

2023

POPULATION AND HOUSING CENSUS



FIELD OFFICERS MANUAL

2023 CENSUS
POPULATION AND HOUSING
CENSUS
YOU COUNT, BE COUNTED



DRAFT

**2023 POPULATION AND
HOUSING CENSUS**

FIELD OFFICER'S MANUAL

**NATIONAL POPULATION COMMISSION
ABUJA**

FEDERAL REPUBLIC OF NIGERIA 2023

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MESSAGE FROM THE CHAIRMAN

Nigeria has had a long history of census taking. The first census was in 1871. The censuses of 1871, 1886 and 1896, were restricted to Lagos Island and parts of Lagos Mainland. The censuses of 1901, 1911 and 1921 covered a few more urban towns in the colony. Most of these censuses were actually population estimates. Although the Census of 1952/53 was elaborate in organisation, its non-simultaneity, which had implications for possible double counting, is considered its weak point.

The first post-independence census in Nigeria was carried out in 1962. This was out-rightly cancelled and another conducted in 1963. The 1963 census results became official figures and were used until 1991 census results were accepted. There was a census in 1973 but the results were declared unacceptable on account of massive inaccuracies. The 1991 census broke the myth of failed censuses in Nigeria.

A Population and Housing census have several uses to a nation. It provides the total number of persons and housing types and their characteristics in every town, village or/and locality. This information provides data for planning programmes in education, health, housing and other social services at all levels of governance. In addition to its use by the government, information derived from the census helps the business/private sector to plan their activities.

To conduct the 2023 population and housing census, the Commission is adopting the Computer-Assisted Personal Interviews (CAPI) data collection method; all major questionnaires and several other forms are embedded in the Personal Digital Assistant (PDA) that will be used. These questionnaires will be administered on all living (dwelling) quarters and person's resident in Nigeria at the time of the census. It will be administered only in selected Enumeration Areas (EAs). These questionnaires will be administered with the use of Personal Digital Assistant (PDAs) devices.

The Commission getting this far with the 2023 PHC would not have been possible without the various technical support and strong commitment of some International and local institutions led by the UNFPA and would like to extend our sincere appreciation to all of them.

This manual is designed to guide you on how to administer both questionnaires and other census forms. It is also the main training material. I implore all enumerators to participate fully in the training programme and to always refer to this manual whenever they have issues that need clarification.

Hon. Nasir Isa Kwarra
Chairman, National Population Commission
November, 2022

PREFACE

The *Field Officer's Manual of Instruction* was researched, compiled, developed, and produced by the National Population Commission (NPC) through the collaborative efforts of the 2023 Census Management Team, NPC Staff (serving and retired), the Academia, International Agencies and other Stakeholders. This Manual took several months to develop over a dozen collaborative meetings and training exercises. We are now at a stage in the history of Nigeria where another Population and Housing Census (PHC) is being planned for March/April 2023. The unique thing about the 2023 census is that it will be the first time that Nigeria will be conducting a “digital” and “paperless” census, through the deployment of the latest technology in population data collection all over the country with the use of Personal Data Assistant (PDA)/Tablet.

The Manual is made up of twenty-two Chapters that are carefully selected to explain all legal frameworks, concepts, methods, strategies, techniques, procedures and challenges for the 2023 PHC. The chapters in the manual are so arranged in sequential order as each chapter dovetails into the other to allow for easy appreciation of ideas as one progresses. The manual is meant for Census Functionaries as the main material to be used during the training of facilitators and enumerators and as reference material during the conduct of building numbering and household listing and for actual enumeration. The manual introduced Field Staff and Functionaries to various techniques of collecting demographic, socio-economic and household facilities data during Population and Housing Census. Topics covered in this Manual were carefully designed to assist all categories of Census Functionaries on both internationally and nationally acceptable ways of conducting census and collection of all information as the case may be. While acknowledging local peculiarities, the Manual richly drew resources from the United Nations (UN) Principles and Recommendations for conducting PHC in the 21st Century.

The Manual has added new concepts and topics to meet the present and future needs of the country in terms of population and housing data. Experts will find a blend of robust concepts in simple narrative and grammar, very friendly. Census functionaries must know that the success of the 2023 PHC will depend on our careful understanding of the content of this manual and the application of it to the latter. We must resist the temptation to embellish or modify the contents of this manual so as to guarantee universal application of it all over the country.

I find this manual of instruction a reference material and a source of invaluable information on census processes and procedures. I appreciate the time put in developing this manual and the contents therein, which to me is a reflection of the commitments of the Census Management Team. I invite all of you to make this Manual a dependable ally and to devote time to go through it at all times.

Tellson Osifo Ojogun
Director General
National Population Commission,
November, 2022

ACKNOWLEDGEMENT

We have taken a lot of effort into this work. However, completing this assignment would not have been possible without the support and guidance of a lot of individuals. We would like to extend our sincere thanks to all of them. Particularly, we express our deep appreciation to the executive Chairman, National Population Commission Hon. Nasir Isa Kwarra, Dr Ipalibo M. Harry, Chairman, Census Standing Committee, all Honourable Federal Commissioners and the Director General, Dr Osifo Tellson Ojogun for their tireless effort in ensuring that the dream for a digital census in Nigeria comes true.

Also worthy of appreciation, is the technical and intellectual advice provided by the UN Chief Technical Adviser to the Commission on 2023 Population and Housing Census, Dr Collins Opiyo MBS. His constant guidance has kept the whole process on track and full of innovation. While the untiring efforts and commitment of the Census Manager, Dr Inuwa Jalingo, towards realisation of 2023 PHC is highly commendable.

This manual of instruction which is basically prepared as a user's guide on the PHC protocol would have been an unending task but for the dedication of the Census Directorate and Staff who have all remained committed to the vision to actualize the conduct of 2023 PHC. Therefore, in the executing this work I would like to sincerely appreciate the followings; Abubakar Bello Afegbua, Muhammad Dakayawa Kassim, Elibe Charity Ekwutosi, George Odunaike Temitope, Bolaji Bolarinwa Olarenwaju, Musa Pius Shekarah, Oluwaseun Ajayi, Adebayo Olayide Ajani, Ezekwe Harrison Tabansi, Titilayo Hammed, Victo Aisaborhale, and all other staff of the department.

This manual is unique in many ways being the first time Nigeria is conducting a fully digital census and so it's a rich collection of literature and practical illustrations of concepts, definition of terms and procedures, making the document a user friendly guide. The preparation of this manual spans over some years and stages of reviews in the hands of many professionals including those of our sister departments and our retired but not tired colleagues. To this end I would like to appreciate the department of Cartography, Information and Communication Technology, Planning and Research Departments and Public affairs among others. Also our former and outgoing colleagues particularly, Mr Usman Kolapo, Datsu Kalep, Ladan Maiakwai, Fasiku David, Chidi Arukwe Amah JJ, Olasoji Adewale, Chike Moronu, Erebi Robunson, Sanni Gar, Makinwa Martins O., Dr. Musa Sani Zakirai and all teams that have immensely contributed to this piece of work

Again, I wish to state that the development of this edition of the Census instrument went a step higher by actualizing the long envisaged collaboration with the academic community. The involvement of the academia at the level of reviews and finalisation of the questionnaire and this manual introduced a new dimension of quality which we do not wish to take for granted and so we acknowledge the Population association of Nigeria (PAN) for facilitating the

engagement and all academia who have not regarded our lean allowances but have taking up the task committedly.

Finally, we also acknowledge the painstaking efforts of our consultants on the applications for data collection, Taslim Olawale Salaudeen (CensusPAD) and Mr. Adekanmbi Taiwo Olasupo (CSENTRY).

This census manual is designed to meet the needs of all census functionaries in terms of roles, responsibilities, rules and basic guidelines that will support the conduct, execution and delivery of the 2023 Population and Housing Census. I enjoin all functionaries to make it a close companion all through the census programme.

Olanipekun Evelyn Arinola (Mrs.)

Director, Census

November 2022

CHAPTER ONE

INTRODUCTION

1.1 History of Census taking in Nigeria

Population and Housing Censuses (PHC) are the foundation of statistical systems, providing benchmark statistics of a country's population and housing stock, and baseline information to produce other statistics. Census was first conducted in the area known today as Nigeria in the year 1866 by the British colonial government within the Colony of Lagos. There were also decennial censuses conducted only for Lagos Colony in the years 1871, 1881 and 1901 respectively. Ten years later in 1911, the census exercise covered the Southern Protectorate including Lagos. The 1911 census-taking had a wider coverage as it involved the whole of Southern Nigeria. This was possible because in 1906, five years before the census, Lord Fredrick Lugard who was the Governor-General of Nigeria merged the Lagos Colony with the Southern Nigeria Protectorate. The amalgamation of the Southern and Northern Nigeria Protectorates in 1914 by Lord Lugard and the enactment of a Census Ordinance in 1917 brought remarkable changes to the conduct of censuses in Nigeria as it paved the way for the conduct of the first nationwide census in 1921.

The next census was in 1931, which was the second nationwide census that was not comprehensive in its coverage. This was because only six towns including Lagos and 201 villages spread across the country were covered. Estimates from existing tax records were used in compiling the figures of other places. The 1931 census was affected by the world economic depression and the numerous tax riots in Calabar and Owerri provinces in the then Eastern region. The situation prevented enumeration in the major towns of these areas. In some parts of the Northern Provinces, locust invasion resulted in the diversion of some census staff to perform locust control duties.

In 1941, the census did not take place because of the Second World War. The census exercise resumed with the conduct of the 1951/53 census after the Second World War. The census in Northern Nigeria was conducted between May and July 1952 while it was conducted in the West and Midwest in December 1952 and January 1953. In the Eastern part of the country, the census was conducted from May to August of 1953. The lack of universality and simultaneity of the census taking made it difficult to aggregate the census data nationally.

Four post-independent censuses were conducted in 1963, 1973, 1991 and 2006. The 1973 census was however cancelled. The first Census that integrated the housing component was conducted in 2006, during which persons and housing units were enumerated. The 2006 Census put the total population of Nigeria at 140 million.

The Nigerian 2023 Population and Housing Census consists of a population census and a housing census as one operation. The fieldwork commences on 5th February with ***Building Numbering and Household Listing***, while actual enumeration will start on ***28th March, 2023***. Enumeration will end on ***2nd April, 2023***.

Population Census entails the complete enumeration of all persons and Housing Census entails the complete enumeration of all living quarters and their characteristics, within Nigerian borders at a specified time. The information on the population and the housing characteristics can be readily matched and processed for analysis. This makes it possible to relate the housing census data to the information on demographic, social and economic characteristics of each household member that is collected in the population census. This data will form a baseline for economic planning and national development.

1.2 Importance of the Population and Housing Census

The Population and Housing Census (PHC) will provide key information about persons, households, buildings, buildings, localities, and the nation. The PHC gives information about:

1. population characteristics:
 - a. age and sex;
 - b. living and working conditions;
 - c. distribution across the country, states, local government areas, localities and by urban/rural areas;
 - d. marital status, educational attainment; employment status; type and nature of jobs;
2. household and housing characteristics including conditions of housing, structural characteristics, sources of drinking water, sources of energy etc.;
3. availability of facilities such as schools, health, ICT, financial institutions, etc.

1.3 Essential Features of a Population and Housing Census

The essential features of a modern Population and Housing Census recommended by the United Nations (UN) are:

1. **Individual enumeration:** each individual and each set of living quarters is enumerated separately and the characteristics thereof are separately recorded.
2. **Universality** within a defined territory: every person present in and/or residing within a defined territory at a specified time will be enumerated.
3. **Simultaneity:** this requires that each person and each set of living quarters be enumerated within the same reference period.
4. **Defined Periodicity:** censuses should be taken at regular intervals. A series of censuses makes it possible to appraise the past, accurately describe the present and plausibly estimate the future.
5. **Capacity to produce Small-area Statistics:** census should produce data on the number and characteristics of the population and housing units down to the lowest appropriate geographic level of the country, and for small population groups.

The census must refer to a specific point in time (generally referred to as the Census Night) and a well defined reference period.

For the 2023 PHC, the Census Night is 00:00 hour (midnight) of 28th March, 2023 and the Census Reference Period starts from the 00:00 hour (midnight) of 28th March, 2023 and ends on 23: 59 hours of 2nd April, 2023.

This assumes that all persons should have been enumerated at midnight of 29th, March 2023. The Census Night will be publicised in advance throughout the country so that it will be easily remembered by everyone

1.4 Persons to be enumerated during the 2023 PHC

The following persons should be enumerated during the 2023 PHC:

- a. only persons who are physically present at the time of the Enumerator's visit and have not been enumerated elsewhere;
- b. all Special Population groups- required to be enumerated on census nights such as persons on transit;
- c. all persons including guests who spent the previous night in a regular or institutional household;
- d. usual members who were temporarily absent during the previous night in a household because of the nature of their work such as night watch men, security men, doctors, nurses, fishermen etc;

- e. guests who did not spend the previous night but are not going back to their usual residence before the end of the census period;
- f. all homeless persons; and
- g. all Census Functionaries.

1.5 Persons not to be enumerated during the 2023 PHC

The following persons should not be enumerated during the 2023 PHC:

- a. all guests or non-usual residents who did not spend the previous night in a household but are going back to their usual residence before the end of the census period;
- b. all persons born after completion of enumeration in the household ; and
- c. all persons who died the previous night before the arrival of the enumerator's in the household.

1.6 New features in the 2023 Census

The following are some of the new features in the 2023 PHC:

- a. The use of Computer-Assisted Personal Interviewing (CAPI) to ensure efficient data, collection, management, and processing. This will help to receive real-time data and also minimise the data processing period so that processed data could be released shortly after field data collection.
- b. The use of Geographic Positioning System (GPS) to capture the location (coordinates) of all structures. This allows for geo-fencing of enumeration areas i.e. enumerators cannot work outside of their enumeration area.
- c. Three new modules have been introduced into the 2023 census which are:
 - ICT
 - Fertility and Child Survival
 - Mortality (Deaths in the Households in the last 12 months)
 - Difficulties in performing activities
 - Sanitation

1.7 Key points to note

Population and Housing censuses are key demographic and socio-economic data sources for any country. The 2023 Census will be carried out in the 774 Local Government Areas of the country. Your appointment as a Census Functionary in the conduct of the Census is a privilege for you to contribute towards collecting reliable data for the purpose of development planning in Nigeria.

This manual of instructions will be your reliable helper as you do your work. You should always take it along when you are enumerating because you will need it any time you are in difficulty. International best practices in conduct of Censuses and Surveys requires that the rules, regulations, guidelines and principles behind the project are followed in a uniform and simultaneous method to avoid differences and variations in the conduct of the exercise.

CHAPTER TWO

LEGAL FRAMEWORK, ORGANISATION AND MANAGEMENT

This chapter will describe the legal framework, and organisational and management structure under which the 2023 PHC will be conducted. At the end of this chapter, field functionaries should have understood the following:

1. Legal provisions for 2023 Census
2. National Population Commission's offices and functionaries
3. Census materials to be used
4. Working hours and duration of enumeration
5. Behaviour expected of all functionaries
6. Visit to community leaders
7. Security Management
8. Duties of all census functionaries

2.1 Legal Provisions for 2023 Census

The constitution of the Federal Republic of Nigeria provides for a periodic nationwide census in the country. The work of functionaries is empowered by law which allows them to enter any premises or compounds within reasonable hours of the census reference period for the purpose of enumerating persons and structures. *This authority should however be used with caution, that is, you must abide by the rules and regulations set for the conduct of the census.*

2.1.1 Statutory Requirements

The National Population Commission Act, Cap 67 of 2004 empowers the Commission to conduct the Population and Housing Census of Nigeria in accordance with S.6 (1) (a) of the Act.

