on trainees for next phase of process	Conduct closing ceremony for trainees to usher them into the next phase of work	Indicate to prospective supervisors about their orientation	08/06/2 021	08/06/ 2021	Centre lead	DDQM T
18	To provide		Provide an overview to	10/06/2 021	10/06/ 2021	DDQMT	Centre lead

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
	separate orientation for prospective supervisors	Train supervisors on relevant areas	supervisors on the nature of the work				
			Give selected Supervisors more details on workload management	10/06/2021	12/06/2021	DM	DDQMT
		Managing oversized/highly dense EAs	DQM must use the "HH sharing tool" to advise the DDQMT on additional support (enumerators) required for such	10/06/2021	12/06/2021	DDQMT	DM

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			identified oversized EA				
			Sensitise supervisors on hard-to-reach area strategy	10/06/2021	12/06/2021	DFS	DDQM T
		Train supervisors on preparation of daily field itinerary	Present a itinerary sample to be used to train them on	10/06/2021	12/06/2021	DCO	DDQM T
		Establish medium of communicating	Inform them of the use of Whatsapp, sms and other options	10/06/2021	12/06/2021	DCO	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
		with enumerators					
19	To assist supervisor s in charge of SAs with network challenge s	Draw a roadmap for areas with network challenges	Present the list of localities with poor network connectivity to supervisors of concern	10/06/2 021	12/06/ 2021	DIT	DDQM T
			Advise them of alternative network or closest localities without network challenge	10/06/2 021	12/06/ 2021	DIT	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
20	To prepare and distribute logistics for field teams	Prepare tablets for field work	Clean training data from tablets prior to field work	10/06/2 021	11/06/ 2021	DIT	DDQM T
			Do all necessary updates before enumerators come for them	10/06/2 021	11/06/ 2021	DIT	DDQM T
		Distribute field logistics to the teams	Invite supervisors to collect logistics for their team	11/06/2 021	12/06/ 2021	DDQMT	Centre lead
			Supervisors are expected to distribute logistics among their Enumerators	12/06/2 021	12/06/ 2021	DDQMT	Centre lead

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
21	To effectivel y plan for all institution al facilities within the district	Put in place plans to tackle institutional facilities	Identify both stable and unstable institutions eg. clinics, boarding schools, and prayer camps	15/05/2 021	30/05/ 2021	DCO	DFS
			Inform the leadership of institutional facilities on the census operations	15/05/2 021	30/05/ 2021	DCO	DDQM T
			Identify and prepare enumerator list to	31/05/2 021	09/06/ 2021	DCO	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			be deployed to these institutions				
			Map out the different times for enumeration of the various groups of institutional population	31/05/2021	09/06/2021	DCO	DDQMT
22	To effectively identify all structures with	List structures	Deploy field officers to their respective EAs to list all structures and also list floating locations.	13/06/2021	13/06/2021	DDQMT	Centre lead

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	populatio ns in them		Ensure enumerators achieve complete coverage	13/06/2 021	22/06/ 2021	DFS	DDQM T
			Ensure daily synchronisation of data between enumerators and their supervisors	13/06/2 021	22/06/ 2021	DIT	DDQM T
			Ensure supervisors sync to HQ each and every day- "No Syncing No Sleeping"(NSNS)	13/06/2 021	22/06/ 2021	DIT	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
		Canvass SA and their respective EAs	Lead enumerators to canvass their respective EAs	13/06/2021	13/06/2021	Supervisors	Enumerators
			Supervisor must ensure enumerators reconcile any gaps and overlaps with colleague enumerators within the SA				
			Supervisors must reconcile with colleague supervisors of	13/06/2021	14/06/2021	Supervisors	Enumerators

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			neighbouring SAs where overlaps and gaps may prevail				
			Supervisors must complete the map validation form and submit to DFS			Supervisors	Enumerators
			Escalate unresolved issues to the DFS			Supervisors	Enumerators
23	To undertake Census	Organise Census Night celebrations	Celebrating Census Night to	27/06/2021	27/06/2021	DCO	DDQMT

S/ N	OBJECTIVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLLAB
	Night celebrations and activities		create awareness of the PHC 2021				
		Organise Census Night enumeration	Begin enumeration of unstable institutions (In-patients at Hospitals, Police/Immigration/Military Cells, Prayer camps etc.) at 3:00pm on Sunday 27 th June, 2021 (Census Night Date).	27/06/2021	27/06/2021	DCO/DFS	Enumerators

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Begin enumeration of floating population at 8:00pm on Sunday 27 th June, 2021(Census Night Date)	27/06/2021	27/06/2021	Supervisors	Enumerators
24	To enumerate all groups of populations	Enumerate High-Profile Personalities	Arrange with high profile personalities for enumeration	26/06/2021	27/06/2021	DCO	Enumerators
			Conduct enumeration of	27/06/2021	27/06/2021	DCO/DFS	Enumerators

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			high-profile persons				
		Enumerate unstable Institutions	Deploy enumerators according to plan on census night date	26/06/2 021	26/06/ 2021	DDQMT	Supervi sors
		Enumerate Floating Population	Retrieve locations of floating population from the updated district profile submitted	23/06/2 021	24/06/ 2021	DDQMT	Supervi sors
			Engage their leaders of centres	23/06/2 021	24/06/ 2021	DCO	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			identified for floating population for their support and cooperation				
			Engage and seek the support of security agencies during the census night enumeration	23/06/2021	24/06/2021	DDQMT	DCIC
			Notify them about the census night date	23/06/2021	24/06/2021	DDQMT	DCIC
			Assign adequate enumerators to all	25/06/2021	25/06/2021	DDQMT	DCO

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			identified locations of floating population on census night to ensure complete and timely coverage				
		Enumerate hotels/guest houses	Inform hotels/guest houses/motels, etc. within Districts on upcoming census	23/06/2 021	24/06/ 2021	DDQMT	DCIC

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Organise orientation on questionnaire to be administered to their clients	23/06/2021	24/06/2021	DFS/DCO	DDQMT
			Submit copies of PHC1E forms on the day of census night	26/06/2021	27/06/2021	DCO	DDQMT
			Retrieve filled questionnaires the following day to be inputted on the CAPI	28/06/2021	28/06/2021	Supervisors	Enumerators

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
		Enumerate remote or forest-like Type 3 EAs	Pair enumerators within a team to undertake group enumeration to ensure safety	26/06/2021	26/06/2021	Supervisors	Enumerators
			Consider the sex of the enumerators when pairing	26/06/2021	26/06/2021	Supervisors	Enumerators
			Supervisor to conduct re-interviews	28/06/2021	30/06/2021	Supervisors	Enumerators
		Conduct Re-interviews	Jointly investigate inconsistencies			DFS	Supervisors

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			after re-interview with enumerator				
			Reconcile inconsistencies, if any, after visiting the respondent(s) together			DFS	Supervi sors
			Provide re- training to enumerator where investigation results continually implicate the enumerator			DFS/DC O	Supervi sors

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
25	To facilitate daily synchroni zation of data collected	Ensure synchronisation to HQ does not exceed 24hrs	Maximum days a team could go without syncing to HQ should not exceed 3 days. Circumstances which will require delays in syncing should be communicated to the DDQMT.	28/06/2 021	30/06/ 2021	DIT	Supervi sors
			Follow-up with any team that exceeds the 24hr period of	29/06/2 021	29/06/ 2021	DIT	DFS

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			synchronisation of field data				
			Provide assistance to supervisors in isolated areas of poor network	29/06/2 021	29/06/ 2021	DIT	DFS
26	To minimise threats to lives and property	Sensitize field officers on road safety issues to minimize accidents	Entreat field officers to wear helmet or seat belt when commuting with a motorbike or vehicle	12/06/2 021	12/06/ 2021	DFS	DDQM T
			Sensitise field officers on	12/06/2 021	12/06/ 2021	DFS	DDQM T

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			dangers of speeding				
			Entreat field officers not to drink and drive/ride	12/06/2021	12/06/2021	DFS	DDQMT
		Manage reported theft cases	Report immediately to any member of training team or field supervisors	13/06/2021	11/07/2021	DCO	DDQMT
			Escalate to the police depending on the issue	13/06/2021	11/07/2021	DCO	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
			Assist with investigations to expose perpetrators	13/06/2021	11/07/2021	DCO	DDQMT
27	Clearance	Clearance of Field Officers	DDQMT to follow guidelines for clearing field officers	11/07/2021	18/07/2021	DCO	DDQMT
28	To facilitate the retrieval of	Retrieve all returnable logistics	Develop Retrieval Schedule	11/07/2021	12/07/2021	DCO	DDQMT
			Record retrieved logistics	12/07/2021	18/07/2021	DCO	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	returnable logistics		Repackage all logistics with their reports for transport	12/07/2 021	18/07/ 2021	DCO	DDQMT
			Identify and establish means of transport	18/07/2 021	18/07/ 2021	DCO	DDQMT
29	To facilitate the transporta tion of logistics to the	Transport returnable logistics from District to Region	Identify and establish means of transport	18/07/2 021	19/07/ 2021	DCO	DDQMT
			Ensure all returnable logistics are loaded and	19/07/2 021	20/07/ 2021	DCO	DDQMT