2.2 Census Offices and Functionaries

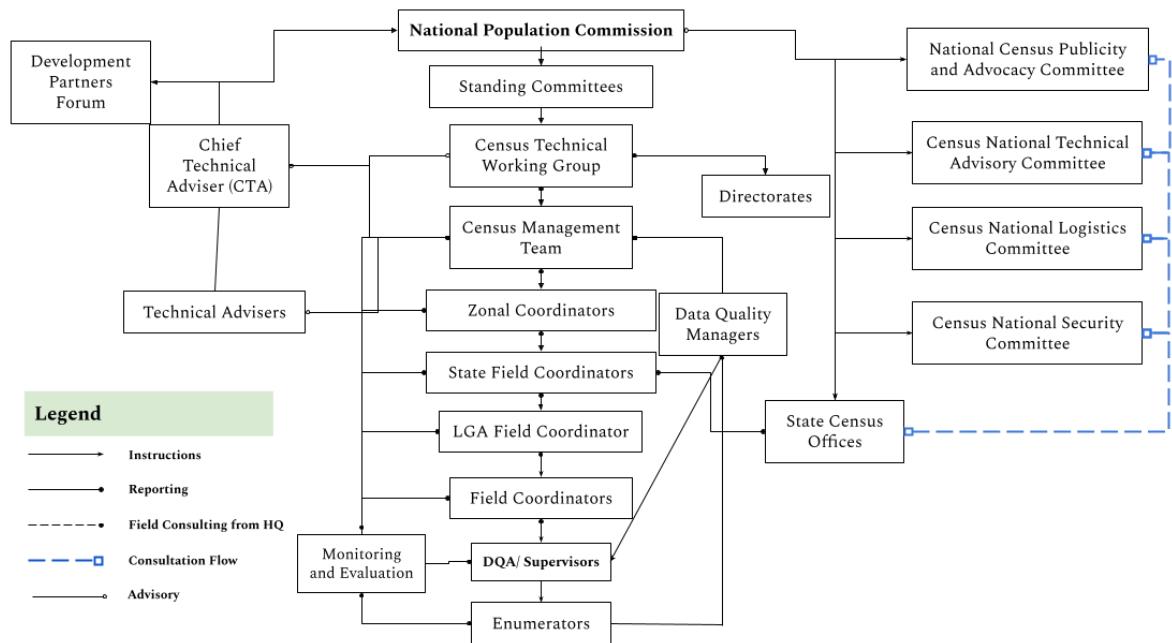


Figure 2.1: **Census Organogram**

2.2.1 Head Office (Abuja Headquarters)

The headquarters of the Commission is responsible for planning, implementing, coordinating, monitoring, evaluating and provision of material for the 2023 Census exercise. The Chairman and the Commissioners through the Standing Committees are responsible for all policies, while the Director-General and the Directors through the Census Technical Working Group (CTWG) and the entire staff of the Commission implement these policies. The UNFPA Chief Technical Adviser, who is the principal adviser to the Commission on all 2023 Population and Housing Census related matters, provides overall technical assistance and oversight to ensure that all management, administrative and operational decisions are based on sound technical advise - and implemented in accordance with the United Nations Principles and Recommendations for the 2020 World Programme on Population and Housing Censuses and international best practices.

The Census Project Management Unit will coordinate and monitor the census process. This unit will perform this task through

- Census Operations Tracking Team:** The Census Operations Tracking Team (COTT), Call Center and Situation Room are integrated services created to support the project management Unit in real-time monitoring

and facilitation of all field and operational activities of the 2023 PHC. COTT ensures efficient communication and information flow between the field functionaries and the management. Various daily reports that will emerge from the field will be consolidated by the Team to produce a synthesised report that will be presented to the Census Project Management Unit for decision making. The COTT will work with State Census Coordinators, State Directors, Data Quality Managers (DQMs), Training Centre Administrators, Monitoring and Evaluation Team and other functionaries during training, recruitment, house listing and numbering and enumeration.

COTT function is embedded in the Census Project Management Unit which operates in the Situation Room and performs the following duties:

- a. collate information relating to field activities from all units;
- b. process, analyse, and disseminate findings to relevant census units;
- c. track and report the implementation of recommendations on findings;
- d. furnish the Management with situation reports on daily basis;
- e. liaise with call centre operators to communicate information to all census units; and
- f. track publicity, confidence and acceptance levels on social media through sentiment analysis for actions to be taken.
- g. Manage communication and information flow between the Census Management team and field functionaries.

2.2.2 State Census Office

State Census Offices are responsible for implementing all activities of the Commission in the State. Hon. Federal Commissioner will oversee all Commission activities in the state. The State census office will coordinate state activities and report to the Headquarters. The team will consist of:

- a. The State Director, who is in charge of administrative activities of the state.
- b. The State Census Coordinator , who is in charge of all technical activities relating to the census.
- c. Three census committees are set up to tackle logistics, publicity and recruitment related matters. These committees include:
 - i. Census Logistics Committee
 - ii. Census Publicity and Advocacy Committee

iii. Census Recruitment Committee

2.2.4 Local Government Area Census Office

The LGA Census Office will be coordinated by the LGA Census Coordinator and will report to the State Census Coordinator. The LGA Census Coordinator working with the census units, will ensure smooth execution of field operations at the LGA level. These census units are:

- a. Census Logistics Units
- b. Census Publicity and Advocacy Units
- c. Census Recruitment Units

2.2.5 Census Monitoring Teams

Census monitoring teams comprise national and international experts and cover all field activities - from recruitment to training to data collection and field clearance and closure.

2.3 Duties of Census Functionaries

2.3.1 Enumerator

The Enumerator is the most important census functionary and key to the success of the census process. S/he interacts directly with the respondents. The Enumerator reports to the Field Supervisor

The duties of an Enumerator are to:

- a. fetch the assigned EA.
- b. locate and identify the boundary of EA.
- c. carry out building numbering and household listing.
- d. interview all households and individuals in the EA.
- e. be responsible and report any issues that may arise during data collection to the Field Supervisor and
- f. report PDA issues to the Supervisor and QAA for support for troubleshooting.

2.3.2 Field Supervisor

A Field Supervisor is the team lead of three to six pairs of enumerators. S/he works closely with the Field Coordinator.

The duties of Field Supervisors are to:

- a. Responsible for the collection of high quality data in the assigned SA

- b. oversee the activities of enumerators in an SA;
- c. lead the team of enumerators in community entry and advocacy;
- d. address challenges reported by the enumerators;
- e. support enumerators in the identification of EA boundaries;
- f. Pay regular visits and observe conduct of interviews;
- g. take necessary precautions against any security challenge;
- h. clears the enumerators after completion of their task; and
- i. carry out any other official responsibility that may be assigned by the Field Coordinator.
- j. Generally manage field resources (personnel, equipment, materials) and work load in the assigned SA

See Chapter six for details on the details and responsibilities of field supervisors.

2.3.6 Field Coordinator

A Field Coordinator coordinates census activities in a Field Coordination Area (FCA). An FCA consists of 1-10 Supervisory Areas (SAs). The Field Coordinator reports to the LGA Coordinator.

The duties of a Field Coordinator are to:

- a. coordinates census activities in 1-10 SAs;
- b. monitor activities of supervisors in the assigned FCAs;
- c. pay visit to at least 2 Enumeration Areas (EAs) in each SA during each field activities;
- d. facilitate community entry protocol in the FCA;
- e. address boundary issues in the FCA;
- f. receive instructions from LGA Coordinator and communicate to the supervisors;
- g. receive report on coverage and other related issues from the DQM and address them;
- h. give feedback to DQM on cases referred for ground truthing.
- i. assign duties including verification checks and ground thruthing to DQAs as may be suggested by the DQM;
- j. communicate unresolved issues and concerns from enumerators and Supervisors to the LGA Coordinator;
- k. recommend to the LGA census office the replacement of enumerators and supervisors who are unable to perform their duties satisfactorily or who should be replaced for any other reason;

- i. recommend replacements and reassignment of EA IDs to the LGA Coordinator where necessary during census exercise;
- m. liaise with LGA Logistics Officer to coordinate logistics of human resource and materials within the assigned area; and
- n. approves the clearance of Supervisors after completion of their task.

2.3.4 Data Quality Assistant (DQA)

The Data Quality Assistants (DQA) will assist the Field Coordinator on the field. S/he will perform verification and data quality checks in selected buildings and households as may be required.

The duties of the DQA are to:

- a. carry out quality checks/ground truthing;;
- b. provide ICT support to field functionaries;
- c. report findings to the Field Coordinator;
- d. undertake field coverage checks; and
- e. report findings on ground truthing to the Field Coordinator.

2.3.5 Data Quality Manager (DQM)

Data Quality Manager is an officer assigned the task of checking the quality of data coming in from the field in real time. S/he is to monitor the inflow of data and raise flags where necessary.

The duties of DQM are to:

- a. profile enumerators, supervisors, field coordinators, and local monitors to their assigned EAs;
- b. validate building numbering and household listing data;
- c. undertake coverage checks;
- d. provide information to Field Coordinators for ground truthing purposes;
- e. monitor data flow from the field to the server;
- f. address map and PDA issues;
- g. generate completion reports of Field Coordination Areas and share with the LGA Coordinator; and
- h. works with the LGA coordinators on clearance of Field Coordinators during retrieval of sensitive materials.

2.3.7 Local Government Census Field Coordinator

The Local Government Area (LGA) Census Coordinator is a technical head of census operations in the LGA. S/he will operate the LGA Census desk to ensure

that all Census Operations are implemented in accordance with the laid down procedures. The LGA Coordinator will report to the State Census Coordinator.

The duties of LGA Coordinator are to:

- a. ensure that only selected applicants participate in the training at the LGA level;
- b. coordinate the activities of the Training Centre Managers(TCAs) at the LGA level;
- c. scout for suitable and adequate venues for training and arrange for the release of the venues;
- d. liaise with LGA Logistics Officer for effective distribution of materials;
- e. oversee and coordinate the training activities across the LGA;
- f. coordinate the conveyance of various field functionaries in the LGA;
- g. oversee the implementation of field operations in accordance with the census protocol in the LGA;
- h. provide necessary support to facilitate the work of local and international observers/ monitors working in the LGA;
- i. supervise and coordinate the activities of all field functionaries in the LGA;
- j. liaise with LGA Logistics Officer for effective retrieval of materials; and
- k. carry out any other responsibility that may be assigned by the Census Management Team.

2.3.8 State Census Field Coordinator

The State Census Coordinator is a technical head of census operations in a state. S/he is in the State Census office to ensure that all Census Operations are implemented in accordance with the laid down procedures. The State Census Coordinator reports to the Zonal Coordinator.

The duties of a State Census Coordinator are to:

- a. ensure that only selected applicants participate in the training;
- b. coordinate the activities of the Training Centre Administrator(TCAs);
- c. liaise with State Logistics Officer (SLO) for effective distribution of materials;
- d. oversee and coordinate the training activities across the state;
- e. coordinate the deployment of various field functionaries;
- f. supervises the fieldwork to ensure the collection of high quality and complete data

- g. oversee the Advocacy and publicity in the state in conjunction with the state PAD Officer and PAD representative from Headquarters
- h. oversee the implementation of field operations in accordance with the census protocol;
- i. provide in conjunction with State Director, necessary support to facilitate the work of local and international observers/ monitors;
- j. supervise and coordinate the activities of LGA coordinators;
- k. liaise with State Logistics Officer (SLO) for effective retrieval of materials; and
- l. carry out any other responsibility that may be assigned by the Census Management Team

2.3.9 Zonal Census Field Coordinator

Zonal Coordinator is a technical head of census operations in a Geo-political zone. S/he will ensure that all census operations are implemented in accordance with the laid down procedures in the zone assigned to him/her. The Zonal Coordinator will report to the Census Management Team.

The duties of a zonal coordinator are to:

- a. oversee the implementation of field operations in accordance with the census protocol in the zone;
- b. act as liaison officer between the States in the zone and headquarters;
- c. monitor field operations within the zone;
- d. address technical issues reported by the State Census Coordinators;
- e. monitor the distribution of materials in the zone;
- f. monitor the training activities across the zone;
- g. monitor the deployment of various field functionaries;
- h. monitor the activities of State Census Coordinators in the zone;
- i. liaise with State Logistics Officer (SLO) for effective retrieval of materials; and
- j. carry out any other responsibility that may be assigned by the Census Management Team.

2.3.3 Geo Monitor

Geo-monitoring is an innovative feature in census taking in Nigeria. Individuals who are experienced and are veterans of previous censuses and surveys will be recruited as “Geo-monitors’. The Geo-monitors will deploy their knowledge, skills

and experience to monitor and evaluate field activities in real time, and to make recommendations for necessary field adjustments during data collection."

The Geo monitors are to:

- a. observe all field activities;
- b. conduct interviews with field functionaries on daily basis;
- c. submit the report of interviews conducted in real time;
- d. conduct interviews offline where internet connectivity is not available, and upload when it is available;
- e. conduct spot checks;
- f. address procedural flaws as soon as possible;
- g. recommend corrective and improvement measures; and
- h. report any issues that will affect the overall census process.

2.3.10 Call Centre

Functionaries can reach the Census office thorough the Call Centre number **07000236787 or 07000CENSUS** The responsibilities of Call Centre Agents are to:

- a. answer calls and provide accurate, satisfactory answers to the callers in a polite manner;
- b. evaluate problems and complaints of the callers and provide proper solutions to them;
- c. escalate unresolved issues to the Supervisor and COTT;
- d. provide information on the Commission's activities to callers;
- e. research needed information using available resources provided by the Supervisor;
- f. transfer calls to other team members whenever needed;
- g. record all callers data on the dashboard;
- h. complete call logs and reports;
- i. manage & update customer databases; and
- j. follow-up on customer calls.

2.4 Materials

Field functionaries will be provided with the following materials (Table 2.1 below) based on their requirements to facilitate their assignment. as shown in the table below:

Table 2.1: Materials for Fieldwork

MATERIALS FOR FIELD FUNCTIONARIES	
<ul style="list-style-type: none">a) Ball penb) Identity Cardc) Manual of Instructionsd) Hand sanitizere) Commission branded face maskf) Census Field Bagg) Raincoat (Where necessary)h) Rain boot (Where necessary)i) Torchlight and Batteryj) Mat/Mattress (Where necessary)k) Reflective jacket (customised)l) Jerry canWhere necessary)m) Mosquito net Where necessary)	<ul style="list-style-type: none">n) Personal Digital Assistant (PDA) Containing<ul style="list-style-type: none">i Questionnaire (NPC 01)ii Building Numbering And Household Listing Form (NPC 07)iii Digital Mapsiv List of historical eventso) Census Postersp) Sticker/chalkq) Solar Power bankr) Extension box

A First Aid box will be provided as part of the Commission duty to Health and Safety standards for each Supervisory Area. Where there are health related issues, contact your Field Supervisor.

CHAPTER THREE

CODE OF CONDUCT AND RESPONSIBILITIES

The aim of this chapter is to make all field functionaries aware of their conducts and responsibilities during the 2023 population and housing census.

3.1 Confidentiality of Census Information

The information you obtain is **CONFIDENTIAL** and shall only be used to compile statistics. The law places a restriction on publishing particulars of individuals and that all data are published as numerical tables, summaries and general conclusions. You are not permitted to disclose any information to anyone who is not an authorised officer, nor should you leave the information where others may have access to it. Disclosure of any information obtained in the Census without lawful authority is an offence liable to punishment (see Census Offences).

You will administer the questionnaire using the CAPI. On no account should you allow any unauthorised person(s) to use your tablet or any of the Census forms. All the Census information you receive must be kept confidential. Under no circumstance must you reveal any information to anyone unless he/she is a sworn employee of the National Population Commission (NPC) and is authorised to collect such information for official purposes.

3.2 Oath of Secrecy

To enforce this confidentiality, all functionaries will be required to take an oath of secrecy during training (see appendix). In the oath-taking, functionaries will promise to fulfil their duties faithfully and honestly and will promise not to disclose any information which comes to their knowledge to unauthorised persons. Functionaries will also promise to comply or abide by the rules and instructions given by the Commission in the execution of the exercise. The Oath of Secrecy is a veritable tool in this regard. The Section 30 (2) of the NPC Act, provides *inter alia*:

“Every member of staff of the Commission employed in the execution of any power or duty under this Act shall, before entering upon his duties, make and subscribe to an oath before a magistrate, in the form set out in the Second Schedule to this Act.”

It is therefore a legal requirement for functionaries to take the oath before assuming their duties during census.

3.3 Census Offences and Penalties

Considering the above cited Act, it will constitute an offence for any functionary to work at cross purposes with the objectives of the Commission. It is for this reason that Under Part V of the NPC Act, offences are specified and penalties are provided for, and they include:

Section 18: Prohibition of debate of census and other population figures without due authority;

Section 19: falsification of returns;

Section 20: Unlawful disclosure and failure to furnish information lawfully requested;

Section 22: Unlawful obstruction during census;

Section 23: Destruction of documents;

Please note that these are the general offences which may be committed by either persons employed as functionaries or by a member of the general public. Nevertheless, these offences carry punishments ranging from fines to imprisonment/jail terms.

Beyond these general provisions of the NPC Act, there are other offences which may be committed by functionaries during the Census in relation to the Public Services Rules. Further, Rules 030301 and 030402 provide for certain misconducts which warrant punishment, and these include: dishonesty, negligence, falsification of records, suppression of records, divided loyalty, etc.

The Census offences include:

- a. failure to use the methodology provided and adopted by the Commission for the Census exercise;
- b. tampering with Census materials without authority;
- c. forging, falsifying or manipulating Census data;
- d. failure to report to the superior officers anything observed on the field or in the course of duty that may be against the interest of the Commission;
- e. working at cross purpose with the objectives of the Commission;
- f. disclosing to the public, information lawfully obtained in the course of duty;
- g. taking decisions independently without recourse to superior officers;
- h. involvement in political activities while in the employment of the Commission;

- i. failure to disclose to the Commission through the superior officers, information obtained in the course of duties, which information is useful to the Commission;
- j. any other act inimical or detrimental to the interest of the Commission and the conduct of the entire census exercise.

Therefore, where these rules are infringed upon, the Commission will not hesitate to invoke the disciplinary provisions therein to punish offenders, especially where it involves staff of the Commission (permanent and adhoc staff). And in the case of non-staff, they will be handed over to the law enforcement agencies for immediate prosecution under relevant laws.

All functionaries are thus advised to be conscious of their actions and activities throughout the census exercise and avoid being caught by the law. Ignorance of the law is not an excuse!