S/ N	OBJECT IVES	ACTIVITY	SUB – ACTIVITIES	TIMELINE		IMPLEMENTER	
				FROM	TO	LEAD	COLL AB
	regional office		returned to the regional office				
			Ensure that the Region clears the Team upon receiving all returnable logistics.	20/07/2 021	20/07/ 2021	DCO	DDQMT

CHAPTER TEN

10 COMMUNICATION CHANNELS AMONG CENSUS OFFICIALS

10.1 Introduction

Effective and structured communication channels among census officials is of great essence to the 2012 PHC as far as field operations activities are concerned, especially in this era of digital census. There is the need to outline a systematic way to convey messages among the various levels of the field operations structure (organogram) in terms of taking and communicating decisions with regular feedback. In addition, the identified communication channels should mainly facilitate the resolution of challenges associated with the general implementation of the census. Specifically, the communication channels are to be utilised to address issues associated with distribution of census materials, publicity, education and advocacy, recruitment and training, supervision and monitoring of activities at all levels. Heads of units will be responsible in solving census problems which confronts them each day and how they were resolved, or seek guidance on how the issues are to be resolved. By this arrangement, the Chief Census officer will be updated on both already resolved and unresolved issues from the leads for the various work streams.

This communication channel is planned around the broad thematic areas of the census which includes activities before training, activities, training, activities at the transition period between training and fieldwork, activities during fieldwork and post fieldwork activities to streamline the communication path. It is certain that this plan will promote strong collaboration among officers on the census at all levels of the census process.

To a large extent, this should afford members the opportunity to know, respect and utilise the appropriate channels for effective facilitation of communication and quick resolution of issues using the right medium of communication. The medium of communication should be any of the following (whichever way deem effective) phone call, SMS messages, WhatsApp, Telegram video & virtual conference meeting (in an emergency case), e-mail and in-persons. Every message that would be communicated to any individual or group should be documented with date and time to ensure that feedback is given for transparency, accountability and in real-time.

10.2 Communication Channels

The communication channels have been structured into five broad areas including communications associated with activities before training, matters associated with activities during training, transition period between training and fieldwork, issues associated with fieldwork and issues associated with post fieldwork activities.

10.3 Activities before training

1. Communication Channel during Recruitment, screening of applicants and training period

The arrows in Figure 4.1 indicate channels of information flow. This is the chart directing information flow among key players on recruitment, screening of applicants and training period as well as its associated issues with the enumerators' bureau of the census. In any case, the Lead recruitment and training must be in the known.

The date, time of reporting, when and how the issue was addressed or resolved must be documented using excel spreadsheet.

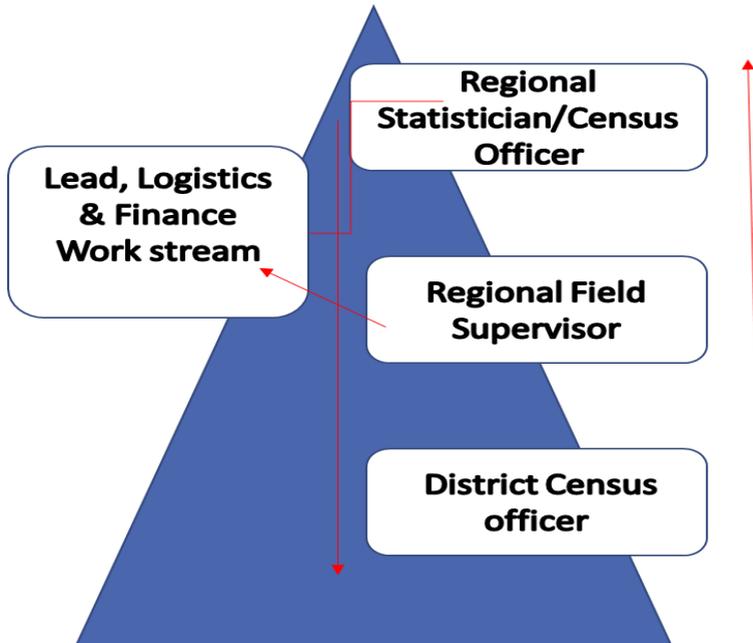
Figure 4.1

1



2. **Communication Channel during distribution and transportation of logistics to the districts for publicity, training and fieldwork**

Figure 4.2



Distribution of logistics would be done according to the scheduled and stated plan. Logistics are to be distributed to the districts and stored at a safe place for the census at least two weeks before training. However, in the event of any delays or short of supply of a particular item, the flow of communication would follow the arrows shown in Figure 4.2 where the **DCOs** who are the recipients of the items at the districts must report any delays in the distribution

of logistics as scheduled in the LMIS to the **RFS** immediately for resolution. If the RFS is unable to solve the problem then it should be reported to the Regional Statistician/Regional Census Officer who then escalates it to the Director of logistics administrative and finance for resolution.

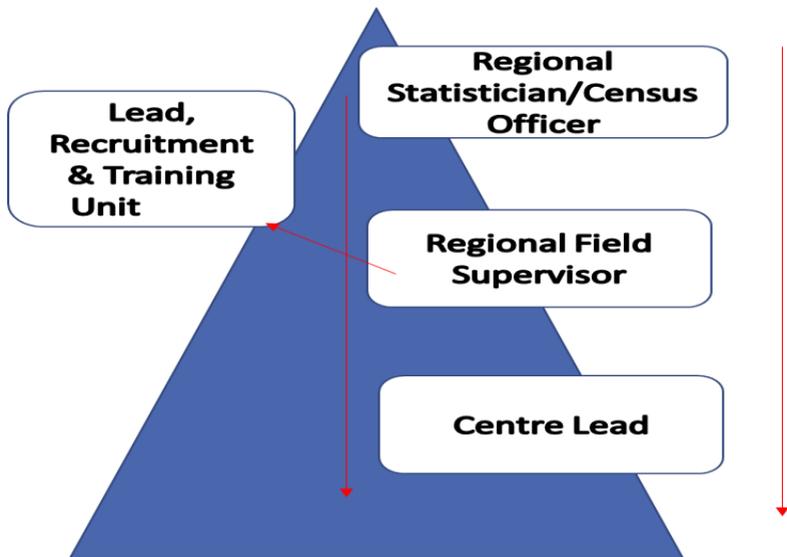
10.4 During training

A number of activities would be undertaken during training and it is expected that training venues will have the requisite resources to facilitate the training. Each training centre would have adequate number of classrooms for the number of participants, washrooms, water, electricity, room to store logistics, office space, catering arrangements and COVID-19 protocols equipment (veronica bucket & temperature gun).

Aside ensuring that the required resources are available, attention must also be given to procedures for the distribution of tablets and CAPI issues, production of ID Cards for participants during training and compilation of field officers list for initial payment of field allowance. In an event that there are inadequate or unavailability of any of the listed items, appropriate communication channel should be followed to find solution to the issue as directed in Figure 4.3.

3. Chart on communication channel during training

Figure 4.3



In case where challenges are IT related, for instance tablets and CAPI issues, production of ID Cards for participants during training and compilation of field officers list for payment, Centre Lead, IT support are to team up and find solution to the problem within the district. In a situation where it is beyond them, Regional IT officer should be contacted for resolution however, director of recruitment and training should be informed, and when (date & time) the problem was identified, and how it was resolved should be documented.

10.5 Transitional period after training

Transitional period are days set aside for final planning and preparation to dispatch teams to the field by members of the DDQMT. This period is devoted for cleaning the tablets of all training data and turn to data collection mode.

Other Activities include:

4. Finalisation of team formation and placement of enumerators to EAs
5. Finalisation of tablet preparation for field work
6. Distribution of field logistics according to teams
7. Engagement with supervisors for the preparation of:
 - Itinerary for supervision
 - Itinerary for re-interview in EAs
 - Communication medium for teams (WhatsApp group, sms, etc.)
8. Compilation of field officers list for initial payment of field allowance
9. Intensification of PEA activities
10. Finalisation of action plans for enumeration of institutional population
11. Engagement of authorities of hospitals for enumeration of in-patients
12. Engagement of authorities of boarding schools to plan for the enumeration of students
13. Engagement of authorities of hotels for cooperation for the enumeration of guest
14. Engagement of the leaderships of galmsey groups
15. Engagement of district police commands for the enumeration of in-mates of police cells

16. Engagement of the leadership of prayer camps for cooperation
17. Finalization of Action plans for the enumeration of floating population
18. Finalization of work load management strategy for listing
19. Ensuring teams have data for syncing
20. Dispatching of teams to the field for fieldwork

10.6 Communication Channel during transition period between training and listing

Activities at this stage are handled by different officers but by the leadership of the DDQMT. The preparation of tablets will be handled by the District IT Officer and DCO and DFS will also play vital roles. In an event that a challenge requires an intervention, the following communication channels should be followed to address issues:

1. **The DIT officer** must report any challenge that may arise during the tablet preparation and SA/EA assignment to the **RIT/RFS** and finally inform **Head of CAPI Team**.
2. The **DCO/DFS** must report to the **RFS/ZFC** any shortage of logistics and any other challenge that may delay the distribution of field logistics to the field officers including items A, C, D & P and inform Director, Field Operations.
3. The **DCO** must report any technical issue leading to the delay in the compilation of field officers list for payment of field allowance to the **RFS/ZFC** for immediate action to be taken.
4. For challenges associated with items G-N, involve members of DCICs and inform Director, Field Operations.