CHAPTER FOUR

SAY NO TO SEXUAL EXPLOITATION, HARASSMENT AND ABUSE

4.1 Introduction

Sexual Exploitation, Harassment and Abuse (SEHA) has many dimensions and manifestations, that happens mostly in workplace or learning environment and often with women and girls as victims. Practically, “Sexual Exploitation, Harassment and Abuse entails unwelcome sexual advances, requests for sexual favour and other verbal, non-verbal or physical pestering or conduct of sexual nature against the opposite sex”. For the 2023 Population and Housing Census (PHC), it is likely to occur during the various phases/locations of training or during the field conduct of the main head count. Perpetrators are likely to be those at leadership positions at these levels.

4.2 Sexual exploitation

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.”

4.3 Sexual abuse

means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.”

In that regard, every unwelcome sexual advances/conduct/ insinuations/ suggestions by the person subject is/should be considered unacceptable and resisted. Such conduct breeds unreasonable interference with an individual's/teamwork performance and could create an intimidating, hostile, or offensive working environment, which at the long run could affect the quality of data collection and jeopardise the entire field exercise.

4.4 About SEHA module

Completing the course on prevention of Sexual Exploitation, Harassment and Abuse (PSEHA) is mandatory for all NPC personnel including staff, consultants, individual contractors, stand-by, ad-hoc and other persons who work for the NPC on the 2023 PHC. Personnel of other government entities. CSOs and academia associated with the NPC will also be trained on the SEHA.

The aim is to raise awarenessl about how acts of sexual exploitation, harassment and abuse impact individuals and whole communities and what to

do about it. The knowledge gained will support efforts to prevent and combat sexual exploitation, harassment, and abuse. The course also explains responsibilities of reporting allegations of sexual exploitation and abuse. The training focuses on specific responsibilities and accountability of census managers and personnel. NPC senior management at national, State and Local government levels are requested to make sure that all personnel and partners participate in the training session on PSEHA.

This training is composed of a set of lessons designed to raise your awareness about PSEHA, become familiar with a range of measures to combat SEHA, understand what the impact of SEHA on victims is and the consequences for NPC personnel and partners who commit SEHA.

Through discussion, examples and case studies, the training will familiarise census officials with the Standards of Conduct on SEHA and their obligations to uphold these standards, what they can do to prevent SEHA and how to report such abuses by NPC personnel. If you are a census manager (Head of Office / Head of Department), you will learn about additional responsibilities to enforce the standards of conduct.

4.5 What constitute sexual harassment?

- i. Unwanted attention, including touching or physical contact
- ii. Requests for sexual favour or making conditions for participation in the census work, selection and posting based on sexual Favour.
- iii. Unwelcome sexual advances through text messages, emails or conversations
- iv. Intimidation due to refusals to succumb to sexual advances v. Making vulgar or sexual jokes, among others

4.5.1 Sexual Harassment During 2023 Census

Globally, sexual harassment is condemned in the strongest terms, unacceptable and punishable by law in many countries, including Nigeria. For the entire census process, there will be **zero tolerance** for all forms, dimensions, and manifestations of sexual harassment. Accordingly, any functionary, irrespective of their participatory position or level (whether an NPC staff or ad-hoc) caught engaging in this act directly or indirectly, shall be dismissed (without pay) from the census work/operations. Also, functionaries are encouraged to report all forms of sexual harassment/ experiences to the Hon. Federal Commissioner at the State level and or the Census Manager at the headquarters with leading information on the perpetrator(s).

Therefore, all personnel that will be involved/engaged in the 2023 PHC should resist engaging in all forms of sexual harassment through-out the exercise to safe-guard the integrity at workplace and quality of data collection.

4.5.2 Why does it matter?

1. Sexual Exploitation, Harassment and Abuse (SEHA) violates fundamental human rights and is a betrayal of the core values of the 1999 Constitution (sections 34 and 42), Criminal Code (sections 351, 352 and 360), Panel Code (sections 281, 282 and 285) and United Nations.
2. SEHA undermines the effectiveness of the government or United Nation's work and the trust of the most vulnerable populations we are mandated to protect.
3. SEHA has serious consequences for the individuals and communities affected. SEHA harms victims physically, emotionally, psychologically, and socially.
4. SEHA compromises staff performance and achievement of Census objectives (i.e. adversely affects the quality of the Census results).

4.5.3 Zero Tolerance:

NPC acknowledges and agrees that the organisation will apply zero tolerance regarding SEHA by census personnel including ad-hoc staff

To whom it Applies: All Census personnel - from managers to State Directors to LGA Comptrollers to field personnel (facilitators, coordinators, monitors, field supervisors, enumerators and data quality managers) to administrators to drivers.

Possible Perpetrators: All NPC Personnel including ad-hoc staff for the 2023 PHC

4.5.4 Possible Victims:

1. Trainees
2. Supervisees
3. Recipient communities
4. Others (in a situation of vulnerability)

4.5.5 Forms of SEHA

SEA includes, but is not limited to:

1. Sexual activity with children (under the age of 18) regardless of local laws or standards. Mistaken belief regarding the age of a child is not a defence!

2. Exchange of money, employment, goods, or services for sex, including sexual favour or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries.
 3. Sexual relationships between staff of NPC or its partners, associated or related personnel and beneficiaries of assistance. Such relationships are strongly discouraged, since they are based on inherently unequal power dynamics and undermine the credibility and integrity of the work of NPC.
- Understanding the Difference: SEA - Sexual Harassment – GBV
4. Zero Tolerance: SEA and SH are prohibited, constitute misconduct

Obligations

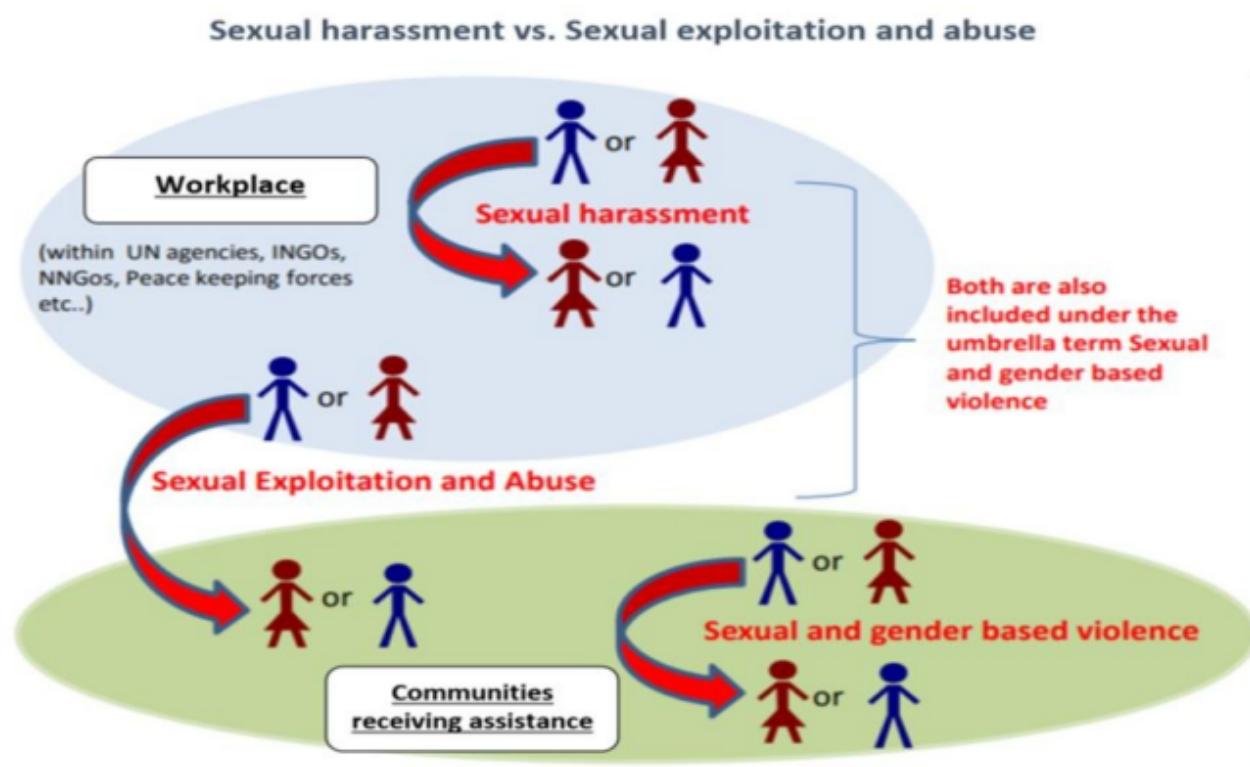


Figure 4.1: showing comparison of Sexual Harassment and Sexual exploitation and abuse

4.5.6 Obligations

- PREVENT
- REPORT
- ASSIST

4.5.7 Sexual Harrasment (SEHA) Prevention

- Training of personnel
- Screening of personnel
- Including prevention of SEHA clauses in subcontracts

SEHA Prevention - Training

All personnel must undertake mandatory prevention of SEHA training and familiarise themselves with:

- SEHA concepts
- Reporting procedures
- Victim assistance

Training shall include but is not limited to: A reference to definitions of SEHA

1. A clear and unambiguous statement that any form of SEA is prohibited for all IP personnel and its subcontractors,
2. The requirement that any allegation of SEHA must be promptly reported,
3. Requirement that alleged victims of SEHA shall be referred for immediate, professional victim assistance

4.5.8 SEHA RESPONSE - Reporting and response framework

NPC and all partner Personnel are obligated to report incidents or suspicions of SEHA

WHEN: Immediately

WHERE to: NPC Headquarters Committee on SEHA

HOW: Through call centre lines **07000236787 or 07000CENSUS**

4.5.9 SEHA RESPONSE - Investigation

Call centre agents will be trained to attend to SEHA related calls and to promptly present that to the secretariat of the Committee set up to investigate the cases. Properly and without delay all allegations of SEHA by all its personnel (NPC employees, agents or any other persons engaged by NPC to perform any services) will be investigated and appropriate action taken. The Committee is expected to;

- Keep management informed during investigation,
- Provide management with relevant evidence upon request,
- Take corrective actions - these will be identified by the management and may include increased monitoring and relevant capacity development.

4.5.10 SEHA INVESTIGATION COMMITTEE

A Committee shall be set up at the Headquarters to investigate and advise on all SEA /SEHA reported cases. The membership will comprise;

1. The Census Standing Committee Chairman (chairman),
2. A female Hon. Commissioner
3. Director Census
4. Human Resources
5. Director Population Management and
6. Census Manager
7. A secretariat headed by a Deputy Director (Census)

4.5.11 SEHA RESPONSE – Victims Assistance

The NPC shall:

1. Assist complainants to access immediate necessary assistance and safety measures where needed.
2. Refer complainants to the victim assistance mechanism, where established, so that they may receive the necessary (medical, psycho-social and materia, even legal) support if needed.
3. If a victim assistance mechanism is not yet in place, seek to facilitate access to such support.

TO SERVE WITH PRIDE: Zero Tolerance for SEHA

<https://www.youtube.com/embed/N fMKMCYFgPo?autoplay=1>

CHAPTER FIVE

DUTIES AND RESPONSIBILITIES OF ENUMERATORS

This chapter elaborates on the duties and responsibilities of enumerators in the 2023 PHC.

5.1 Working Hours and Duration of Enumeration

Enumeration in the 2023 Population and Housing Census will be conducted within the census reference period. This is the zero hour of 29th March, 2023 to zero hour of 3rd, April, 2023. Enumeration should not commence before the midnight of the first census day, or continue after the expiration of the census reference period.

Enumerators must arrive at the EA immediately after training for updating, building numbering, and household listing exercises. During the census, you will work until enumeration of all households in the EA(s) assigned to your set is completed.

It is essential that enumerators visit all households in their assigned EA and enumerate all members physically present within the census reference period. Therefore, enumerators should not stay longer than necessary in any household or with any individual. They will have to work outside the normal working hours during the enumeration period. They should work hard to complete their assignment during the Census Reference Period. If it becomes obvious that they cannot finish on time, they should report the matter as soon as possible to their Field Supervisor. But, under no circumstance should enumerators stop working until they have completed enumeration in the whole Enumeration Area. Enumerators must also not observe any fixed working hours. They will have to work longer than usual since some respondents or entire households are only available at certain hours of the day. The use of call back cards will assist them in covering these persons. Enumerators are to give their best in order to finish the enumeration within the census reference period.

5.2 Enumerator DOs and DON'Ts

As an Enumerator, it is expected that you possess team spirit which is necessary for a successful enumeration. You and your colleague enumerator form an enumeration team, however, in some cases, you may be required to work alone. Both of you have equal responsibilities and functions and will be assigned one PDA for the enumeration.

You will work under the guidance and supervision of the Field Supervisor and bring to his/her notice all difficulties and problems which may arise in the field. In cases where the Field Supervisor cannot resolve the issue, s/he will contact other senior field officers. Before the close of training, you will know your supervisor and the colleague enumerator.

As an enumerator you are required to:

- a. attend all training sessions regularly and punctually; study the manual of instructions carefully and understand it thoroughly; keep the manual under study and seek guidance from it at all times. If any part of the instructions is not clear, seek advice and assistance from your Field Supervisor.
- b. obtain the materials as listed in Table 1 from your Field Supervisor and report promptly to the Field Supervisor when running out of materials or there are issues with the Personal Digital Assistant.
- c. check the digital map and boundaries of your EA before you leave the training centre after the completion of your training.
- d. ensure that your map and attributes match your area of assignment after locating the Enumeration Area.
- e. visit all fully and partially occupied buildings in the EA, number them and list all their households.
- f. paste or display the census posters provided to you in conspicuous places in the EA.
- g. create good relationships with household heads and their members.
- h. you should avoid discussions on politics, religion and security matters during enumeration. Team spirit is necessary for successful enumeration.
- i. respect the culture and customs of the area that you are working;
- j. ensure correct and complete entering of information supplied in the PDA
- k. complete all other census documents or forms supplied to you
- l. ensure that questionnaires are duly completed as per instructions before streaming to the central server and before final submission of equipment to the Field Supervisor.
- m. ensure the safety of all census materials in your care as well as your personal security. It is important that your ID card is with you at all times.
- n. in cases where you notice security issues or suspicious activities, report to your Field Supervisor immediately;
- o. ensure that you do not avail your census materials to unauthorised persons;

- p. assist in every aspect of census operation whenever you are called upon by your Field Supervisor.
- q. drop a callback card where there are persons that are not available at the time of your visit, and ensure that you revisit the household;
- r. you should complete enumeration of all households in your EA. Under no circumstance should you leave an interview in any household uncompleted. Where this is unavoidable despite several callbacks, bring it to the notice of your Supervisor as soon as possible before the enumeration ends.

5.3 Expected Behaviour

An enumerator is considered to be a responsible, qualified and honest citizen of Nigeria. Therefore, you should act as a good ambassador of your community and the nation at large. You must be patient in any difficult situation, because showing emotion may harm the entire operation. You must avoid discussions on politics, religion and security with members of the public once you are on the field. Although public awareness and advocacy have been made to elicit the cooperation of the people prior to this time, the success of the census will depend upon how well you relate with your respondents.

5.4 Visit to Community Leader(s)

On arrival at the locality of assignment, an enumerator led by the supervisor should visit the community leader. Do not assume that the community leader should have heard of your coming. Some village heads may not have heard. Therefore, before any commencement of work in the EA your team should

- a. call on the village head and elders.
- b. make yourself and your mission known to the community leader and politely ask for cooperation and assistance.
- c. be well mannered and friendly.
- d. not create panic, fear or misunderstanding.
- e. wear simple cloth that is acceptable with the culture of the locality of assignment.

5.5 Household Entry

An enumeration team should pay a visit to community leaders to explain their mission. After obtaining permission from the community leader, the team will then proceed to their EA of assignment. At this stage, enumerators must ensure

that they observe and respect all the rules and customs governing visits to other peoples' homes in the area of assignment. For example:

'Knock before you enter and greet persons you meet in the customary way with a smile. Ask for the head of household or any adult member of the household and explain the purpose of your visit'

You may, for instance, introduce yourself as follows:

'Good morning (***Afternoon or Evening*** depending on the time of the day). Sir/Madam, you may have heard of the Population and Housing Census that is currently taking place throughout the country. I am a Census Enumerator (***produce your identity card if required***) and my work is to number the buildings, list the households and enumerate every person in this area. The information you give me shall be kept strictly confidential. The data collected in the Census will be helpful in the formulation of policies and planning for the welfare of the people. I will not take much of your valuable time.

Can we commence the interview now?

Communication between you and the respondents must be in the language that is understood by you and the respondents. Where a respondent does not speak any language you understand, any member of the household or neighbour with the approval of the respondent, may help. Where no member of the household can assist and your respondents do not want help from their neighbours, consult your Field Supervisor as soon as possible. Your Field Supervisor would either ask another enumerator to assist you or may arrange for an interpreter if required.

5.6 Interviewing Techniques for Census

Data for the 2023 PHC will be collected by means of face-to-face interviews with respondents. It is therefore appropriate to acquaint Enumerators with some interviewing techniques. The enumerators should be aware that the whole exercise of conducting a National Census is dependent on how well they interact with the respondents. This section is devoted to discussing how Enumerators would effectively elicit responses from the household respondents.