5. Any challenge on the distribution of work using the L-strategy should be handled by DQM, if it is beyond their capability, it should be escalated to RQM and in an event that it cannot be solved at the regional level, the Chief DQM must be contacted for directives.

10.7 Activities During Fieldwork

The Fieldwork embodies so many activities which should be systematically and timely managed. We have issues that may be encountered during listing stage and issues that may arise during enumeration stage of the fieldwork.

10.8 Listing Stage

Challenges during listing of structures may include (1) Community entry, (2) wrong EA description and map (PDF or Interactive) issues, (3) uncooperative respondent during listing of structures and its associated issues, (4) issues of workload management, (5) issues about synching, (6) issues about re-interview.

1. **The Enumerator** must report any challenges regarding community entry, identification of EA/SA boundaries, placement of localities not on maps or identification of new localities in EAs especially Type 3 need to be to be communicated to the **Supervisor**. The supervisor should in turn report to the DFS or DCO. This information will be fed into the tracker for real time information transfer. If the problem is not resolved, the **DFS** must also escalate the

problem to the **DCIC/RFS/RS/ZFC** for timely intervention.

2. The Supervisor must report issues relating to data synchronization to the **DQM** and if the problem is not resolved, the **DQM** must report to the **RDM/RFS** for immediate resolution.
3. The **DQM** must immediately report any error messages to the **Enumerator** through the **Supervisor** for the needed corrections to be made.

10.9 Transitional period between listing and enumeration

This is the period work load management strategy during- for workload management is relied upon to share work among enumerators in SAs. This is the time safety and security intelligence have to be finalised for the enumeration of outdoor sleepers and other isolated groups.

It is anticipated that the arrangement to get the institutional population enumerated identified from H-P under transition period between training and listing are finalised. It is also the time to intensify PEA activities on radios, churches, mosque and other bodies to win the fullest cooperation of the general public. In the event that challenges are encountered with reference to any of the issues identified in the districts:

1. The **DQM** must report challenges regarding workload management to the **RDM/RFS** and possibly **Chief DQM** immediately for redress before enumeration begins on the census night.
2. The **DCO** as a matter of urgency must report any security issues that are likely to affect the implementation of census

night activities to the **DCIC/RFS/RS/Director Field Operation/CCT** for quick action to be taken before the census night.

3. The **DCO** must report to the **DCICs/RFS/RS** any difficulties that are likely to ensue during the enumeration of both unstable and stable institutional population.

10.10 Census Night

Events to celebrate Census night should be organised in all localities (Type 1 and Type 2 especially). It calls for the cooperation of chief and elders, opinion leaders and the support of the DCIC members. Should there be any challenge in the organisation of such events

1. The **Enumerator** and supervisor must report challenges that are likely to be encountered on census night to the **DCO** and **DFS** for redress.
2. The **Enumerator** and Supervisor must immediately report any challenge relating to the segmentation and listing of the location of outdoor sleepers as well as sharing of location of outdoor sleepers to DFS and **DCO** before enumeration begins on that night.
3. The **DCO** must report any security threat and difficulty in getting the corporation of security agencies to the **Chairperson of DCIC/RFS/ZFC** immediate intervention.

10.11 Enumeration Stage

Challenges during enumeration period of field work may include (1) enumeration of outdoor sleepers, (2) enumeration of institutional population, (3) Issues about ISCO/ISIC, (4) issues about difficult respondents (5) issues about clearance, (6) missing tablets, and (7) issues about theft and accidents. In any of these cases,

1. The **Enumerator** must report the issues to the **Supervisor** for immediate resolution. Where supervisor is not able to resolve the issue, it must be escalated to the **DFS/DCO** for their intervention.
2. **The Enumerator must report to Supervisor any challenge associated with** syncing, internet connectivity, stolen tablets, malfunctioning of tablets and all other related issues to the **District IT Officer** and DFS for redress.
3. Any issue associated with letter of introduction, boundary issues, refusals, accidents, transportation, etc. must be quickly communicated to the supervisor by the enumerator for onwards delivery to the **DCO/DFS/DIT/DQM** for intervention to salvage the situation. It must be documented recording date and time. For theft of tablets or any valuable field logistics, police report must be obtained from the police station and finally report to **RFS/RS** for immediate resolution.
4. Challenges associated with re-interview by the supervisor should be channelled to the **DIT** and **DFS** for redress.

10.12 After enumeration

Enumeration is said to be accomplished when complete coverage is achieved in all EAs and SAs in the respective districts. Supervisors therefore are to submit materials to the members of the DDQMT for clearance. Where an enumerator proves difficult in releasing items;

1. The supervisor must immediately report any challenge or insubordination to DCO for intervention. Where DCO finds it difficult to retrieve the item, it must be reported to Chairperson of the DCIC, **RFS and RS for** that necessary measures to retrieve all items without much delay.
2. Any discrepancy between data received by **DQM** and collected by an enumerator and downloaded DIT must be rectified before clearance of field enumerator. However, any issue bordering on clearance of field staff at the district level must be escalated to the **RDQMT** and the **RFS** for immediate action.

NOTE: The lead officer reporting the problem or the issue should keep record of the time the problem was reported, who the problem was reported to and the time a solution/ steps were provided to address the problem as well as the time the information was relayed to the other officers in the team to address the problem.

Keep record of the time the problem was reported.

Time, date, district, who is reporting, the challenge,

You Count, Get Counted

CHAPTER ELEVEN

11 MONITORING AND SUPERVISION

11.1 Introduction

Field work (listing of structures and enumeration) is planned to span between 13 – 26 June, 2021, with 27th June, as the Census Night. Field activities will have to be supervised and/or monitored for quality data and for full coverage. Supervision has therefore, been structured to have five (5) levels.

11.2 Monitoring and Supervision Model

To ensure accuracy of the data collected, supervision and monitoring will overlap at different levels from training through to data collection. The Monitoring and Supervision model is depicted in a schematic below:

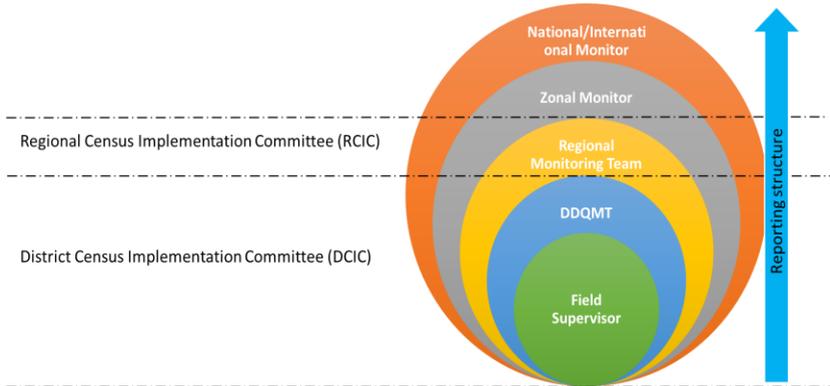


Figure 5: Monitoring and supervision model

11.3 National Monitors

They shall be the highest level of monitors during the 2021 PHC which will comprise of members of Census Coordinating Team, members of GSS Board, Census Steering Committee, Technical Advisory Committee, Chief Trainers and Heads of work streams.

Their responsibilities shall include:

- Oversee successful implementation of the census operations
- assess progress of work,
- make available all logistical support,
- help mobilise resources both financial and materials in real time for smooth implementation of fieldwork, and
- ensure that quality standards and methods are adhered to.

11.3.1 International/independent monitors

They shall also operate on the level of National monitors; their responsibilities shall include:

- To ascertain if the fieldwork and the entire census process meet best practices.
- Provide intelligence where necessary to the Chief Census Officer

11.4 Zonal Field Coordinator

The Zonal Field Coordinators (ZFC) will be made up of Deputy Chief Trainers and Regional Statisticians. These coordinators will be high-energy versatile persons who have technical, operational

and administrative skills to ensure that there is complete coverage and quality data collection in their zones.

The ZFC will primarily oversee the following activities, recruitment, training, census publicity and protocols, leverage state-agency resources and data collection.