5.7 Retrieval of Documents

At the end of enumeration, the PDAs and other instruments are retrieved from functionaries. The materials provided to them must be accounted for. A retrieval

form will be used to clear functionaries off the field. Functionaries will have to sign a digital form to return their materials , which include:

- a. personal Digital Assistant (PDA)
- b. charger
- c. power Bank
- d. unused stickers
- e. other sensitive documents used and unused during enumeration.
- f. unused call back cards

CHAPTER SIX

DUTIES AND RESPONSIBILITIES OF FIELD SUPERVISORS

6.1 Overview

The main thrust of conducting a national census is to produce accurate, reliable and acceptable socio-demographic and economic data for planning purposes in critical areas like education, health, employment, etc. You are therefore expected to play an important role especially during data collection, the most crucial phase of implementing the exercise. Recall that your functions have been outlined in Chapter 2. The Supervisor will organise and direct data collection in a Supervisory Area (SA) consisting of an average of 5 Enumeration Areas (EAs). The Supervisor will coordinate and supervise all enumeration activities in his/her assigned SA. Apart from being the census liaison officer in an SA, you are responsible for the technical, logistical and administrative issues that Enumerators may encounter on the field, as well as their conduct.

The supervisor is a senior member of the field team, and is responsible for quality data collection and complete coverage of the assignment area. S/he is also responsible for the welfare and safety of Enumerators in his/her assigned SA. The specific roles of a Supervisor include but not limited to the following.

6.2 General conduct

The general conduct of the Supervisor covers the following areas:

1. active participate in the interviewer and supervisor training and field practical
2. making adequate preparation for field daily work , including provision of adequate field materials and equipment;
3. transporting the team to the respective EAs;
4. managing the PDA including packing, unpacking, safekeeping, recharging and uploading data, troubleshooting, etc.;
5. managing the safety, discipline, conduct and retraining of staff on the field;
6. observing of interview quality and conducting re-interviews in sampled buildings and households (details on re-interview is discussed in Chapter 13); and
7. maintaining regular contact with the Field Coordinator and DQM as well as handling all meaningful requests and directives from them.

6.3 Fieldwork preparation

Before leaving for the field, the supervisor is responsible for collecting adequate supplies of the materials the team will need and other preparation including:

1. Sufficient quantity of Field Officer Manual;
2. Ensuring that Enumerators have access to internet to fetch their EA maps;
3. Possession of letters of introduction to localities;
4. Fieldwork diary/notebook for fieldwork monitoring;
5. Provide PDAs and accessories (one per enumeration team); and
6. PDA recharging cases or external battery chargers.

6.4 Contacting Institutions and local authority

The 2023 PHC seeks to ensure that all persons and buildings in the country are enumerated. However, it could be realised that access to some institutions such as military barracks, police barracks, correctional facilities, health facilities, boarding houses etc. are restricted, while it is imperative to have their occupants and inmates enumerated during the census. Enumerators and Supervisors should acknowledge that gaining access to enumerate the occupants and inmates of these institutions will require special approval from their managing authorities. The state will make available through the Comptrollers, generic letters of notification and requests for access to such institutions which are to be sent in advance by the Comptrollers. This is because some of the institutions will need sufficient time to process the request at their headquarters. Supervisors should identify such institutions within their SAs early enough, preferably immediately at the end of their training ,when assignments are shared and liaise with the Field Coordinator and LGA Comptroller to collect copies of letters earlier dispatched to request for permission to gain access into the facilities to enumerate the buildings and persons residing in them. It is worthy to note that some of these institutions have special protocol procedures, as such you are expected to be conversant with them and strictly observe them while processing the request.

Also, it is expected that the local office of the National Population Commission had made initial contacts with the local authorities, traditional rulers and community leaders prior to your deployment to the SA to facilitate community entry. It is the Supervisor's responsibility to contact the LGA, district, community and village officials before starting work in an area. Letters of introduction will be provided, but you are expected to introduce yourself and members of your

team and explain your mission to the local leaders. This will help to win the cooperation needed to carry out the interviews and to ensure the safety of respondents and field functionaries

6.5 Fieldwork implementation

The Supervisor will perform the following duties during fieldwork implementation/data collection:

1. ensure that boundaries of EAs are clearly identified by the Enumerators;
2. check the completeness of building numbering and household listing including pasting of census stickers/writing of numbers on buildings in the SA;
3. study the contents of the enumerator manual on a regular basis to be able to assist technical issues in a timely and effective manner;
4. pay regular visits to each EA in his/her SA;
5. ensure that all household interviews are conducted accordance with the protocol;
6. checking to ensure that each enumerator has a functional PDA;
7. observe interviews by each Enumerator;
8. conduct re-interviews in sampled buildings and households;
9. addresses boundary issues and non-response/refusals;
10. check that all households are visited and interviewed by Enumerators;
11. oversee the effort of each enumerator revisiting ALL households and correcting for the errors identified by the DQM;
12. check to ensure that data collected by Enumerators are synchronised on daily basis;
13. escalate any unresolved issues to the Field Coordinator/DQM;
14. where necessary and feasible, secure accommodation for Enumerators and ensure that and
15. observe security precautions and keep watch.

6.6 Observing interview

A Supervisor will observe the conduct of live interviews with each Enumerator and in every E and observe the following:

1. ensure that the enumerator introduces you to the household and explains your responsibility to visit the household and collect data;
2. attend interviews for your enumerators on a regular basis especially your weakest enumerators;

3. note that the first day of data collection is a critical time for you to attend interviews for your enumerators in order to assess their capacity after training;
4. must not participate in the interview or suggest things to the enumerator during the interview, unless clarifications are requested by the enumerator;
5. must let the enumerator complete the interview with the household;
6. must not comment on the enumerator's performance in the presence of household members;
7. must pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding;
8. must also make note of those modules that the enumerator administers well;
9. where necessary, handle the interview without the respondent noting that the enumerator has failed;
10. check the use of language versions and appropriateness of the wording used during interview;
11. check for misinterpretation of questions by the enumerator or lack of understanding by the respondent;
12. discuss the interview with the Enumerator upon completion in order to draw lessons from the experience together, and to address weaknesses and shortcomings in data collection; and
13. pay attention to the respondents to observe and assess how household members respond to the questions and identify items that are not clearly understood.

6.7 Management of PDAs

Although the safety and care of PDAs rests with the Enumeration team, the Supervisor will:

1. ensure that all the PDAs are stored in a safe and locked box or container at the end of the day;
2. charging of PDAs every night to ensure that they do not run out of batteries during interviews; and
3. provide technical support on PDA malfunction and replacement of a faulty/damaged one.

6.8 Safety of Enumerators and Supervisor

It is important for a Supervisor to observe the following security measures:

1. be responsible for the safety of Enumerators as far as possible;
2. stress to your team the importance of considering safety issues in their work, without frightening them unnecessarily;
3. arrange logistics when it is necessary for Enumerators and ensure that they didn't travel alone to conduct late evening interviews;
4. accompany Enumerators to conduct interviews after sunset;
5. organise your fieldwork in a manner that ensures that you are able to respond to any uncertain circumstances;
6. check with your Enumerators after every three hours;
7. pull out any Enumeration team that is facing or under threat and make arrangement for another day when revisit is possible;
8. encourage your fieldworkers to keep a lookout for each other and to follow their instincts regarding how to respond to different situations;
9. establish good working relationship with security agencies;
10. encourage them to discuss any concerns that they have with you; and
11. use your judgement to call the police or other sources of help in case of any danger.

6.9 Safety of respondents

It is equally imperative for a Supervisor to ensure the safety of the respondents during data collection.

1. encourage Enumerators not to exert pressure on a respondent on when to start or continue with an interview when they do not want to;
2. advise Enumerators to make use of the Call Back Card if the respondent wants to arrange the interview to another time;
3. remind Enumerators of their oath of secrecy and not disclose information that they have been told during an interview to others in the community, or with their friends or family; and
4. remind Enumerators to stay clear of discussing politics, religion, etc. with the respondents.

6.10 Managing refusals and interview resistance

Although census taking is backed up by law, it is important to note that some households or individuals may refuse to cooperate with the Enumerators. It is the duty of a Supervisor to address cases of refusals or interview resistance if it is beyond the handling of Enumerators. It is possible to find an entire

community, household head or senior household member to refuse to give permission for a household member to participate in the Census, or just a member to refuse to grant an interview. Upon receipt of a report from the Enumerators, a Supervisor should make every effort to reach out to them to secure their permission. This may include stressing the importance of their involvement, giving the fact that it is a national activity. If persuasion efforts failed, you should escalate the situation to the Field Coordinator for necessary action.

You should closely monitor the number of refusals from heads of households or individuals reported by each Enumeration team. If an interviewer reports frequent refusals or an unusually large number, it may indicate that he gives up too easily or explains the Census inadequately. If this happens, the Supervisor should promptly visit the EA and observe interviews. Interview resistance or refusals can be handled in the following ways:

1. Approach the respondent from his point of view. Refusals may stem from misconceptions about the survey or other concerns.. If there is a linguistic or ethnic barrier between the respondent and the interviewer, the supervisor should, if possible, send a different interviewer to complete the questionnaire;
2. Postpone interview to another day; and
3. Carry out the interview yourself. The supervisor's knowledge, skill and maturity may enable him to complete a difficult interview when the assigned interviewer has been unable to do so.

6.11 Dealing with pending interviews

Interview remains pending when information has not been collected from a selected household or from a selected respondent and the return visits have not been completed. Such a scenario remains with the Enumeration team until it is completed. It is the responsibility of the Supervisor to keep track of, and document pending interviews and ensure that they are completed.

6.12 Encouraging teamwork

It is the duty of a Supervisor to inculcate teamwork spirit among his team members. Data collection is completed in an SA when all interviews are satisfactorily completed and accounted for in all the EAs. Teamwork spirit can be encouraged by:

1. Making the Enumerators to understand clearly what is expected of them
2. properly guiding and supervising the work of the Enumerators;

3. recognising good work and efforts;
4. try to gain voluntary compliance before issuing direct orders;
5. involving Enumerators in decision making;
6. point out an error with tact, in a friendly manner and in private;
7. listening to the Enumerators's explanation with patience, examine the cause of the problem and offer support;
8. don't show preference for one or another of the Enumerators;
9. set examples of punctuality, good conduct, dedication and hard work for Enumerators to emulate; and
10. be prepared all the time to address any challenges.

6.13 Quality control

As a supervisor, you are responsible for monitoring the performance of the Enumerators as the data collection progresses. Errors may be committed by the Enumerators at the beginning of data collection due to lack of experience or lack of familiarity with the questionnaire or lack of attention to details. These can be corrected with supplementary training. In the same vein, Enumerators may become lazy or tired towards the end of data collection. A Supervisor therefore, should intensify paying visits to EAs even at advanced stages of data collection.

It is important to meet with your Enumerators on a daily basis to discuss the quality of their work and digest any feedback that may be received from the DQM. Common and specific mistakes can be corrected during such meetings. The following can enhance the usefulness of the review meeting:

1. be careful while discussing examples of mistakes not to embarrass any Enumerator;
2. read out relevant sections from the Field Officer Manual with the team to resolve problems;
3. encourage the interviewers to talk about any situations they encountered in the field that were not covered in training;
4. discuss with the team whether or not the situation was handled properly and how similar situations should be handled in the future;
5. encourage team members to learn from one another, and should feel free to discuss their own mistakes without fear of embarrassment; and
6. discuss both negative and positive issues arising from the quality control observations.

6.14 Management of field resources

It is the responsibility of a Supervisor to ensure the availability of all necessary field materials and equipment(listed in Chapter 2) in the SA. Items that will be used in the field are to be provided to the Enumerators in a timely manner. A checklist of items to be distributed will be provided by the LGA Coordinator. Any shortfall in supply of materials or technical defects on any equipment should be reported to the Field Coordinator. Records of the distribution of materials should be taken well maintained for accountability purposes. In addition, the Supervisor will ensure that the materials are judiciously put to use, and for the purposes they are meant. Measures should be taken to ensure that field materials are kept in a conducive and secure location at the end of the day. Retrieval of items at the end of enumeration should be well documented and organised. You should ensure that Enumerators signed the distribution sheet while collecting materials and returning them to you. You are to ensure that all items retrieved by you are safely stored and transferred to the next retrieval point.

6.15 Conflict resolution

Conflict is a normal part of any healthy relationship typical in an assembly of people like that of census functionaries that come from diverse backgrounds and disciplines. It should be borne in mind that opinions and interests among the functionaries will also differ. It is therefore imperative for a Supervisor to also acknowledge that two people can't be expected to agree on everything, all the time. The key is not to fear or try to avoid conflict but to learn how to resolve it in a healthy way. Conflict arises from differences, both large and small. It occurs whenever people disagree over their values, motivations, perceptions, ideas, or desires. Sometimes these differences appear trivial, but when a conflict triggers strong feelings, a deep personal need is often at the core of the problem. These needs can range from the need to feel safe and secure or respected and valued. It's important to keep in mind that the problem may not be solved right away, even if the solution is obvious.

You should anticipate conflict to arise between you and any or all of your Enumerators. Conflict can also arise within the Enumerators themselves. You should be prepared to manage any eventuality that may occur. When conflict is mismanaged, it can cause great harm to a relationship, but when handled in a respectful, positive way, conflict provides an opportunity to strengthen the bond between two people. The following tips can help you to resolve

differences among your team members in a healthy way and forge stronger work relationships:

- identify the source of the problem, the stakeholders and the issue at hand;
- take the time to listen to every participant and value each argument without prejudice;
- take reasonable time to weigh all options even if a solution or answer is readily available as rushing to a resolution can make people feel like they're left out in the decision-making process;
- 1. go beyond the conflict and identify other challenges/barriers;
- 2. consider all options and create a long-term solution;
- 3. a common goal, stress its importance and how it can be achieved;
- 4. encourage aggrieved parties to make compromises establish and collaboration to achieve the desired result;
- 5. build an agreement based on mutual respect;
- 6. apportion blame/censure on the culprit tactfully if necessary; and
- 7. escalate the issue to the higher census officers for advise if the conflict cannot be resolved within your team.

6.16 Enumeration of Enumerators and Supervisor

Recall that the procedure for enumerating census functionaries including Enumerators and Supervisors has been discussed in Chapter 11. You are to check with your enumerators to ensure that they are enumerated in their EA of assignment, while the Supervisor will attach him/herself for enumeration to any EA within the SA of assignment.

6.17 Clearance and Field Closure

6.17.1 Post Field Work

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

- 1. Retrieval of Logistics
- 2. Clearing of field officers and payment

6.17.2 Retrieval of Documents

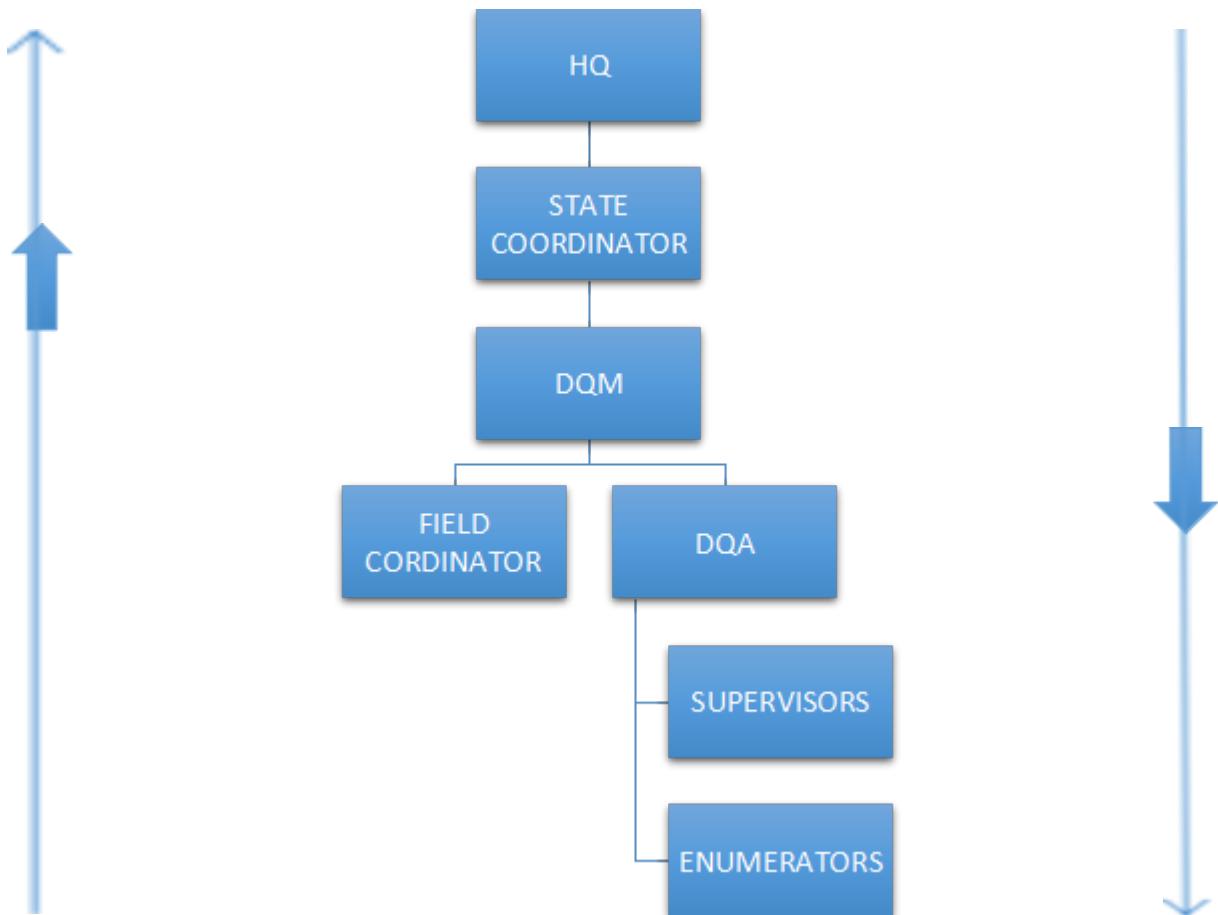
These include the Personal Digital Assistant (PDA) and other instruments that will be retrieved. The PDA and its accessories must not be misused as every single material given to field officers for field work will be collected and transported at three levels; first from field officers at LGA level; from LGAs to States; and from States 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 DQM at the LGA level and State Coordinator at the State level.