Before data collection

1. Certify that all applicants in the Enumerators Bureau have the locality information
2. Certify that the region has attained the desired distribution of applicants for all field positions (Regional Trainers, DQM, DIT, Enumerators and Supervisors)
3. Review regional and district field strategies
4. Accompany RS as part of delegations to meet Regional Ministers
5. Certify availability of logistics for training
6. Certify availability of logistics for field work
7. Assess readiness for training
8. Monitor publicity activities in the regions
9. Assess resource gaps (financial, human and logistics)
10. Collaborate with RS and GS to bridge resource gaps
11. Review and assess regional process indicators for census implementation
12. Evaluate Regional SWOT analyses
13. Assess readiness for listing
14. Assess readiness for enumeration
15. Submit report to CCT on risk associated with the conduct of the 2021 PHC

During and after data collection

1. Review benchmark data for complete coverage from their zones
2. Monitor achievement of complete coverage
3. Monitor field work to ensure data quality and completeness
4. Use dashboard and error reporting from DQMs to assess quality
5. Provide feedback on coverage and quality to monitors
6. Coordinate the support from and activities by government administrative offices
7. Support publicity and advocacy activities
8. Ensure adequacy and continuous supply of field personnel at all times
9. Certify work quality and completion for each EA in their jurisdiction
10. Coordinate logistics, especially for moving personnel and materials in the field
11. Coordinate fieldwork closure and retrieval of all census equipment and materials
12. Provide daily activity reports (highlighting progress, challenges and recommended actions) and final report.

11.4.1 Regional Zones

The country has been divided into six zones to manage clusters of administrative regions to achieve the desired results. Greater Accra and Ashanti region are the exceptions where they stand independently without been grouped with other regions. The map below depicts the zones across the country.

REGIONAL ZONING OF GHANA FOR 2021 CENSUS

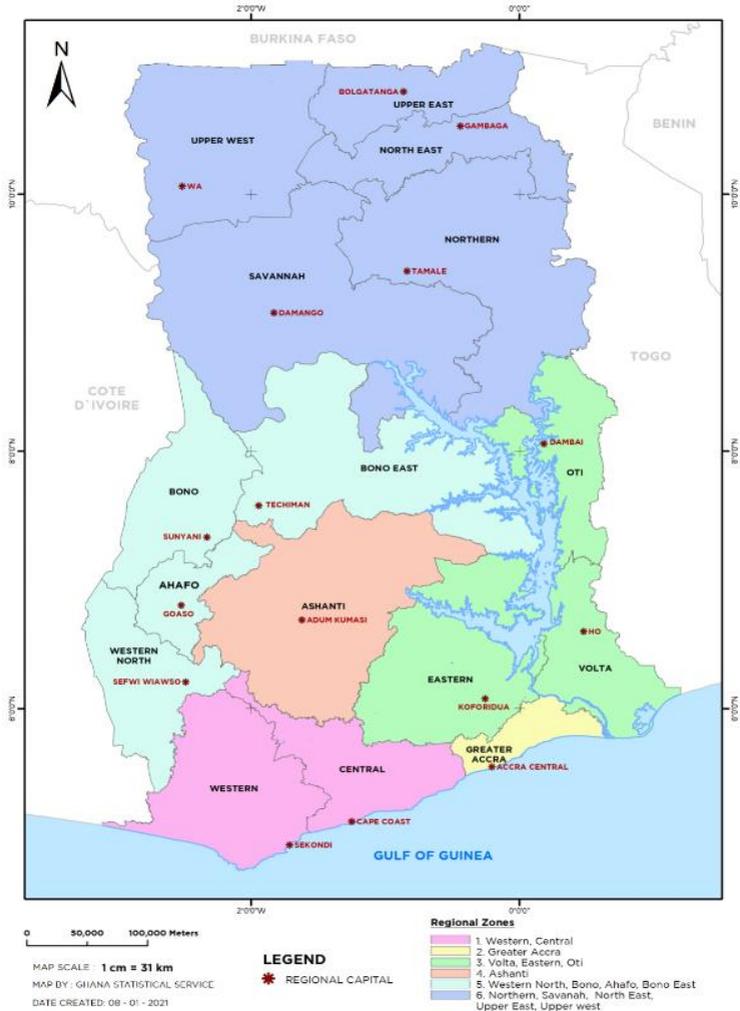


Figure 6: Regional Zoning of Ghana for the 2021 PHC

11.5 Regional Census Officer

The Regional Monitoring team shall comprise of the Regional Census officer/ Regional Statistician (RS) and their respective Regional Field Supervisors (RFS).

The RCO/ RS shall lead the administrative arm of the Census, their responsibilities will include:

- Shall, mobilize the support of Civil Society Organizations, religious bodies, community leaders, traditional authorities, schools etc. towards the census,
- Determine appropriate modes for publicity, education and advocacy on all aspects of the census, ensure publicity materials are delivered to all districts and localities in good time and assist in the publicity of census messages.
- Implement and report on the 2021 PHC exercise in the region. This should be done by providing administrative direction for the census, ensuring that all census activities are delivered on-time and quality-assured and directing and manage District Census Officers and their respective District Technical teams.
- Coordinate all the activities and programmes of the Regional Field Supervisor (RFS).
- Maintain strong coordination and networking among, stakeholders, identify key players for the conduct of successful PHC and in consultation with the Regional Census Implementation Committee.
- Identify service providers across the districts for the conduct of the 2021 PHC, validate all field expenditure/receipts submit by DCOs.

11.6 Regional Field Supervisor

The Regional Field Supervisor (RFS) on the other hand will lead the technical arm and report directly to the Regional Census Officer (RCO)/ Regional Statistician. The RFS will lead the Census Region and coordinate all Census technical activities in the assigned Census Region. The roles and responsibilities of the RFS include the following:

- In charge of the Census Regions and supervises 2021 PHC activities in all districts in that census Region.
- Responsible for all the census activities and logistics in the Census Region.
- In charge of distribution and retrieval of all logistics at both administrative and Census Regional level.
- Monitor data collection within the Census Region and ensures that quality data is collected
- Visit all districts within his/her jurisdiction whenever the need be and ensures that all challenges that may emerge during training and fieldwork are resolved.
- Serves as the first point of call for all the districts to resolve challenges beyond the districts.
- Ensures complete coverage in all EAs within the region.
- Ensures that contracts for all personnel and suppliers are duly executed before training starts.
- Facilitates financial processes to ensure timely payment of trainees/field officers.
- Liaising with RSs and DCOs to take stock and ensure all logistics are provided to the training centres.
- Ensuring that logistics are securely stored during training and all logistics distributed are returned.

- Ensures that training in the region is conducted in a safe environment.
- Demands daily reports from District Centre Leads

11.7 Centre Leads and DDQMT members:

Among others, the roles and responsibilities as the District Centre Lead include carrying out and reporting on the following activities prior to training, during training and field data collection.

1. Before training

- Get to know your team members and establish rapport for effective coordination.
- Organize an inception meeting at your Centre to plan and assign roles to other facilitators for the main training
- Take stock and ensure all logistics are provided to the training centres by liaising with the RS and DCO i.e. tablets, manuals, questionnaires, projectors, flip charts, markers, chalks, maps
- Assess the cleanliness of the environment, class size, furniture arrangements, availability of functional electrical sockets, classroom conditions and other related issues. This is to ensure that the training environment is conducive for training.
- Check for sitting arrangements, availability of washrooms, etc.
- Together with the DDQMT, arrange with the Caterer(s) and agree on an acceptable time and modalities for serving of meals in order not to disrupt the smooth running of the training.

2. During training

- Take responsibility of the training and take major decisions that will reflect the success of the exercise and interest of GSS.
- Take charge of all logistics at the Centre and ensure their effective utilization.
- Stress on the good handling of tablets (distribution, functionality including strength of battery, contingency)
- Ensure that all returnable logistics are accounted for
- Assign trainers to the various classes and keep constant eye on them to ensure effective training. In pairing trainers to the classes, take into account their strengths and weaknesses in the subject areas and also set ground rules
- T&T allowances and fieldwork allowances are announced to the participants. T&T and fieldwork allowances are announced to the Trainees on the first day of training
- Submit the final list of trainees to the Census Regional Coordinator to ensure early payment.
- Ensure attendance and roll calls are taken daily in each class. Insist on punctuality of both Trainers and Trainees.
- Ensure that passport pictures of are taken and sent to the RFS assigned to the Centre for the processing of ID Cards.
- Ensure the filling of daily evaluation form and organize assessments.
- Strictly enforce all the Covid-19 protocols by ensuring physical and social distancing, use of face mask, washing of hands with soap under running water, use of alcohol-based sanitizers, etc.
- Ensure adequate utilization of training tools – Questionnaire, 2021 PHC Field Officers Manual, Flip Charts, etc.

- Insist on the use of local content examples and illustrations in delivery.
- Encourage facilitators to employ the use of different techniques in delivery – ensure the right approaches are used in the delivery to the understanding of all categories of trainees. Remember, the trainees are made up of old and young people. Use of mixed approaches to teaching must be used (theory, practice and demonstrations). Provide clear guidelines for identifying qualified Supervisors, including:
 - a) Ability to demonstrate leadership skills
 - b) Understanding all concepts and questionnaires
 - c) Ability to use tablets (CAPI)
 - d) Class participation
 - e) Comportment in class
- Arrange for the taking of oath of secrecy before field practice
- Arrange for field practice by:
 - a) Conducting proper community entry protocols
 - b) Selecting nearby EAs within walking distance since vehicles will not be available to convey trainees to the selected EAs;
 - c) Making sure that all logistical needs are met – maps and chalk
- Be in charge of team formation with assistance from the other Trainers, District DCO and DFS. As much as possible, assign Enumerators and Supervisors to their localities of residence.
- Provide daily briefing to the RFS assigned to the Centre.

- Organize daily debriefing meetings (see guidelines for debriefing meetings).
- Deploy Field Officers to their assigned SAs.
- Submit the final list of selected trainees to the RFS assigned to the Centre.
- Submit training report to the RFS assigned to the Centre.

District Data Quality Management Team (DDQMT) shall be made up of District Census Officer (DCO), District Data Monitor (DQM), District Field Supervisor (DFS) and District Information Technology (DIT) officer.

The District Census Officer (DCO) and District Field Supervisor (DFS) will carry out field monitoring within their districts and pay attention to:

- hard-to-count areas (gated communities, forest reserves etc.),
- areas of poor connectivity on regular basis,
- keep close eye on enumerators who complete between 15 and 25 households a day for quality and accuracy,
- ensure that no field officer is at risk, and
- Intervene when necessary, where respondents prove uncooperative.

NB: The DCO shall be the lead of the DDQMT

The District Data Quality Monitor (DDQM) will monitor virtually work of field officers:

- by looking at coverage within each EA in their respective districts,

- check errors,
- gaps and duplicates,
- Assess completion rate of each field officer on regular basis.

District Information Technology (DIT) officer will support and handle

- all IT and tablet related issues
- trouble shooting. and
- act as a rover to copy data from field officers in areas where there is poor internet connectivity

11.8 Field supervisors

Field Supervisors will have direct charge of work in their SAs to ensure:

- total listing of structures,
- complete enumeration and getting quality data, and
- relying on batch editing to check errors that will be made by enumerators and ensure corrections are made,
- follow and sit in interviews basically for quality assurance and keep an eye on enumerators with very low (3-6) daily completed work and enumerators with very high completed work between 15 and 25 households a day.

11.9 RCICs & DCICs

The RCICs & DCICs will be re-engaged in December, 2020.

As part of their responsibilities, they are the executive arm of the regions and districts who are to advise, direct and guide field operations in conformity with the framework in the Field Operations Handbook. In addition, they will:

- Assist the DDQMT in the mobilization of resources (e.g. transport, storage, etc.) for the census within the regions/districts;
- Assist in census advocacy, publicity and education;
- Assist in the screening and training of field personnel (regional trainers & field officers);
- Assist in identifying suitable facilities for training of field officers;
- Ensure that suitable office space is made available for the regional/district Census work; and
- Assist in the supervision and monitoring of the census operations in the Regions/ districts.

CHAPTER TWELVE

12 RISK PROFILING

12.1 Introduction

In the build up to the 2021 PHC, there is the need to stay ahead of threats and challenges by anticipating events or inactions that may introduce risk to the Census process. This approach is termed as a risk-based approach. The risk-based approach takes into consideration the identification of potential risks, providing preventive measures to avoid these risks and propose corrective measures in case the preventive measures fail.

12.2 The Risk-based approach

Table 7: Matrix presenting the potential risk and their mitigating measures

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
1	All EA maps and their descriptions forms not verified before fieldwork to ensure that no ambiguity of descriptions of EA boundaries prevails	Contingency measures must be put in place to ensure that: i. all areas have their EA maps and their corresponding description forms attached ii. gaps or "no-mans-land" do not exist in any of the SAs. iii. there are stand-by field officers who will be deployed to these unassigned areas, if identified during fieldwork.

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
2	Having large EAs and not putting in early measures or interventions for assistance in the form of extra hands by DDQMT	Contingency measures that aim at achieving complete coverage must be adhered to by DDQMT and ensure that: i. there are stand-by field Officers* available ii. field officers with relatively smaller workloads are monitored to complete their work on time and are deployed to such large EAs to assist enumeration. iii. funds are available to cater for additional costs that will be associated with this arrangement.
3	Data (airtime) for synching if not available right from the onset of fieldwork	Arrangement for airtime must be completed and its distribution prepared two months before fieldwork starts.
4	Airtime if not provided before the commencement of fieldwork to facilitate general communication on the field (i.e. monitors, DCOs,	Arrangement for airtime must be completed and its distribution prepared two months before fieldwork

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
	DFS, supervisor and enumerators) would affect fieldwork	
5	Data for downloads of daily work by DQM if not made available before field work for efficiency and maximum benefits of the data monitoring system, quality of data can be compromised	Arrangement for airtime must be completed and its distribution prepared two months before fieldwork
6	Call centres are to be set up at HQ and phone numbers made available to the general public, as well as district/local radio FM stations to promote households and Census officers interaction for follow-ups and enumeration, and if this structure is not put in place, our goal that aims at achieving	Arrangement for the call centre at HQ must be initiated and get phones and personnel in place to prompt action and intervention before, during and after the enumeration

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
	complete coverage may not be achieved	
7	If security arrangements to support enumeration of floating population and other hot-spot areas in the districts are not put in place for violent free fieldwork	Arrangement to engage the security to support the census must be put in place so as to get their fullest support within the districts for the enumeration of the floating population latest by the end of February, 2021

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
8	If effective publicity work is not done for maximum cooperation of the people of Ghana, the work may not be successful	Ensure publicity of the census activities starts at least three months before fieldwork, using all sort on means including the use of the census slogan as receiving tones of phones for awareness creation
9	Information about areas of poor connectivity gathered by the DCOs if not used to facilitate planning for IT-rovers for real-time data from the field, fieldwork will delay	There must be full utilization of the information on areas with connectivity challenges by compiling them for the DDQMT to guide planning in these SAs
10	Data quality monitoring system not set up at the district, regional and national levels with all the requisite logistics to track data sent from the field in real time, the	Logistics for Data Quality Monitoring System must be available and set up before fieldwork commences

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
	duration for fieldwork can be affected or distorted	
11	If effective and efficient field supervision measures not put in place and monitoring carried out during listing to ensure that all structures are listed, their uses indicated, and occupancy status correctly indicated, the goal of achieving complete coverage will be a mirage.	Officers for field monitoring (Zonal, RDQMT & DDQMT) must be identified and given orientation for monitoring to ensure that field officers are on the field and following directives for listing exercise to ensure that all structures are completely listed

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
12	If computers for members of the DDQMT, especially the DQM, are not made available to make work efficiently executed, their work may be difficult and hence affect the goal of achieving complete coverage	Computers for RDQMT & DDQMT are to be made available to facilitate their work
13	If adequate life jackets, rain coats and wellington boots are not mobilized to support field work at areas termed 'oversees' and 'hard-to-reach, some areas may be left out not and enumerated	Life jackets, rain coats and wellington boots must be mobilised to support fieldwork

S/N	POTENTIAL RISKS	PREVENTIVE MEASURES
14	If adequate vehicles (bicycles, motorbikes, 2x2 and 4x4) are not mobilized for effective and timely field monitoring at the national, zonal, regional and district levels during fieldwork, quality data and full coverage may be affected	About 100 4x4 vehicles must be mobilised for regional, zonal and national level field monitoring and at least for each district, a 4x4 vehicle, a number of bicycles and two motorbikes must be available to support fieldwork
15	If adequate measures are not put in place by the Government to control the actions the people agitating for their independence for the Western Togoland, who are likely to interfere with the census activities, the population in the area may not be completely enumerated	It is seen as an issue beyond the confines of GSS. Perhaps bi-lateral talks between the GS and the Presidency must take place immediately to ascertain the severity of the issue and consider measures that can be put in place to overcome such challenge

APPENDIX 1

Table 8: Summary of Census Statistical Regions

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
1	Western 1	5	Orlando Ackumey	0243545870
2	Western 2	6	John Botchwey	0265326255
3	Western 3	5	Alhaji Enum	0208199474
4	Central 1	8	Jacob Oswald Andoh	0245024148
5	Central 2	9	Douglas Opoku Yeboah	0207921507

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
6	Central 3	6	Ernest Kpentey	0244541031
7	Gt. Accra 1	6	Perigrino Briamah	0246677347
			Dorothy Naa Deede Quaye	0243983122
8	Gt. Accra 2	9	Victor Owusu Boateng	0244879607
			Priscilla Opoku	0244666076
9	Gt. Accra 3	9	Fritz Adom	0243237236/0555397408

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
			Emmanuel Baidoo	0244209144
10	Gt. Accra 4	7	Michael Opoku-Ayete	0244219827
			Josephine Agyaho	0546531334
11	Volta 1	9	Felix Kofi Debrah	0264613245
12	Volta 2	9	Louis Toboh	0244093157
13	Eastern 1	10	Benjamin Narh Siameh	0242533014/0261180080