At the end of enumeration, use the transmittal forms to return the following materials to your supervisor:

- Personal Digital Assistant (PDA)
- Charger
- Power Bank
- Unused stickers

6.17.3 Field clearance

Clearing of field officers and Payment is a crucial part of retrieval finalising of fieldwork. Data collected from the field must be examined by the LGA Data Quality monitor with support from the other DQM 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 functionaries' allowance as stipulated in their contract. Clearance will strictly be done in teams and not individual field officers. In other words, a member of a team cannot and will not be cleared while the other team members are working in the field or may have issues with their data.



MATERIAL SUBMISSION FLOW MATERIAL COLLECTION FLOW

6.18 Managing group listing and enumeration

The proposed methodology for the 2023 PHC House numbering and household listing is the use of supervisory (SA) group listing method where all enumerators in an SA work together to complete EAs a supervisory area consecutively. This methodology has been successfully tested during the trial post enumeration survey (PES).

During the Building numbering:

1. The team moves in a group starting with an EA then after completing that EA, move to the next one until all EAs are completed within the SA
2. The supervisor does the chalking during the house numbering

Equal access to male and female enumerators into dwellings and households are not guaranteed in some cultural settings. In order to break any barrier that will hinder smooth coverage of all buildings and households, exercise, A “group” approach will be employed to number buildings and list households. It is expected Enumerators of both sexes will be represented in an SA. The entire

functionaries in an SA (10 Enumerators plus 1 Supervisor) will work in an EA at a time during building numbering and household listing. The Supervisor will confirm the preloaded building numbers on the PDA, and write them on the entrances/walls of buildings in the EA. S/he will then assign approximately equal number of buildings to the each Enumerator to cover. For example, if the total number of buildings in an EA is 100, the Supervisor will assign 10 buildings to each Enumerator to cover. The team after completing the exercise in one EA, will move to the next EA until all the EAs in the SA are completed.

15.19 Close of enumeration

It is the responsibility of the Supervisor to tidy up all fieldwork activities in a systematic manner at the end of data collection. The Supervisor will liaise with the Field Coordinator and the DQM to ensure that all households are covered and that all outstanding data quality issues are resolved. The Supervisor will assist in the retrieval of PDAs, accessories and other necessary materials. The Supervisor will also liaise with the Field Coordinator and the DQM to issue clearance of job completion to the Enumerators.

CHAPTER SEVEN

GENERAL INTERVIEWING TECHNIQUES

7.1 Introduction

The Enumerator is the most important/critical person in census enumeration. Therefore, training should focus on ways and means of adequately preparing the enumerators (and supervisors) for the ultimate task of collecting complete and accurate data.

Enumerators' manual is the effective training and reference tool (contains instructions on questionnaire handling & administration, respondent handling, duties and responsibilities, enumeration procedures).

The ultimate goal of training is to have all enumerators (and supervisors) **MASTER** the contents of Enumerators' manual!

Bottom line: To ensure that Enumerators (and Supervisors) understand the **NATURE** and **PURPOSE** of the Census, and to prepare them adequately to enumerate persons in their assigned areas **COMPLETELY** and **ACCURATELY**!

Therefore, quality training is critical to collection of quality data.

Overall, **TRAINING** must be effective, focused, and standardised in order for the enumerator to have confidence to conduct an interview.

7.2 What is an Interview?

The term interview means asking questions and obtaining responses from members of a household. Interviewing is a challenging task, which requires professional skill and patience. You can improve your interview skills during training. Enumerators should ask questions as they are stated on the Census Questionnaire and be alert to probe doubtful responses. Consult your supervisor when you are forced by circumstances to record doubtful responses. Enumerators will be sent back to the field to verify doubtful entries or to correct mistakes that are detected in their work. Remember, the success of the entire census operation depends on how well you conduct interviews with the respondents. Your responsibility as an enumerator therefore, demands that you administer interviews in accordance with the laid down procedures and record the responses correctly on the PDA.

7.3 INTERVIEW TECHNIQUES

Tips to enumerators: How to handle interviews!

1. Stress **CONFIDENTIALITY** of information collected

2. Understand the exact purpose of the census and each question...to know if the responses are adequate.
3. Read out the questions exactly as written. Small changes in wording can alter the meaning of a question.
4. Ask the questions in the same order as they are given in the questionnaire. Maintaining flow is important.
5. Ask all the questions, even if the respondent answers two questions at once.
6. Help your respondents to feel comfortable, but make sure you do not suggest answers to them.
7. Let people take their time to answer questions. Do not hurry the interview.
8. Do not ask leading questions.
9. Work steadily and make sure that the answers are clear before writing them down.
10. If unclear tactfully ask further questions to obtain the correct answers i.e. **PROBE**.
11. Remain neutral throughout the interview.
12. Do not show surprise, approval or disapproval of the respondent's answer by your tone of voice or facial expression
13. Record answers immediately once clear. Never rely on writing answers in a notebook to transfer to the questionnaire later.
14. **CHECK** the whole questionnaire before you leave the household to be sure it is completed correctly.
15. In case of refusal remain courteous. Stress the importance of the exercise and confidentiality of information collected.
16. Build rapport with the respondent, ask questions slowly to ensure the respondent understands the question.
17. When leaving a household, always remember to thank the members for their cooperation.
18. Act as though you expect friendly cooperation and behave so as to deserve it. Before starting exchange proper greetings, identify yourself, explain the purpose of your visit, answer any questions about the census that the people may have, BUT... do not spend too much time asking and/or answering unnecessary questions

7.4 Interview Resistance

Interview resistance is a situation where the respondent is unwilling to co-operate with an enumerator. Several reasons may be responsible for the respondent to be unwilling to cooperate such as:

a. **Non-cooperation by the head of household for personal reasons.**

Common responses in such instances are: “Oh, I am too busy right now”, or “Come back some other time”. You have to decide whether the respondent is really busy or is demonstrating interview resistance. A puzzled or suspicious look in the face of the respondent gives a clue for the reason for the interview resistance.

In such a situation, you should use tactical emotional intelligence that you have learnt in the *Chapter on Interpersonal Communication Skills* and try to gain the confidence of the respondent. Where s/he is still resisting, you should refer to your Field Supervisor immediately.

b. **Wrong introduction:** Where you open the interview by saying, “I am looking for the head of the household” or “Are you the head of this household?” Responses such as “What for?” or “Who are you” or “I don’t know” made after some hesitation may indicate interview resistance. In this situation, you should first apologise for your introduction and reintroduce yourself.

If faced with interview resistance, you must create an atmosphere of friendliness between the household member and yourself. In general, you are the one to break the barriers and move forward and carry the public along with you.

7.5 Ending the Interview

How the enumerator ends the interview is as important as the way s/he begins or conducts it. There are many ways of saying good-bye and thank you gracefully. S/he should be sure to say one to every respondent and household. His/her language should express this gratitude for the cooperation received from them. Sometimes the enumerator may be offered food or drinks out of courtesy and not to influence him/her. Saying no to gestures may cause problems. Saying yes may prolong the interview. What to do? Enumerators should weigh the situation carefully and decide on the spot. If they must say no, be nice and polite. The enumerator’s body language and attitude will win him/her the commendations of the public in the enumeration area(s) assigned to you.

7.5 Close of Enumeration

After enumeration is completed in the EA, enumerators are to ensure that all data collected are synchronised and all corrections effected. The Field Supervisor will check that tasks have been completed correctly and completely thorough his monitoring application. Once the Field Supervisor is satisfied with the enumerators' task, he will require them to submit their returnable items and instruct them on what to do next.

CHAPTER EIGHT

KEY CONCEPTS AND DEFINITIONS

The aim of this chapter is to make you understand the definition of basic census concepts and terminologies. At the end of the chapter, you should be familiar with the important census terms and concepts. The census concepts listed here are not exhaustive but serve as an aid to assist you in conducting thoroughly, correctly, confidently and in tandem with other co-enumerators all over the Federation.

8.1 Population Census

A population census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social data at the smallest geographical level appropriate pertaining, at a specified time, to all persons in a country or in a well-delimited part of a country.

8.2 Housing Census

A housing census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating statistical data relating to the number and condition of housing units and facilities as available to the households pertaining, at a specified time, to all living quarters and occupants thereof in a country or in a well delimited part of a country.

By definition therefore, a Population and Housing census requires that each individual person and each building is enumerated separately and only once. Census operation is confined to a well-defined territory and reference period. Collecting information on the characteristics of living quarters and the composition of the occupants of those quarters form part of the housing census components of census exercise.

8.3 Census Night and Census Reference Period

A census night is the night immediately before the first day of enumeration. It is the night when homeless persons are usually enumerated

The census reference period is the time from the zero hour (00:00) of the first enumeration day to the midnight (24:00 hrs) of the last enumeration day. The time of visit by an enumerator for an interview must therefore be within the zero hour of the first day (29th March, 2023) to the midnight of the last day (2nd April, 2023) assigned for the census enumeration. This means that:

All persons must be enumerated within the census reference period. Note, between the census night and the time of enumeration, the composition of a particular household might have changed.

Children born up to the time the enumerator comes to the household (see 2.7 for definition) are to be enumerated, but children born after the enumerator has completed the household, even if the birth occurred within the census enumeration period, should not be enumerated. Similarly, persons who died within census enumeration period, but before the enumerator come to the household are not to be included, and any death that occurred after the enumerator has completed the household is not to be erased even if it occurred within the census enumeration period but after the visit of the enumerator".

Note: No enumeration should take place before or after census period unless authorised by the Chairman (NPC).

Only persons physically present at the time of enumeration shall be eligible to be enumerated.

8.4 De-Facto Census

A de-facto census is an enumeration in which people seen are enumerated according to where they stayed/slept on the night preceding the day of the enumerator's visit. The 2023 Census is a de facto census. In other words, people not physically present are not enumerated and those seen are enumerated in their respective place of abode.

8.5 Locality

A locality is defined as a distinct population cluster also designated as inhabited place or settlement in which the inhabitants live in, has a name or a locally recognized status.

It thus includes fishing camps, hamlets, mining camps, ranches, farms, markets, towns, villages, cities and many other population clusters that meet the criteria specified above.

Note: Wards, quarters or housing estates within a town or city should not be regarded as a locality. More Localities does not translate to higher population for a Local Government Area.

It is a geographical phenomenon that localities or settlements urbanise over time and merge with one another. For instance, a settlement with a name and a traditional ruler may exist at a fairly short distance from another bigger settlement some time ago, with the passage of time, the bigger settlement may

expand and finally subsume the nearby settlement and the smaller one is now merged with or enclosed within the bigger settlements. Both the big and the smaller settlements should retain their distinct identities (e.g. name etc.) as localities.

In another instance, some new towns are either created by the government or may have started spontaneously and have developed into settlements over time, this should also be regarded as localities. However, it should be noted that in big cities and towns where expansion has taken place naturally over a period of time, no subsection or wards within such cities should be regarded as a locality.



Figure 3.1: Satellite Imagery of a Locality

The following types of localities are identified for the purpose of census enumeration:

- a. **Sub-primary locality:** A sub-primary locality is a settlement which does not independently exist on its own in terms of ruler-ship, social, political and economic activities. There is always a substantial distance separating it from the parent settlement.
- b. **Primary locality:** This is a locality that has been in existence, known by one distinct name and the inhabitants consider themselves as a unit. For example, Orile Agege in Agege, Fegge in Onitsha, Kurna-Kwaciri in Fagge, Wuse in Abuja etc.

- c. **Secondary locality:** A secondary locality is a settlement with two or more contiguous primary localities within an LGA. for Example, Agege comprises Orile Agege, Tabon-tabon etc; Onitsha comprises Fegge, Odoakpu, Woliwo etc; Fagge expanded to cover Sabon Gari, Rijiyar Lemo, etc.
- d. **Tertiary locality:** A tertiary locality is a settlement comprising two or more secondary or primary localities that has expanded across two or more LGAs.

Each of the categories have been clearly identified and geocoded during the Enumeration Area Demarcation.

8.6 Building

A building is any free-standing structure comprising one or more rooms, covered by a roof or not and may or may not be enclosed within external or dividing walls. A building may be used for one or multiple purposes.

It may be used for residential, commercial, or industrial purposes and can therefore be a factory, shop, dwelling apartment, garage etc.



Figure 3.2: Typical Buildings used for both Residential and Commercial Purposes.



Figure 3.3: A row of 4 buildings.

Note: Sometimes Terrace/Chain Buildings are found along a street. This is a row of buildings/houses that are joined to each other. “row of terraced houses (with at least 3 attached or connected dwellings each with separate access to the outside) should be identified separately” (UN Principles and Recommendations on Population and Housing Censuses).

8.6.1 Types of Building/Structure

There are different types of buildings for the purpose of census. These are:

- 1. Single building/bungalow (Detached):** A building without an upper floor and is not attached in any way to another building.



Figure 3.4: Single building/bungalow (detached).

- 2. One-storey (Detached):** A building with one upper floor and is not attached in any way to another building.



Figure 3.5: One-storey (detached).

3. **Two-storey (Detached):** A building with two upper floors and is not attached in any way to another building.



Figure 3.6: Two-storey (detached)

4. **Multiple-storey (Detached):** A building with three or more upper floors and is not attached in any way to another building.



Figure 3.7: Multiple-storey (detached)

5. **Single building/bungalow (Semi-detached):** A single-family home that shares a single wall with the next building.



Figure 3.8: Single building/bungalow (Semi-Detached)

6. **One-storey (Semi-Detached):** A building with one upper floor that shares a single wall with the next building.



Figure 3.9: One-storey (Semi-detached)

7. **Two-storey (Semi-Detached):** A building with two upper floors that shares a single wall with the next building.



Figure 3.10: Two-storey (Semi-detached)

8. **Multiple-storey (Semi-Detached):** A building with three or more upper floors that shares a single wall with the next building.



Figure 3.11: Multiple-storey (Semi-detached)

9. **Terrace:** A row of buildings/houses that are joined to each other.



Figure 3.12: Terrace buildings.

10. **Metal Container/Shed:** A Container is usually a steel cabin used to ship goods but now converted for various uses. (E.g., Shops/Stores; Office or Residence).



Figure 3.13: Metal Container/Shed.

11. **Porta Cabin:** A building that can be moved by truck and that can be used as a residential unit for a short period of time especially by tourists.



Figure 3.14:A Porta Cabin

12. **Kiosk:** a small open-fronted hut or cubicle from which newspapers, refreshments, tickets, recharge cards etc. are sold.



Figure 3.15: A Kiosk

13. **Traditional Mud Structure:** These are buildings built with mud and thatched palm fronds for roofs.

8.6.2 Building Use

Buildings have various uses which can be residential only, mixed use, institutional or non-residential. These four broad categories have been divided into twenty-four²⁴ possible uses.:

1. Residential (Housing/Dwelling unit(s) only)
2. Residential with Commercial Activities
3. Residential with Social Services (e.g. Part for Sleeping and part as school or Hospital)
4. Residential with Religious Activities
5. Institutional Accommodation (Hostel, Hotel, Prisons etc.)
6. Institutional Temporary Camps (IDP, Military etc.)
7. Agricultural Services
8. Commercial Services
9. Educational Services
10. Government Office Services
11. Hospitality Services Non-residential

12. Industrial Services
13. Military Services
14. Religious Services
15. Parking and Storage Services
16. Transport Services
17. Food barn/Silo
18. Standalone Utility Services(Toilet/ Bathroom etc.)
19. Domestic Equipment/Machine house (Generator, Grinding machine)
20. Uncompleted and Unoccupied
21. Dilapidated and Unoccupied
22. Completed and Unoccupied
23. Other (specify)
24. Floating Building

8.7 Compound

A compound is a building or group of buildings usually enclosed or not by a wall and having one or more structural units with a common entrance. In some parts of Nigeria, housing units or structures are traditionally located within a compound. Examples of compounds are illustrated below:

- If a building and a boy's quarter are enclosed within an external wall or fence, each structure should be assigned a number.
- If a group of huts fenced/not fenced round with a common entrance are in a compound, the structures should be numbered separately and the use of each building clearly stated.