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
14	Eastern 2	10	Samuel Adotevi	0243289914
15	Eastern 3	13	Patrick Kwame Djangba	0204709499
16	Ashanti 1	11	Sampah Boateng	0207259526/0244138273
17	Ashanti 2	12	Samuel Akrofi Darko	0501431356
18	Ashanti 3	14	Peter Mwinlaaru	0547976670
19	Ashanti 4	11	Solomon Owusu Bempah	0244713897

S/No.	Census Regions	No. of Distri cts	Regional Field Supervisor	Contact
20	Western North 1	4	William Ofosu	0244024039
21	Western North 2	5	Chei Bukari	0542367212
22	Ahafo	6	Nana Yaw Owusu-Ansah	0243827799
23	Bono	12	Gershon Doe Tekpli	0246425597
24	Bono East	11	Emmanuel Owusu Boateng	0242155806
25	Oti	9	Anthony Ankumah	0243529006

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
26	Northern 1	9	Jude Koomson	0243460237
27	Northern 2	8	Haruna Mustapha	0208203352
28	Savannah	7	John Gambo	0208336890
29	North East	6	Bawa Abdul Kadir	0544070667
30	Upper East 1	7	Philip Adosinaba	0204411451
31	Upper East 2	8	Duut Abdulai	0243546455/0500252011

S/No.	Census Regions	No. of Districts	Regional Field Supervisor	Contact
32	Upper West	11	Yakubu Kanyiri	0202438736
	Total	272		

APPENDIX 2

Table 9: Distribution of Census Statistical Regions

S/N	DISTRICT CODE	DISTRICT NAME	NUMBER OF EA's
	WESTERN 1		
1	0101	JOMORO MUNICIPAL (HALF-ASSINI)	342
2	0102	ELLEMBELLE (NKROFUL)	189
3	0103	NZEMA EAST MUNICIPAL (AXIM)	115
4	0104	AHANTA WEST MUNICIPAL (AGONA NKWANTA)	199

	REGIONAL TOTALS		845
	WESTERN 2		
1	0105	EFFIA KWESIMINTSIM MUNICIPAL (KWESIMININTSIM)	369
2	0106	STMA	
3	301	TAKORADI	120
4	302	SEKONDI	96
5	303	ESSIKADO-KETAN	209
6	0107	SHAMA (SHAMA)	170

7	0108	WASSA EAST (DABOASE)	152
8	0109	MPOHOR (MPOHOR)	77
	REGIONAL TOTALS		1,193
	WESTERN 3		
1	0110	TARKWA-NSUAEM MUNICIPAL (TARKWA)	271
2	0111	PRESTEA/HUNI VALLEY MUNICIPAL (BOGOSO)	309
3	0112	WASSA AMENFI EAST MUNICIPAL (WASSA AKROPONG)	257
4	0113	WASSA AMENFI CENTRAL (MANSO AMENFI)	148

5	0114	WASSA AMENFI WEST MUNICIPAL (ASANKRAGUA)	135
	REGIONAL TOTALS		1,120
	CENTRAL 1		
1	0201	KOMENDA EDINA EGUAFO ABIREM MUNICIPAL (ELMINA)	247
	0202	CAPE COAST METRO	
2	301	CAPE COAST SOUTH	180
3	302	CAPE COAST NORTH	224
4	0203	ABURA ASEBU KWAMANKESE (ABURA-DUNKWA)	202

5	0217	TWIFO HEMAN LOWER DENKYIRA (HEMANG)	96
6	0218	TWIFO ATI MORKWA (TWIFO PRASO)	137
7	0221	UPPER DENKYIRA EAST MUNICIPAL (DUNKWA-ON-OFFIN)	134
8	0222	UPPER DENKYIRA WEST (DIASO)	107
	REGIONAL TOTALS		1,327
	CENTRAL 2		
1	0204	MFANTSIMAN MUNICIPAL (SALTPOND)	204
2	0216	ASSIN SOUTH (NSUAEM KYEKYEWERE)	182

3	0219	ASSIN FOSU MUNICIPAL (ASSIN FOSU)	137
4	0220	ASSIN NORTH (ASSIN BREKU)	175
5	0205	EKUMFI (ESSAKYIR)	101
6	0206	GOMOA WEST (APAM)	253
7	0208	GOMOA CENTRAL (AFRANSI)	119
8	0214	ASIKUMA ODOBEN BRAKWA (BREMAN ASIKUMA)	243
9	0215	AJUMAKO ENYAN ESIAM (AJUMAKO)	202
	REGIONAL TOTALS		1,616

	CENTRAL 3		
1	0207	EFFUTU MUNICIPAL (WINNEBA)	113
2	0209	GOMOA EAST (POTSIN)	310
3	0210	AWUTU SENYA EAST MUNICIPAL (KASOA)	252
4	0211	AWUTU SENYA (AWUTU BERAKU)	294
5	0212	AGONA EAST (AGONA NSABA)	159
6	0213	AGONA WEST MUNICIPAL (AGONA SWEDRU)	213
	REGIONAL TOTALS		1,341

	GREATER ACCRA 1		
1	0301	GA SOUTH MUNICIPAL (NGLESHIE AMANFRO)	470
2	0302	WEIJA GBAWE MUNICIPAL (WEIJA)	288
3	0303	GA CENTRAL MUNICIPAL (SOWUTUOM)	307
4	0318	GA NORTH MUNICIPAL (OFANKOR)	193
5	0319	GA WEST MUNICIPAL (AMASAMAN)	188
6	0304	ABLEKUMA NORTH MUNICIPAL (DARKUMAN)	270
	REGIONAL TOTALS		1,716

	GREATER ACCRA 2		
1	0305	ABLEKUMA WEST MUNICIPAL	217
2	0306	ABLEKUMA CENTRAL MUNICIPAL (LARTEBIOKORSHIE)	290
	0307	AMA	
3	301	ABLEKUMA SOUTH	189
4	302	ASHIEDU KETEKE	206
5	303	OKAIKOI SOUTH	140
6	0308	KORLE KLOTTEY MUNICIPAL (ADABRAKA)	119

7	0309	AYAWASO CENTRAL MUNICIPAL (KOKOMLEMLE)	162
8	0310	AYAWASO EAST MUNICIPAL (NIMA)	92
9	0311	AYAWASO NORTH MUNICIPAL (ACCRA NEWTOWN)	103
	REGIONAL TOTALS		1,518
	GREATER ACCRA 3		
1	0316	AYAWASO WEST MUNICIPAL (DZORWULU)	85
2	0317	OKAIKOI NORTH MUNICIPAL (TESANO)	232
3	0315	ADENTAN MUNICIPAL (ADENTAN)	309

4	0320	GA EAST MUNICIPAL (ABOKOBI)	299
5	0321	LA NKWANTANANG MADINA MUNICIPAL (MADINA)	270
6	0327	SHAI OSUDOKU (DODOWA)	132
7	0312	LA DADE-KOTOPON MUNICIPAL (LA)	288
8	0313	LEDZOKUKU MUNICIPAL (TESHIE)	226
9	0314	KROWOR MUNICIPAL (NUNGUA)	190
	REGIONAL TOTALS		2,031
	GREATER ACCRA 4		

1	0324	TEMA WEST MUNICIPAL (TEMA COMM. 18)	175
	0325	TMA	
2	0301	TEMA CENTRAL	92
3	302	TEMA EAST	156
4	0322	KPONE KATAMANSO MUNICIPAL (KPONE)	323
5	0323	ASHAIMAN MUNICIPAL (ASHAIMAN)	282
6	0326	NINGO PRAMPRAM (PRAMPRAM)	252
7	0328	ADA WEST (SEGE)	115

8	0329	ADA EAST (ADA-FOAH)	140
	REGIONAL TOTALS		1,535
	VOLTA 1		
1	0401	SOUTH TONGU (SOGAKOPE)	181
2	0402	ANLOGA (ANLOGA)	139
3	0403	KETA MUNICIPAL (KETA)	115
4	0404	KETU SOUTH MUNICIPAL (DENU)	263
5	0405	KETU NORTH MUNICIPAL (DZODZE)	214

6	0406	AKATSI NORTH (AVE DAKPA)	62
7	0407	AKATSI SOUTH (AKATSI)	166
8	0408	CENTRAL TONGU (ADIDOME)	152
9	0409	NORTH TONGU (BATTOR DUGAME)	235
	REGIONAL TOTALS		1,527
	VOLTA 2		
1	0410	HO WEST (DZOLOKPUITA)	198
2	0411	ADAKLU (ADAKLU WAYA)	81

3	0412	AGORTIME-ZIOPE (AGORTIME-KPETOE)	87
4	0413	HO MUNICIPAL (HO)	370
5	0414	SOUTH DAYI (KPEVE)	97
6	0415	AFADZATO SOUTH (VE GOLOKWATI)	151
7	0416	NORTH DAYI (AMFOEGA)	76
8	0417	KPANDO MUNICIPAL (KPANDO)	121
9	0418	HOHOE MUNICIPAL (HOHOE)	192
	REGIONAL TOTALS		1,373