Clustered buildings within a fenced or an unfenced compound but with different ownerships (e.g., a fenced or unfenced Estate) should be treated as individual buildings.



Figure 3.4: Typical modern and Traditional Compound

8.8 Household

A Household consists of a person or group of persons living together usually under the same roof or in the same building or compound, who share the same source of food and recognize themselves as a social unit with a head of household. They may or may not be related by blood.

The criteria for categorising a household are:

1. Living under same roof/compound
2. Seeing themselves as a unit
3. Sharing of same catering arrangement
4. Recognizing one adult member as head
5. May or may not be related by blood

8.8.1 Types of Household

Types of household are listed below:

S/N	TYPE OF HOUSEHOLD
1	Regular household
2	Institutional (Long stay)
3	Institutional (short stay)
4	Floating/Transient persons
5	Diplomatic corps
6	Census Functionaries

8.8.2 Regular Household

A Regular household usually recognizes one of its members as the head; shares a common catering arrangement and members conduct themselves as a social unit. This can be one person or multi-persons households. A one-person household consists of a single individual, man or woman and a multi-person household consists of two or more members.

An example of a regular household can be a man and his wife, with or without children, relations and house-helps. All members of a household are not necessarily related by blood or marriage because sometimes house helps and visitors can be a part of the household. Similarly, not all those related by blood and living in the same building or house or compound are necessarily members of the same household if they do not recognize one of them as the head or do not eat from a common pot.

A man may have more than one wife, with some of the wives living in different buildings (or outside) the same compound. Where they live in the same compound and prepare their food/meals separately, but recognize the man as the head of household, they are treated as one household. In a situation where one or some of the wives do not live with the man in the same building/compound, both should be treated as different households.

Two or more people (related or not related to each other) sharing a room or apartment are regarded as a household if they share catering arrangement and one of them is recognized as a head of household. If they feed separately or each of them recognizes himself as independent head of household, then each of them is a separate household in spite of the fact that they sleep and live inside the same room.

Married children with their spouses and children, living in the same house with their parents, but having separate catering arrangements are separate households. Also, two brothers who live in the same house with their wives and children may form separate households, depending on their catering arrangements and agreement on one head. (In other words, they are separate households if they do not share common catering and they do not recognize one of them as the head). A household is not necessarily the same as a family. A family compound may, for example, contain family members of different households; a father's household may be next to that of uncles or brothers or even the children. Depending on the composition, a household can be greater or lesser than what constitutes a family.

8.8.3 Institutional Household (long and Short)

An institutional household is a collective household in which members do not have any recognized head of household. The members may live together in the same building or compound and share a common catering arrangement. Students in the hostels do share a common residential and catering arrangement, but neither the housemaster nor the principal of the college, is the head of household. Similarly, inmates take their food from the same pot and live together in the same yard but neither the Warden nor another correctional facility official is their head of household. Therefore, an institutional household is a type of living arrangement for people with a common characteristic, who live under a common rule in an institutional building. These can be further categorised as institutional long or short stay.

1. Institutional (Long stay):

These are households where members receive services provided by an institution and are likely to be found even after a long period of time. Examples are:

- Basic Schools (Kindergarten, Primary, JSS)-boarding
- Senior High School (SSS, Secondary)-boarding
- Tertiary Institution (University, Colleges, Polytechnics, Nursing School etc.)-hostels
- Service Training Institutions (Police Trg., Etc.)
- Religious Training Institutions (Seminary, Theological School, Monastery, Convent, Qur'anic school etc.), Hostels
- Hostel (Private/Off Campus)
- Orphanage
- Old People Home/Nursing home
- Mining Camp/ Road Camp/ Farm Camp
- Refugee Settlement/Camp
- Correctional Homes/Borstal/Leper Settlements (Leprosarium)
- Internally Displaced Persons Camps

2. Institutional (Short stay):

These are households where members receive services provided by an institution for a short time. Examples of these institutions include:

- Hospitals, Polyclinics, Clinics, Health Centres
- Remand Homes, Police/ OtherCells
- Divine Healing home, Prayer Camp

- Herbal Healing Centres, Bone Setting Centres
- Hotel, Guest House, Lodge

4. Floating/Transient Population

Floating Households are groups of persons who reside temporarily in certain locations other than their usual place of residence for a certain amount of time and for various reasons.

Transient Populations are individuals who are on their way out or coming into the country at the time of enumeration and are not likely to be enumerated with their normal/regular households. They include transit passengers at seaports, airports, international motor parks and markets.

Floating and Transient households are found in places such as: Transit Post e.g. At Railway Station, Lorry Park, Market (Inside or Outside), Other Location of Floating Population,

5. Diplomatic Corps

Diplomatic Corps are households or citizens of foreign countries that are employees of Embassies, High Commissions and Consulates living in the offices or in their private residences. E.g. United Nations Officials etc.

6. Census Functionary

Census Functionaries are individuals who are involved in conducting census activities. These are Enumerators, Supervisors, Field Coordinators, Data Quality Assistants, Data Quality Managers, Geo- monitors, independent monitors, Local Government Area census coordinator, State census coordinator, Call centre agents, Census Operations Tracking Team (COTT) etc.

8.9 Place of Usual Residence

This is the place where the respondent lives or intends to live for at least six months in a calendar year, engages in economic and social activities and has his living quarters. It is the place where the respondent sleeps, keeps his personal belongings and from where s/he goes to work or school or interacts socially. Consequently, the place of usual residence is the geographical area where the respondent lives. It may neither be the place of birth nor the place of origin. For example, for a person born in Sokoto who now lives in Enugu, Enugu is the place of usual residence. Similarly, for a person whose place of birth and place of origin is Lagos but lives in Abuja, the place of usual residence is Abuja, if s/he meets the above criteria.

8.10 Housing Unit

A Housing unit is defined as a separate and independent place of abode that is intended for habitation by one or more households.

8.10.1 Occupied Housing Units

Occupied housing units are residential buildings occupied by regular households during census enumeration. It could be a building or some form of shelter arranged for human habitation and occupied by the households. Some structures may serve more than one purpose. In some cases, people live in the building and some of the rooms serve as offices or shops where people transact their business or sell their goods during the day

8.10.2 Secondary Units for same Household

Secondary housing units are additional dwellings that are occupied by the same household within the same compound with the structure occupied by the household. Examples are Boys' Quarters and other dwellings. However, if structures such as the main house and Boys' Quarters on the same compound are occupied by different households they are not considered as secondary housing units.

8.11 Homeless Households

These are identical to regular households except that they do live in a conventional housing/dwelling unit at the time of enumeration. A homeless household can be made up of one or more members.

8.11.1 Homeless Persons

Homeless persons are individuals who sleep in public places such as footpaths, pavements of markets, shopping centres and motor parks. Note: Mentally ill persons, who live in homes with their relatives, belong to regular households.

8.12 Nomadic Household

Nomadic household consists of persons who migrate from place to place in search of pasture for their animals, such as some Fulani. They do not settle in one place for a long period. Some stay in a place for only a few days. They are usually found living in groups, with identifiable households, staying in semi-permanent structures.

8.13 Fishing and Hunting household

Fishing and housing household consists of people on fishing or hunting expeditions who are not returning to their regular homes at the time of enumeration. They may spend days on water or in the bush and may bring their crafts/boats to anchor at a particular point, which is outside their regular homes, for sale or preservation of their catch.

8.14 Internally Displaced Persons (IDPs)

Internally Displaced Persons (IDPs) are people who have been forcefully displaced from their usual place of residence before the census due to insurgency etc. Majority of them are part of regular households and are displaced due to insecurity or conflict. There are four categories of IDPs; those living as regular households in the camp, Individual persons in camp, those living in organised settled units and those integrated in normal households.

8.15 Head of Household

The head of household is a member of a household whom the other members of the household recognize as such. S/he is usually an adult who makes decisions on behalf of its members. This can be a male or female.

8.16 Enumeration

Enumeration is the process of interviewing all members of a given population and collecting socio-demographics and other information about each person

3.17 Enumeration Area

An Enumeration Area (EA) is an area carved out of a bigger locality or a group of localities with well-defined and identifiable boundaries. It is an area a team of enumerators is expected to cover during the census. The essence of carving out these units is to avoid any omission or duplication of count of people and households during enumeration.

An EA that is made up of more than one locality is referred to as multi-locality EA. Locality that consists of more than one EA is known as a multi-EA locality while a locality having just a single EA is regarded as a single EA locality.

3.18 Special Enumeration Area

These are EAs that are higher (i.e. above 650 persons) or lower (below 250 persons) than normal EA threshold.

3.19 Questionnaire

A questionnaire is an instrument used to capture detailed information in a census or survey. For the 2023 Population and Housing Census the questionnaire instrument is programmed in a PDA/ tablet (CAPI) and will be used to collect information on buildings, households and persons.

3.20 Building Numbering

Building numbering is the assignment of numbers to all buildings in an Enumeration Area in a systematic and or sequential manner for the purpose of actual enumeration.

3.21 Household listing

Household listing is the process of identifying and counting households in a building in each of the Enumeration Areas.

3.22 Post Enumeration Survey (PES)

PES is a complete re-enumeration of a representative sample of a census population to measure content and coverage errors in the census exercise.

For the purpose of the 2023 Population and Housing Census, the PES will be conducted a few weeks after the main census enumeration in selected EAs. In addition to selected questions used in the main census, there are certain additional questions.

3.23 Difficulty in Performing Activities

For the purpose of the census, difficulty in performing activities means difficulty a person may have in undertaking basic functioning activities, including seeing, hearing, walking or climbing stairs, remembering or concentrating, self-care, communication (expressive and receptive), upper body activities, affect (depression and anxiety), pain, and fatigue. An individual may have no functional difficulties, some difficulties and/or may have a lot of difficulty.

Literacy means that one can both read and write with understanding in any language; If one can read but cannot write then S/he is illiterate. A literate person can read and write with understanding a short and simple statement about his/her daily life in any language (local or foreign). A person who can read and write only figures and /or own name is illiterate. A person who can read and/or write only a ritual (ceremonious or religious) phrase, which has been memorised, is also illiterate. A person has to be age six or more to be treated as literate for the purpose of census.

CHAPTER NINE

USE OF MAPS

9.1 Importance of Maps in Population and Housing Census

Mapping has been an integral part of census taking for a long time. Over the years, census maps have played a critical role in all processes from preparation to dissemination of census results. With the recent development in technology, NPC has adopted digital mapping techniques using the Geographical information system (GIS) to improve the quality of census operation. The importance of maps in the census process is to support enumeration and to present aggregate census results in cartographic form. In general terms, mapping serves several purposes in the census process, as follows:

9.1.1 Pre-Enumeration

:Maps ensure coverage and facilitate census operations (pre-enumeration). Maps help to ensure that every household and person in the country is counted and that no households or individuals are counted twice. For this purpose, the country has been delineated into small data collection units called enumeration areas.

9.1.2 Enumeration:

Maps support data collection and can help supervise census activities (during enumeration). During the census, maps ensure that enumerators can easily identify their assigned enumeration areas, in which they will enumerate households. Maps are also issued to the census supervisors assigned to enumerators to support planning and control tasks. Maps can thus also play a role in supervising the progress of census operations. This allows supervisors to strategically plan, make assignments, identify problem areas and implement remedial action quickly.

9.1.3 Post Enumeration

Maps make it easier to present, analyse and disseminate census results (post enumeration). The cartographic presentation of census results provides a powerful means for visualising the results of a census. This supports the identification of local patterns of important demographic and social indicators. Maps are thus an integral part of policy analysis in the public and private sectors.

9.2 Elements of Census Maps

Maps of different scales play critical roles in census taking, from pre-census mapping to being a major guide during actual enumeration and a powerful tool for census data presentation.

9.2.1 Map Definition:

A Map is a representation of either the entire earth surface or its part in reduced form, showing Natural and Man-made features existing on it. A map may be described as a carefully, systematically designed visual display for recording, calculating, displaying, analysing and understanding the interrelationship of a given spatial information. A map is drawn to scale. A sketch on the other hand is a non-systematic graphic representation of features. It is usually not drawn to scale. Sketches are useful when maps are not available. A map may be in hard copy or Digital Format.

In hard copy format, the map is printed on a Paper at a specific scale but in Digital format the map is compiled as a virtual image on the electronic medium (Tablets, laptops, desktops etc.) and can be zoomed in or out to desired scale as applicable. This is the main advantage of the Digital Map over the hard copy map. The map to be used for this Census is therefore in Digital format on the tablet (PDA). They are represented in Raster (Satellite Imagery) and Vector Format (Line, Points and Polygons).

9.2.2 Satellite Imagery:

These are remotely acquired data of parts of the earth surface (ground features by space borne satellites) they are used to create photograph-like representations.

The importance of the use of Satellite Imagery in Census are hereby highlighted:

Map features from satellite imageries appears as on the ground, helping non map experts to easily identify features on ground

The Satellite Imagery is used as a backdrop of the EA boundary and other Census features for this Census.

Satellite Image Interpretation: Satellite Image interpretation involves visually identifying features on the satellite image correctly as it is physically on the ground. It is important for Enumerators and other Census functionaries to have a basic knowledge of how to recognize features represented on the Satellite imagery which is the backdrop to the Census map.

All Census Map users should understand basically that the Satellite image is an overview of all features. They appear as you will see them imagining you are in an aircraft. Therefore, the building view is mostly the top. So also, are tree canopies, roads and other features as of the time of acquiring the data

9.3 Basic image interpretation principle

The basic image interpretation principles that can help map interpretation include:

9.3.1 Colour or Tone

Old buildings with rusty corrugated roofs will have dull brownish colour while newly constructed metal roofs will have brighter colours depending on the roof type. New excavations will have a bright appearance etc. Tarred roads will have Grey colour and Vegetation green. Swampy areas with overgrown Vegetation will have a darker greenish colour etc.

9.3.2 Shape

Tarred roads appear with straight edges while footpaths and untarred roads have rough edges. All features will have their overview shape on the Satellite image. E.g., a house with a courtyard. A Swimming pool, a school building arrangement and a Stadium. This can easily be recognized by their appearance on the Satellite Imagery. Also, note that all Natural features such as Forest, streams & Rivers, Hamlet's boundaries will have irregular edges/shapes while man made features such as Buildings, Roads, Cultivated Lands, Stadium, Swimming pool, etc. have regular edges/shapes.

9.3.3 Association

An identified feature can help to interpret other naturally associated features. E.g., the presence of a hub of vehicles points to a Motor or Car Park. Presence of boats in the imagery gives an idea of a harbour. A road crossing a river means there is a bridge. A wide playground with organised buildings depicts a school etc.

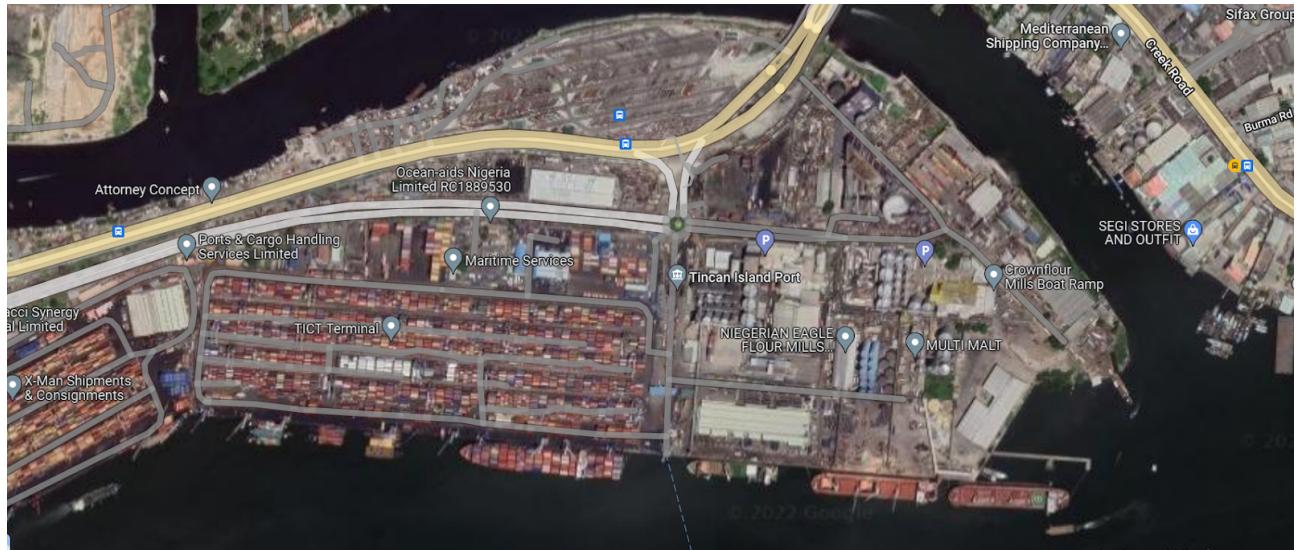


Fig 9.1 Tin Can Island Port Showing Association

9.3.4 Size

Size of objects in an image is a function of scale. It is important to assess the size of a target relative to other objects in a scene, as well as the absolute size, to aid in the interpretation of that target. A quick approximation of target size can direct interpretation to an appropriate result more quickly. For example, if an interpreter had to distinguish an estate, and had identified an area with a number of buildings in it, large buildings such as factories or warehouses would suggest commercial property, whereas small buildings may indicate residential use.