	EASTERN 1		
1	0501	BIRIM SOUTH (AKIM SWEDRU)	78
2	0502	BIRIM CENTRAL MUNICIPAL (AKIM ODA)	122
3	0503	ACHIASE (ACHIASE)	115
4	0504	ASENE MANSO AKROSO (MANSO)	158
5	0505	WEST AKIM MUNICIPAL (ASAMANKESE)	194
6	0506	UPPER WEST AKIM (ADEISO)	159
7	0507	AYENSUANO (COALTAR)	134

8	0517	DENKYEMBUOR (AKWATIA)	173
9	0518	AKYEMANSA (OFOASE)	173
10	0519	KWAEBIBIREM MUNICIPAL (KADE)	201
	REGIONAL TOTALS		1,507
	EASTERN 2		
1	0520	BIRIM NORTH (NEW ABIREM)	137
2	0529	KWAHU SOUTH (MPRAESO)	135
3	0530	KWAHU WEST MUNICIPAL (NKAWKAW)	190

4	0531	KWAHU EAST (ABETIFI)	140
5	0532	KWAHU AFRAM PLAINS SOUTH (TEASE)	231
6	0533	KWAHU AFRAM PLAINS NORTH (DONKORKROM)	176
7	0528	FANTEAKWA NORTH (BEGORO)	122
8	0521	ATIWA WEST (KWABENG)	100
9	0522	ATIWA EAST (ANYINAM)	101
10	0523	FANTEAKWA SOUTH (OSINO)	88
	REGIONAL TOTALS		1,420

	EASTERN 3		
1	0508	NSAWAM ADOAGYIRI MUNICIPAL (NSAWAM)	156
2	0509	AKWAPIM SOUTH (ABURI)	98
3	0510	AKWAPIM NORTH MUNICIPAL (AKROPONG AKWAPIM)	137
4	0511	OKERE (ADUKROM)	82
5	0512	NEW JUABEN SOUTH MUNICIPAL (KOFORIDUA)	203
6	0513	NEW JUABEN NORTH MUNICIPAL (EFFIDUASE)	109
7	0514	SUHUM MUNICIPAL (SUHUM)	174

8	0515	ABUAKWA SOUTH MUNICIPAL (KIBI)	133
9	0516	ABUAKWA NORTH MUNICIPAL (KUKURANTUMI)	142
10	0524	YILO KROBO MUNICIPAL(SOMANYA)	295
11	0525	LOWER MANYA KROBO MUNICIPAL (ODUMASI-KROBO)	168
12	0526	ASUOGYAMAN (ATIMPOKU)	183
13	0527	UPPER MANYA KROBO (ASESEWA)	207
	REGIONAL TOTALS		2,087
	ASHANTI 1		

1	0601	AMANSIE SOUTH (MANSO ADUBIA)	193
2	0602	AMANSIE CENTRAL (JACOBU)	258
3	0603	AKROFUOM (AKROFUOM)	106
4	0604	ADANSI SOUTH (NEW EDUBIASE)	199
5	0605	ADANSI ASOKWA (ADANSI ASOKWA)	121
6	0606	OBUASI EAST (TUTKA)	153
7	0607	OBUASI MUNICIPAL (OBUASI)	191
8	0608	ADANSI NORTH (FOMENA)	77

9	0609	BEKWAI MUNICIPAL (BEKWAI)	289
10	0610	AMANSIE WEST (MANSO NKWANTA)	156
11	0612	BOSOMTWE (KUNTANASE)	252
	REGIONAL TOTALS		1,995
	ASHANTI 2		
1	0614	ASANTE AKIM CENTRAL MUNICIPAL (KONONGO-ODUMASE)	164
2	0615	ASANTE AKIM SOUTH MUNICIPAL (JUASO)	255
3	0613	BOSOME FREHO (ASIWA)	109

4	0616	ASANTE AKIM NORTH (AGOGO)	167
5	0617	SEKYERE KUMAWU (KUMAWU)	175
6	0618	SEKYERE EAST (EFFIDUASE)	187
7	0619	JUABEN MUNICIPAL (JUABEN)	96
8	0639	SEKYERE SOUTH (AGONA)	181
9	0640	MAMPONG MUNICIPAL (MAMPONG)	207
10	0641	EJURA SEKYEDUMASE MUNICIPAL (EJURA)	264
11	0642	SEKYERE CENTRAL (NSUTA)	195

12	0643	SEKYERE AFRAM PLAINS (DROBONSO)	84
	REGIONAL TOTALS		2,084
	ASHANTI 3		
1	0611	ATWIMA KWANWOMA (FOASE)	344
2	0631	ATWIMA NWABIAGYA SOUTH MUNICIPAL (NKAWIE KUMA)	217
3	0632	ATWIMA MPONUA (NYINAHIN)	328
4	0620	EJISU MUNICIPAL (EJISU)	218
5	0621	OFORIKROM MUNICIPAL	484

6	0622	ASOKWA MUNICIPAL (ASOKWA)	270
	0623	KMA	
7	301	NHYIAESO	280
8	302	SUBIN	223
9	303	MANHYIA SOUTH	143
10	304	MANHYIA NORTH	238
11	305	BANTAMA	310
12	0624	KWADASO MUNICIPAL (KWADASO)	299

13	0627	ASOKORE MAMPONG MUNICIPAL (ASOKORE)	344
	REGIONAL TOTALS		3,698
	ASHANTI 4		
1	0625	SUAME MUNICIPAL (SUAME)	311
2	0626	OLD TAFO MUNICIPAL (OLD TAFO)	266
3	0628	KWABRE EAST (MAMPONTENG)	474
4	0629	AFIGYA KWABRE SOUTH (KODIE)	296
5	0630	ATWIMA NWABIAGYA NORTH (BAREKESE)	180

6	0633	AHAFO ANO SOUTH WEST (MANKRANSO)	154
7	0634	AHAFO ANO NORTH (TEPA)	212
8	0635	AHAFO ANO SOUTH EAST (ADUGYAMA)	143
9	0636	OFFINSO NORTH (AKOMADAN)	151
10	0637	OFFINSO MUNICIPAL (OFFINSO)	225
11	0638	AFIGYA KWABRE NORTH (BOAMANG)	122
	REGIONAL TOTALS		2,534
	WESTERN NORTH 1		

1	0701	AOWIN MUNICIPAL (ENCHI)	278
2	0702	SEFWI AKONTOMBRA (AKONTOMBRA)	128
3	0705	SEFWI WIAWSO MUNICIPAL (WIAWSO)	306
4	0706	BIBIANI ANHWIASO BEKWAI MUNICIPAL (BIBIANI)	231
	REGIONAL TOTALS		943
	WESTERN NORTH 2		
1	0703	SUAMAN (DADIESO)	72
2	0704	BODI (BODIE)	109

3	0707	JUABOSO (JUABOSO)	124
4	0708	BIA WEST (ESSAM-DEBISO)	247
5	0709	BIA EAST (ADABOKROM)	112
	REGIONAL TOTALS		664
	AHAFO		
1	0801	ASUNAFO SOUTH (KUKUOM)	194
2	0802	ASUNAFO NORTH MUNICIPAL (GOASO)	288
3	0803	ASUTIFI SOUTH (HWIDIEM)	154

4	0804	ASUTIFI NORTH (KENYASI)	150
5	0805	TANO NORTH MUNICIPAL (DUAYAW NKWANTA)	234
6	0806	TANO SOUTH MUNICIPAL (BECHEM)	152
	REGIONAL TOTALS		1,172
	BONO		
1	0901	DORMAA WEST (NKRAN NKWANTA)	108
2	0902	DORMAA MUNICIPAL (DORMAA AHENKRO)	232
3	0903	DORMAA EAST (WAMFIE)	131

4	0904	SUNYANI MUNICIPAL (SUNYANI)	305
5	0905	SUNYANI WEST (ODUMASI)	203
6	0906	BEREKUM EAST MUNICIPAL (BEREKUM)	205
7	0907	BEREKUM WEST (JINIJINI)	80
8	0908	JAMAN SOUTH (DROBO)	202
9	0909	JAMAN NORTH (SAMPA)	188
10	0910	TAIN (NSAWKAW)	161
11	0911	WENCHI MUNICIPAL (WENCHI)	186

12	0912	BANDA (BANDA AHENKRO)	52
	REGIONAL TOTALS		2,053
	BONO EAST		
1	1001	NKORANZA SOUTH MUNICIPAL (NKORANZA)	192
2	1002	TECHIMAN MUNICIPAL (TECHIMAN)	390
3	1003	NKORANZA NORTH (BUSUNYA)	114
4	1004	TECHIMAN NORTH (TUOBODOM)	210
5	1005	ATEBUBU AMANTIN MUNICIPAL (ATEBUBU)	207

6	1006	SENE WEST (KWAME DANSO)	159
7	1007	SENE EAST (KAJAJI)	188
8	1008	PRU WEST (PRANG)	139
9	1009	PRU EAST (YEJI)	146
10	1010	KINTAMPO SOUTH (JEMA)	194
11	1011	KINTAMPO NORTH MUNICIPAL (KINTAMPO)	218
	REGIONAL TOTALS		2,157
	OTI		

1	1101	BIAKOYE (NKONYA-AHENKRO)	157
2	1102	JASIKAN (JASIKAN)	125
3	1103	KADJEBI (KADJEBI)	136
4	1104	KRACHI EAST (DAMBAL)	285
5	1105	KRACHI WEST (KETE-KRACHI)	106
6	1106	KRACHI NCHUMURU (CHINDERI)	168
7	1107	NKWANTA SOUTH MUNICIPAL (NKWANTA)	237
8	1108	NKWANTA NORTH (KPASSA)	190

9	1109	GUAN	78
	REGIONAL TOTALS		1,482
	NORTHERN 1		
1	1201	KPANDAI (KPANDAI)	227
2	1202	NANUMBA SOUTH (WULENSI)	187
3	1203	NANUMBA NORTH MUNICIPAL (BIMBILLA)	398
4	1204	ZABZUGU (ZABZUGU)	176
5	1205	TATALE SANGULI (TATALE)	160

6	1206	SABOBA (SABOBA)	192
7	1207	YENDI MUNICIPAL (YENDI)	329
8	1208	MION (SANG)	220
9	1209	NANTON (NANTON)	127
	REGIONAL TOTALS		2,016
	NORTHERN 2		
	1210	TaMA	
1	301	TAMALE SOUTH	354

2	302	TAMALE CENTRAL	361
3	1211	SAGNARIGU MUNICIPAL (SAGNARIGU)	427
4	1212	TOLON (TOLON)	184
5	1213	KUMBUNGU (KUMBUNGU)	211
6	1214	SAVELUGU MUNICIPAL (SAVELUGU)	196
7	1215	KARAGA (KARAGA)	181
8	1216	GUSHEGU MUNICIPAL (GUSHEGU)	291
	REGIONAL TOTALS		2,205

	SAVANNAH		
1	1301	BOLE (BOLE)	150
2	1302	SAWLA TUNA KALBA (SAWLA)	222
3	1303	NORTH GONJA (DABOYA)	84
4	1304	WEST GONJA (DAMONGO)	86
5	1305	CENTRAL GONJA (BUIPE)	289
6	1306	EAST GONJA MUNICIPAL (SALAGA)	251
7	1307	NORTH EAST GONJA (KPALBE)	67

	REGIONAL TOTALS		1,149
	NORTH EAST		
1	1401	MAMPRUGU MOAGDURI (YAGABA)	104
2	1402	WEST MAMPRUSI MUNICIPAL (WALEWALE)	296
3	1403	EAST MAMPRUSI MUNICIPAL (GAMBAGA)	339
4	1404	BUNKPURUGU NAKPANDURI (BUNKPURUGU)	165
5	1405	YUNYOO NASUAN (YUNYOO)	144
6	1406	CHEREPONI (CHEREPONI)	168

	REGIONAL TOTALS		1,216
	UPPER EAST 1		
1	1501	BUILSA SOUTH (FUMBISI)	88
2	1502	BUILSA NORTH MUNICIPAL (SANDEMA)	154
3	1503	KASENA NANKANA MUNICIPAL (NAVRONGO)	205
4	1504	KASENA NANKANA WEST (PAGA)	211
5	1505	BOLGATANGA MUNICIPAL (BOLGATANGA)	241
6	1506	TALENSI (TONGO)	171

7	1507	BOLGATANGA EAST (ZUARUNGU)	67
8	1508	BONGO (BONGO)	185
	REGIONAL TOTALS		1,322
	UPPER EAST 2		
9	1509	NABDAM (NANGODI)	68
10	1510	BAWKU WEST (ZEBILLA)	220
11	1511	BINDURI (BINDURI)	203
12	1512	BAWKU MUNICIPAL (BAWKU)	229

13	1513	GARU (GARU)	135
14	1514	TEMPANE (TEMPANE)	163
15	1515	PUSIGA (PUSIGA)	162
	REGIONAL TOTALS		1,180
	UPPER WEST		
1	1601	WA WEST (WECHIAU)	200
2	1602	WA EAST (FUNSI)	151
3	1603	WA MUNICIPAL (WA)	373

4	1604	NADOWLI KALEO (NADOWLI)	175
5	1605	DAFFIAMA BUSSIE ISSA (ISSA)	71
6	1606	SISSALA EAST MUNICIPAL (TUMU)	145
7	1607	SISSALA WEST (GWOLLU)	162
8	1608	JIRAPA MUNICIPAL (JIRAPA)	225
9	1609	LAWRA MUNICIPAL (LAWRA)	133
10	1610	LAMBUSSIE KARNI (LAMBUSSIE)	114
11	1611	NANDOM (NANDOM)	96

	REGIONAL TOTALS		1,845
	TOTAL	272 DISTRICTS	51,793

APPENDIX 3

Table 10: Activity/Implementation Tracker

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
1) Before training	A. PEA	Distribution of publicity materials				
		Publicity, Education and Advocacy activities				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	B. Personnel management	Regional Census Field Coordinator (RCFC)				
		RCIC/DCIC engagement				
		DDQMT engagement (face to face)				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Deployment of National and Regional Trainers				
		Invitation of selected enumerators for training				
	C. Facilities	Storage space				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Training venues				
		Catering arrangement				
		Training logistics (Projectors, power cables, printers etc.)				
		Training logistics				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	D. Transportation and distribution of logistics	Field logistics				
		Tablets and accessories				
		Maps (District, SA and EA) and PHC2 (EA Description forms)				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	E. District profile update	Hard to count population or areas (Gated and riverine etc.)				
		Institution with their population				
		Outdoor sleeping zone				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Communities without electricity				
		Localities with internet connectivity				
	C. Engagement with organised groups (Institution,	Prepared letters				
		Distribution of letters				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	Gated Communities, Hotels, and Hospitals)	Meetings and orientation				
	G. Class formation for trainee field officers	Grouping classes into zonal/area councils				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	H. Pre-registration of trainee field officers					
2) During training	A. Managing the training process	Validation of registered trainee a day before training				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Production and issuance of ID cards for trainees				
		Courtesy call on leadership of the district				
		Opening ceremony of training				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Managing daily attendance and punctuality				
		Daily supply of food and water				
		Mock interviews and small group discussions				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Class assessment				
		Conducting field practice				
		Training evaluation (daily training targets and general evaluation)				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Taking of oath of secrecy				
		Identification of supervisors				
		Orientation of supervisors				
		Team formation				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Contract signing				
	B. Communication	Channels of communication				
		Daily debriefing sessions				
	C. Managing logistics	Tablets and accessories				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Manuals and questionnaires				
	D. Distribution of logistics for field work	Signing of material receipt form				
	C. Compilation of field officer list for initial	Utilisation of team formation template				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	payment of field allowance					
3) Transitional period between training	A. Tablet preparation for field work	Provision of data bundle for syncing				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
and field work	B. Distribution of field logistics					
	C. Engagement with supervisors	Prepare supervision itinerary				
		Prepare itinerary for re-interview in EAs				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Create communication medium (WhatsApp, sms, etc.)				
	D. Compilation of field officers list for initial payment of					

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	field allowance					
	E. Action plans for enumeration of institutional population	Engaging authorities of hospitals for cooperation				
		Engaging authorities of				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		boarding schools for cooperation				
		Engaging authorities of hotels for cooperation				
		Engaging leadership of gated				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		communities for cooperation				
		Engaging authorities of prisons and remand homes for cooperation				
		Engaging leadership of orphanage and				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		aged homes for cooperation				
		Engaging authorities of prayer camps for cooperation				
	F. Action plans for the enumeration	Engaging leadership for				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	n of floating population	cooperation and support				
	G. Departure for field work					
4) Field work	A. Communication	Establishment of District Call centres				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Provision of communication gadgets for Regional Officers				
	B. Map reading (identification of EA boundaries)					

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	and canvassing					
	C. Listing exercise	Listing of structures				
		Listing of households				
		Number of HHs				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	D. Workload management	Availability of respondents				
	E. Census night activities	Celebration				
		Listing and enumeration of floating population				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Enumeration of unstable institutional (hospitals, hotels, Police/immigration/military cells etc.) population				
	F. Enumeration	Stable Institutional (Boarding schools, halls of				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		residence, hostel, prisons/borstal homes, leprosarium, refugee camps, seminary, service training institutions, children's home/orphanage etc.) population				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Household population				
		Re-interviews				
	G. Daily synchronization of data					

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
	H. Contingency planning	Daily listing/enumeration threshold				
		Additional enumerators				
		Additional tablets				
	3) Tablet	Theft				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Breakage				
		Misplaced				
		Malfunctioning				
5) Post field work	A. Logistics	Retrieval of logistics from field officers				

PERIOD	ACTIVITY	INDICATOR	IMPLEMENTATION STATUS			REMARK
			COMPLETED	ON-GOING	NOT STARTED	
		Transportation of logistics (District, Regional and HQ)				
	A. Clearance of field officers					
6) Post Enumeration Survey						



YOU COUNT, GET COUNTED