Fig 9.2 :Satellite Imagery of a built up area showing buildings pattern, colour, shape and size (Shape/Size)

9.4 Types of Census Maps

Local Government Area Maps: (LGA Maps): This is the administrative map for each LGA. It is the seamless array of all the EAs for the entire LGA covering every inch of land without overlap or gaps. It is to aid planning for Census to allocate both human and material resources on LGA basis as well as monitoring of Enumeration progress during head count. The Feature layers on this map include:

- a. Satellite Imagery: Back drop of all Physical features and Census Entities.
- b. Enumeration Area boundary with displayed ID at specific zoom level
- c. Supervisory Area boundary with Displayed ID at specific Zoom level
- d. Registration Area/Ward with displayed ID at specific level
- e. Important features such as Schools, Hospitals, Petrol Stations etc. to aid location identification
- f. Drainage (Rivers, Water bodies, Canals etc.)
- g. Roads well annotated.
- h. Buildings: All buildings identified during the Demarcation exercise.

9.4.1 Supervisory Area (SA) Maps

This is the Supervisors' Administrative Map covering a specific area with a number of EAs allocated to a supervisor. It will have the total number of EAs within the SA clearly identified with their boundaries and IDs displayed on the map.

The SA map is a 'Zoom in' from the LGA map. This will aid the Supervisor in seeing the neighbouring SAs/EAs as well as aid each Enumerator within his/her Supervisory area to identify his/her boundary of Enumeration. It will have all the Feature Layers of EA, SA boundaries, Important features, Drainage, Roads, footpaths and all Buildings within the EA. All the features are well annotated or coded where applicable. All LGA and Ward boundaries are also shown where applicable.

9.4.2 Enumeration Area (EA) Map

Nigeria has been divided into small geographic units called Enumeration Areas (EAs) during mapping for purposes of enumerating all persons. Due to factors such as population density, geographic terrain and distances to be travelled, EAs have been demarcated to facilitate effective canvassing by an enumerator. Enumeration Area (EA) map shows the area of assignment for a team of enumerators. Each team of enumerator will be assigned an EA with clearly defined boundaries during the enumeration and will be responsible for visiting

every household and record the particulars of all persons who spent the CENSUS NIGHT in the EA ensuring he/she does not miss out or double count any household in the EA.

The supervisor will help to identify the EA boundaries. Make sure you familiarise yourself with your EA before you start work. Study the EA map carefully so that the boundaries are clear to you, both on the ground and, on the digital map. In most cases, the boundaries of your EA follow easily identifiable features such as buildings, churches, mosques, rivers, streams, roads, tracks and footpaths, etc

9.5 Map Orientation

Map orientation is the process of aligning a map with ground features or the process of determining how directions on the map align to directions on the ground. It is also used for canvassing the area for the conduct of Census enumeration. It is important to know how to align all maps to the ground correctly, to easily identify and locate features on the ground as they correspond on the Satellite Imagery.

Note: The difference between orientation and direction is that Orientation is the position of an object in relation to its environment (everything), while direction is movement or facing towards something specific (e.g. North). In other words, only when map features align to ground features that direction of map features can be effectively identified.

9.5.1 Methods of Map Orientation

There are four basic methods of map orientation that can conveniently be used. The methods are:

- a. **Orientation by Sun:** The Sun rises in the east and sets in the west.
- b. **Orientation with the help of compass:** A compass can be used to find the North and then the intended direction of movement.
- c. **Orientation by ground features:** Aligning map features to ground features and

For the purpose of 2023 Population and Housing Census, map orientation will be done using the “locate me” feature to determine precise position of objects on ground.



Fig 9.3: Aligning the above imagery, if the Enumerator is standing on Bida Road facing Nigeria Police force Headquarter Kaduna, the Enumerator must check that the Wema Bank PLC Building is on his/her left across Bida road by the sharp bend. While the Ranchas Bees Stadium is to the Enumerators right.

9.5.2 Navigation

The Digital Map for this Population and Housing Census is running on a customised application called Censusp Pad which has the capability to help Enumerators identify their area of assignment easily and accurately. This will be treated in chapter 6

9.6 Map Updating

This is the process of adding information about new features such as new buildings, roads, most other prominent features, Floating populations points found on the ground to the digital map , and correcting names, spellings of features on the map. This process also allows you to mark structures and features that are no longer in existence. The updated data will be added to the database. (See Chapter 6 for a step-by-step guide on how to use the CensusPad application in the PDA to update your EA Map).

9.7 Identifying Overlaps and Gaps in EA Map

Steps have been taken to ensure that there are no overlaps and/or gaps during the EAD: An overlap occurs when one EA boundary crosses into another EA. If

some structures within the boundary of your assigned EA are numbered) anytime during the period of listing, this gives an indication of a possible overlap with another EA. A gap is a part of the land area (space) that does not belong to any EA or simply unaccounted for as part of any EA. If some structures around the boundary of your assigned EA are not numbered when the listing period is ended, this gives an indication of a possible gap. To avoid overlaps or gaps, all Enumerators must ensure that they know and collaborate with all other Enumerators sharing EA boundary with them. In the same vein, all Supervisors must ensure that they are familiar with all other Supervisors working in SA that share S.A. boundary with them. Should you encounter any overlap or gap, report to your supervisor, who will liaise with other supervisors sharing the same supervisory area boundary with him/her, who should also report to the Field Coordinator.

CHAPTER TEN

TABLET FEATURES AND USE

10.1 Using the Tablet

10.1.1 What is a Tablet?

Tablets (i.e. PDAs) are ultra-portable computers which can run a variety of software programs. For this PHC, a hybrid software application has been developed purposely for house numbering, household listing and persons enumeration. The type of tablets used for this enumeration exercise are designed so that gentle pressure on the tablet screen will not have any effect. Therefore, it is necessary to apply moderately firm pressure on the screen in order for the tablet to recognise the finger touch. However, do not apply excessive pressure on the screen to avoid damages to the screen surface.

A personal digital assistant (PDA), also known as a handheld PC, is a variety of mobile devices which functions as a personal information manager. PDAs have been mostly displaced by the widespread adoption of highly capable smartphones, in particular those based on iOS and Android.

10.1.2 Identifying the parts of the Tablet

To get started with your device, you first have to familiarise yourself with keys and button your device.

- Locate the;
- Power Button
- Volume Button
- SIM Slot
- USB/Charger Port
- MicroSD Slot
- Back Button
- Home Button
- Camera
- Menu Button
- Light Sensor



10.1.3 Procedure for Powering Up (“Booting”) the Tablet

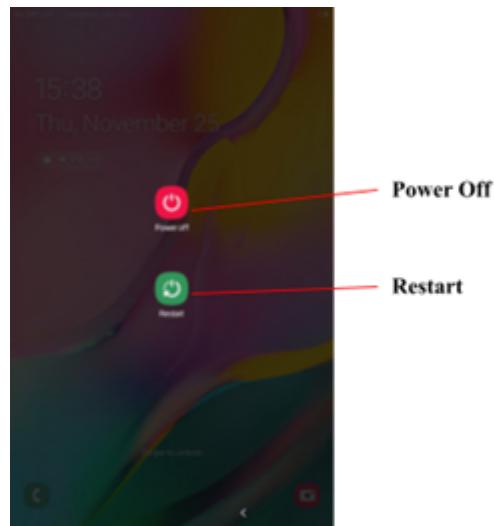
To power the Tablet the steps below must be followed:

- Press and hold to turn the device on or off.
- Press to turn on or lock the screen
- Follow the steps below to boot up the Tablet and log in to your Samsung Tab.
- Press on the Power button at the top right-hand side of the screen, to power up the Tablet.
- Click on the field titled “Password” and use the keyboard to enter your password. This password will be given to you by the Technical Support.
- To login, click on the right arrow icon to the right-hand side of the password field, or click on the « Enter » button on the keyboard.
- If your password is correctly entered, the desktop will appear after a short delay.
- If you see an error message, click on the password field and re-enter your password, making sure that you enter each number carefully. Then repeat step 5.

10.1.4 Procedure for Shutting Down the Tablet

The Tablet can be shut down in three ways:

- a. **Sleep** - this option puts the Tablet into « sleep » mode, which means that the screen and hard disk are switched off but the Tablet remains in a state that uses very little power.
- b. **Hibernate** - the Tablet saves all the information about currently running programs in a file before it switches itself off. When the Tablet is switched on again it will restore all programs exactly as they were before the Tablet was switched off. The main advantage of using this mode is that the tablet takes less time to boot up when restarting, and there is no need to restart programs that were running when the hibernate mode was used. The tablet does not use any electricity when it has been switched off using this mode.
- c. **Power Off** - The Tablet will be completely switched off in this mode. To conserve battery power, it is recommended that the “Sleep” mode be used to shut down the Tablet. if it is likely to be restarted within two hours (for example, during the day when carrying out interviews). If the Tablet will not be used in the next two hours, it is better to use the “Shut down” option.



To power off the Tablet, the first step is to:

- Quit the Tablet Menu using the “Exit” option in the Menu.
- Hard press on the power button on the right side of the Tablet
- Press turn off on the Tablet to Power Off

10.2 Dashboard

A Dashboard is a visual display of all of your data. The Data Quality Manager (DQM) will use the Dashboard to monitor the flow of data on the field. It is designed to have a quick view of the activities in the field as regards data collection, streaming and storage. It is built with specific indicators which measure the performance of the Enumerators and evaluate technical workflow. There are two types of Dashboard; (i) Spatial Dashboard and (ii) Statistical Dashboard.

- Spatial Dashboard:** The spatial dashboard is for reflecting cumulative synchronised data and Map view also for download of the data in csv.
- Statistical Dashboard:** Statistical dashboard displays records, hence it is possible to track enumeration progress or confirm if all enumerators actually synchronise.

10.3 Troubleshooting

In this session, we are going to look at the basic techniques of troubleshooting any Tablet that will be used for census operations. Troubleshooting simply involves the process of identifying, isolating and resolving a software or hardware related fault within a PDA. The best way to avoid fault is to take preventive measures in handling PDAs.

10.3.1. Preventive Measures to be Taken While Using the PDA

Unauthorised external storage devices are not allowed into the PDA ;

- a. The PDA is exclusively reserved for Census activities, therefore do not pimp the PDA (install unapproved memory card, audios or movies, software and mobile applications)
- b. Do not run a program alongside the Census Apps. example running system or program updates when the Census Application is in use.
- c. Do not connect the PDA to internet via unknown Wi-Fi (free or paid wireless internet access)
- d. The PDA will be strictly used for the census operation, videoing and unauthorised snapping of pictures with the PDA is prohibited.
- e. Application crash issues should be reported to the Supervisor immediately. Do not PANIC!
- f. Do not allow the PDA battery to drain completely; use a Power Bank (backup).
- g. Keep the PDA away from liquid substances like water, tea and drinks of any sort.
- h. Always leave the PDA in its pouch to protect the screen in case of accidental dropping.
- i. Do not attempt to fix or take the PDA away from the field for repair without the notice or permission of the DQM because of the sensitivity of the Census Data.
- j. Do not use an incompatible power adapter (charger) in the PDA.

10.3.2. PDA not Turning On Causes:

- a. Stuck in power off mode: When you turn off your Tablet at some point and try to turn it back on, your Tablet may have lagged and frozen in the power-off or sleep mode.
- b. Battery out of charge: Your PDA may be out of charge and you did not realise it or in some cases the power rating display misread the level of charge your PDA has.

These problems can be resolved in the following ways:

- a. Connect your PDA to the power source for 10 minutes then try powering to resolve the problem.



- b. Do a force starting by pressing a volume down button and power button at the same time for 10 seconds.
- c. Check out the charging port, the PDA, the charger head and the USB cable.

10.3.3. PDA not Completing Booting Process

This is when a PDA is stuck on the start-up screen or restarts continuously without a complete booting process.

This could be caused by:

- a. This problem can be caused by temporary system software malfunction.
- b. Unfinished system software update

To resolve the problem:

1. Restart the PDA and repeat the system software update to the end.
2. Booting in safe mode: it involves powering the device off and then powering it on by holding the power button and a set of other keys depending on the make of the Tablet.
3. If the problem is still not solved by now, that implies that you can't fix it by yourself, contact your Supervisor!

10.3.4. PDA Not Charging

This could be caused by:

- a. Faulty USB Port
- b. Damaged USB Cable
- c. Damaged or incompatible power adapter



(charger)

To resolve these problems:

- a. Change the USB Cable.
- b. Check and replace Power Adapter
- c. Try another power source
- d. If the problem is still not solved by now, that implies that you can't fix it by yourself, contact your Supervisor.

10.3.5 Unresponsive Touch Screen Causes:

- a. Physical damage of touch screen
- b. Dust or improper calibration
- c. Touch screen responding incorrectly. For example – you are typing ‘q’, but you get ‘w’.



- d. Touch screen lags/freezes/hangs.
- e. Part of the screen doesn't work.

These problems could be resolved through the following ways:

- a. Wipe the screen with a soft microfiber cloth. Clean off any dirt, dust or fingerprints on the screen.
- b. Replacing the screen Touch calibration.
- c. Remove the plastic touch screen protector sheet. Some protector sheets are too thick and prevent the touch screen
- d. from responding to your tap.
- e. Dry your hands thoroughly. The touch screen will not respond if your fingers are wet.

10.3.6. PDA Soaked by Rain or fell into Water

Do not turn it on if it is off or use it in any way.

- a. Do not press on any buttons or keys.
- b. Do not shake, tap or bang the tablet.
- c. Do not disassemble the PDA, else it could void the warranty, the device comes with a Liquid Damage Indicator (LDI), this could be triggered when you open the PDA.
- d. Do not try to blow on it. This could send water into other internal parts of the Tablet which haven't been reached yet, causing more damage in the process.

Solutions

Turn it off as soon as possible and keep it in an upright position.

- a. Remove the protective casing if you have one around it.
- b. If the water damage is more extensive, you can use a vacuum or hand dryer to carefully suck out water stuck within the cracks that are harder to get at.

Bury it in a Zip locked bag full of uncooked rice. This may seem odd to you, but rice is great at absorbing liquid and is actually a common practice for drying smartphones and Tablets. It has been tested and proven



10.3.7 PDA Not Connecting to the Internet

Download of EA by the enumerators and submission of house numbering and house listing as well as enumeration data requires network connectivity. Enumerator's Tablet has been equipped with SIM cards which will provide mobile data connection. As the enumerator moves around his/her EA, the mobile-data signal can change. In fact, he/she may observe the status bar icon change from 4G to 3G to even 2G or — worse — nothing, depending on the strength and availability of the mobile data service. These are some of the troubleshooting tips that the enumerator should carry out.

Causes:

- a. Limited or No internet connectivity from the Internet Service Provider (ISP)
- b. No network coverage or low signal strength
- c. Data connection not turned on
- d. No active data subscription

Solutions

- a. Restart your device. It might sound simple, but sometimes that's all it takes to fix a bad connection.
- b. If restarting doesn't work, switch between Wi-Fi and mobile data
- c. Check that mobile data is turned on and you have a data connection.
- d. Turn flight mode On and Off
- e. If you still have problems after you complete these steps, contact the Supervisor

CHAPTER ELEVEN

INTRODUCTION TO COMPUTER-ASSISTED PERSONAL INTERVIEWING (CAPI) OPERATIONS

11.1 Introduction

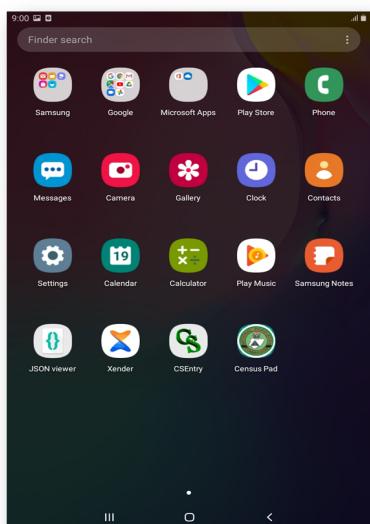
This Chapter will introduce the major operations of the Computer Assisted Personal Interviewing (CAPI) for the 2023 Population and Housing Census (PHC) as it concerns the roles and responsibilities of enumerators. Enumerators are sets of field functionaries responsible for collecting data on the field using the Personal Digital Assistants (PDAs) and report directly to the field supervisors.

Computer-aided interviewing techniques are most likely to be new to some enumerators, particularly those in the rural areas. It is therefore important to understand how to ask questions and deal with problems arising from interviews and fieldwork using this new technology. This chapter basically explains how to record responses correctly and follow instructions given by the computer.

11.2 Census Enumeration Tools

A hybrid digital tool has been developed for the collection of data during the census. One part of the hybrid system is the CensusPad which handles the Geo-spatial component of the system and is used for building numbering and household listing. Some features and application of the App include;

1. EA Assignment
2. Map Fetching
3. Georeferencing and Geocoding
4. Location of Area of Assignment



11.3 Building Numbering and Household Listing using Census Pad

11.3.1 Provisioning your Tablet

Provisioning of your tablet will be done using the Census PAD. To provision your tablet, tap on the Census PAD Icon to open this interface.

Once you open the application you will see a welcome page. On the welcome page you should see

1. Census PAD at the top right
2. A Welcome Text
3. The Census Logo
4. The National Population Commission Logo and name
5. Open CensusPAD button

To interact with the CensusPAD features click on **OPEN CENSUS PAD**.

The 2023 PHC will rely on the use of Census Pad for building numbering and household Listing. The process for updating the building numbering and household listing requires the following steps:

Census Pad [version 20.03]

Welcome

Open Census Pad by one click on **OPEN CENSUS PAD**

Step 1



Click on Provisioning: then select the “activate authentication” it will then give you access to activate your profile and confirm the availability of your enumeration area.



NATIONAL POPULATION COMMISSION

OPEN CENSUS PAD

Powered By milsat Technologies

11.3.2 Main Menu Page

After clicking on the button it navigates you to the main menu page of the Census Pad which constitute:

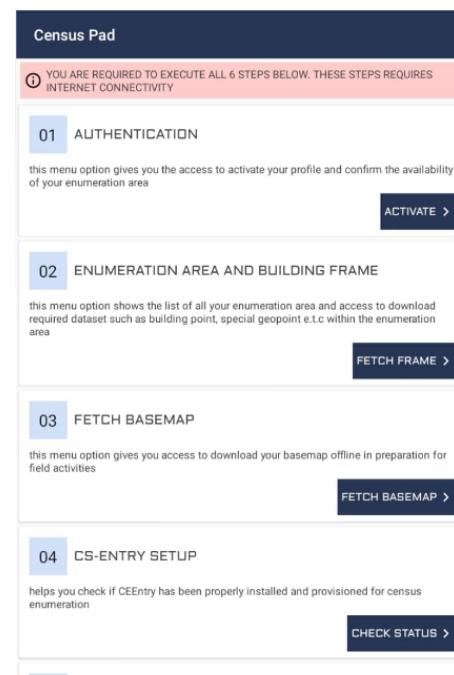
1. **PROVISIONING:** this is the section which gives user access to fetch all resources, work frames and basemap needed before the survey.
2. **CENSUS TASK AND GOALS:** This section shows all tasks and progress across Building numbering, Household listing, and Census Enumeration.
3. **SYSTEM CONFIGURATION:** This section shows the operational settings of the Census Pad.
4. **PROFILE AND TEAM MEMBER:** This section shows the names of all teams responsible for an EA and their communication line

11.3.3 Provisioning Menu

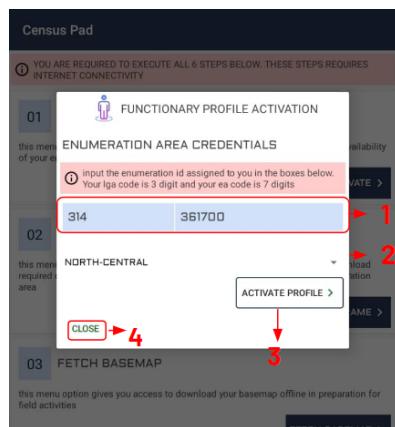
This section contains six (6) steps required for an enumerator to fetch all resources needed for the census.

NOTE: these steps require internet connectivity i.e. you should be connected to the internet.

- AUTHENTICATION:** Click on the **ACTIVATE** button to activate the assigned Enumeration Area.
- ENUMERATION AREA & BUILDING FRAME:** Click on the **FETCH FRAME** button to fetch assigned Enumeration Area.
- FETCH BASEMAP :**Click on the **FETCH BASEMAP** button to download your basemap offline in preparation for field activities.
- CS-ENTRY SET UP:** Click on the **CHECK STATUS** button to confirm if the **CS-Entry** has been properly installed and provisioned for census Enumeration.
- GET CENSUS RESOURCES:** Click on the **GET RESOURCES** button to download all necessary materials needed in preparation for field activities.
- OATH OF SECRECY:** Click on the **TAKE OATH** button to read and Consent to the Census enumeration oath of Secrecy



11.3.4 Authentication



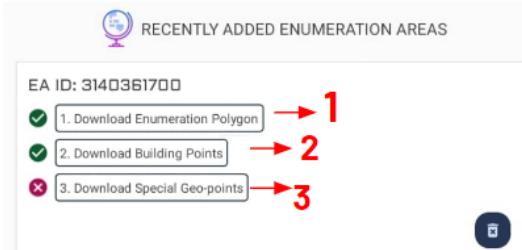
To authenticate your device, Tap on the **ACTIVATE** button to begin the process. A pop up window will be displayed. Then follow the steps below:

- Kindly input your assigned 10 digit Enumeration _id which is a combination of 3 digit LGA code and 7 digit ea code.
- Select your Geographic Zone.
- Click ACTIVATE PROFILE to access the frame.
- Once all the steps above are carried out click on the close button.

11.5.5 Enumeration Area and Building Frame: Fetch Frame

This section shows the list of all your enumeration areas and access to download all required dataset within an enumeration area.

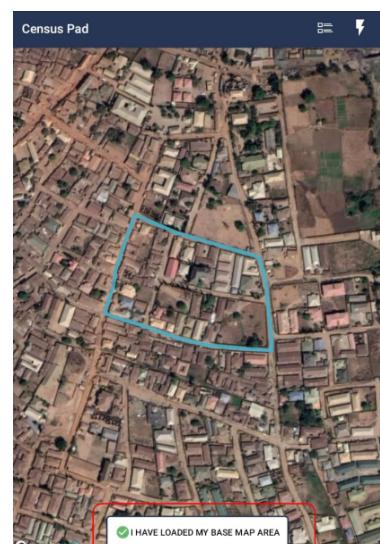
1. Click on “Download Enumeration Polygon”
2. Click on “Download Building Point”
3. Click on “Download Special Geo-points”
4. Click on each dataset to initiate a download.



Note that the essence of the green marker is to indicate that the process has been completed successfully. it is compulsory that the first two are marked green where this shows a red sign, please check your internet connection and if it still is not working, contact your supervisor immediately. the special geo-points, might not have been identified within your assignment area Once completed return to the provisioning menu to proceed with the next step.

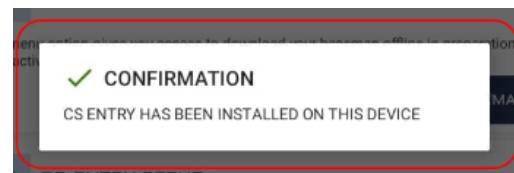
11.3.6 Fetch Base Map

The basemap is the satellite imagery that shows the earth's surface related to your assignment area. This is required that you do it once for the purpose of offline access. To do this, click on the **FETCH BASE MAP** button. This opens a window that shows the polygon (your Assignment Area). The app automatically fetches the base map around your polygon first before other areas. Once satisfied that the map is clear enough for work, click on **I HAVE LOADED MY BASE MAP AREA**. Once all parts of your basemap are downloaded successfully, kindly go back to the provisioning menu.



11.3.7 Check CSENTRY Status

This part ensures that the application for the persons and housing characteristics enumeration is installed successfully. Just tap on **CHECK STATUS** button, if CSEntry has been successfully installed you will see a confirmation message, if not it will



request that you install the CSEntry and it initiates this automatically. If you encounter issues at this stage, refer to your supervisor immediately.

11.3.8 Get Census Resources

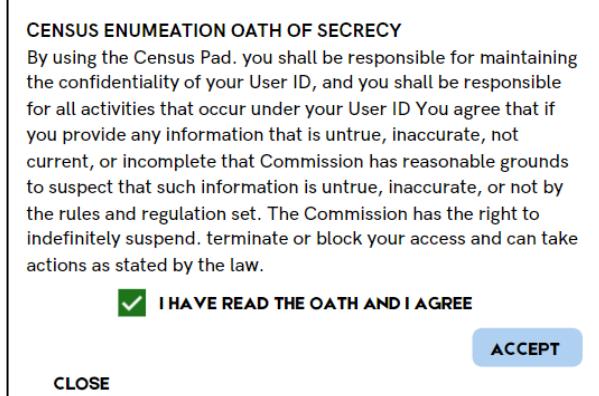
Aside from the physical materials that you have with you, you are provided with resources materials that can be readily available during the course of your field work as a reference material. You can select from all available useful resources such as manuals, video explainers and graphics supporting the census activities to use as a reference material in cases where you need clarification in the field



11.3.9 Taking the Oath of Secrecy

To ensure that confidentiality is enforced and you abide by the rules and regulation of the exercise, you are expected to take the second oath of secrecy.

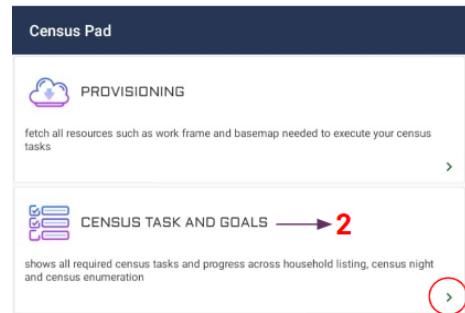
Enumerators are required to read and accept the oath of secrecy to keep all respondent responses confidential and correctly record all information provided to them at all times.



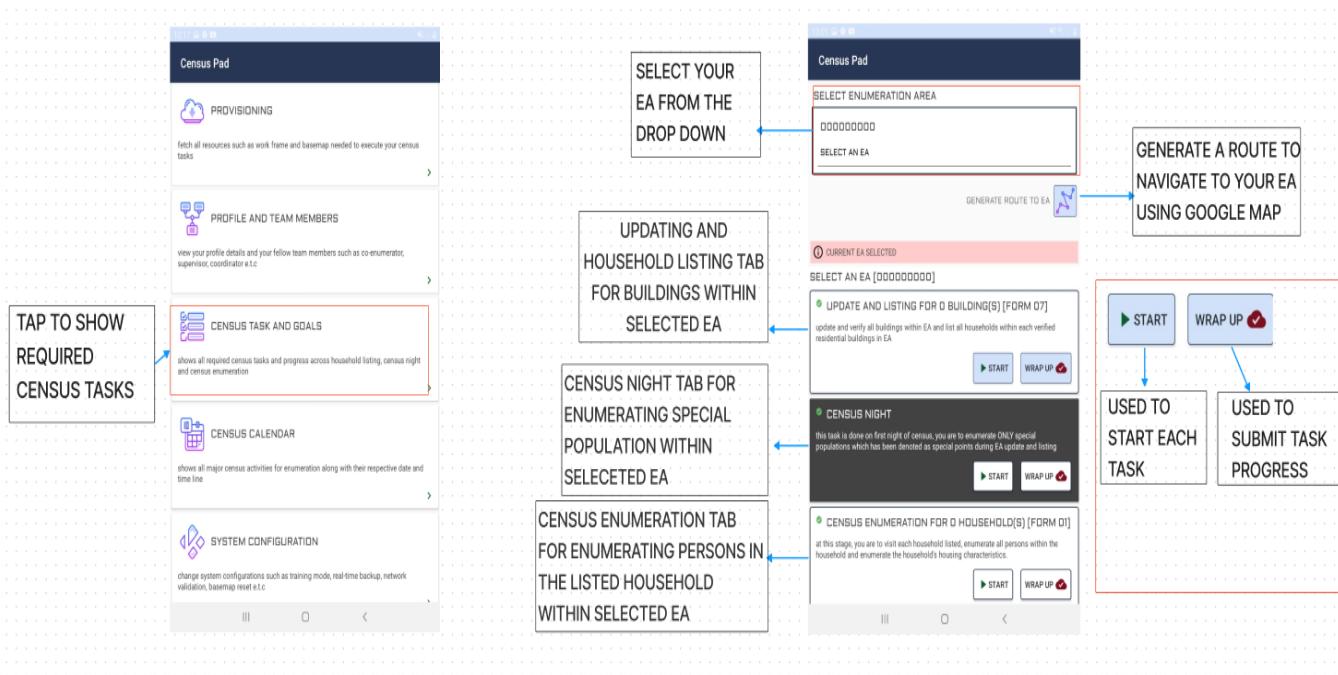
Once this process is completed, you would have successfully provisioned our tablet for the commencement of field work. You should not return to the main menu Page for the next task

11.3.10 Census Task and Goals

Once provisioning has been archived, Enumerators are expected to move to the Census Task and Goals section to access all required census tasks and progress across Household Listing, Census Night and Census Enumeration.



11.3.11 Select your Enumeration Area

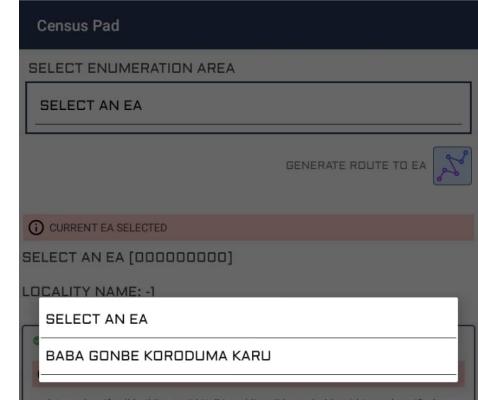


Click on the “Select Enumeration Area” drop down

Select your Fetched EA from the drop down list.

Example ; **BABA GONBE KORODUMA KARU**

Where your Area of assignment has more than one polygon (i.e **Multi-Locality EA**) downloaded during the provisioning stage, you will see all the polygons that exist in your EA in the drop down. Select anyone you want to view the details about or navigate to.



11.3.12 Locating your EA

In order to ensure enumerators find their EA starting point fast and accurately, the CensusPad provides a navigation feature which detects the enumerator's current position and also the location of the selected EA. The censusPad generates a route which is then displayed on Google map. It is important that the GPS on your device is on at all times. To use this feature click on **NAVIGATE TO EA** and a pop up will show.

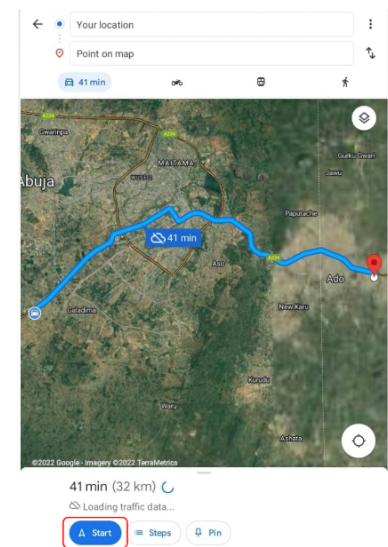
NAVIGATION
YOU ARE ABOUT TO GENERATE A ROUTE LEADING FROM YOUR CURRENT POSITION TO BUILDING 1 OF THIS EA
PROCEED

Click on the **PROCEED** to Generate a Route. This action will take you to the Google map interface

On **Google maps**, enumerators can see the estimated time needed to locate the beginning of their enumeration area if they use a car, bike or trek on foot.

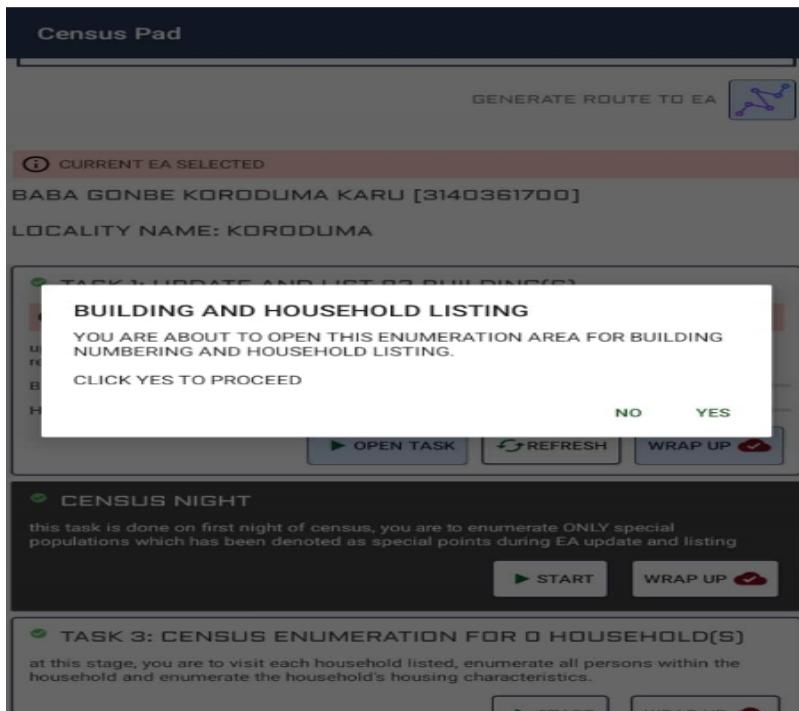
Click on Start to get a responsive direction.

This informs you on how to get from your current location to your Enumeration area. Follow the paths or roads .If you are using a bike or a car, direct your drive with the right turns so as to get you to your assigned area easily. Once this is completed please return back to the CensusPAD Application

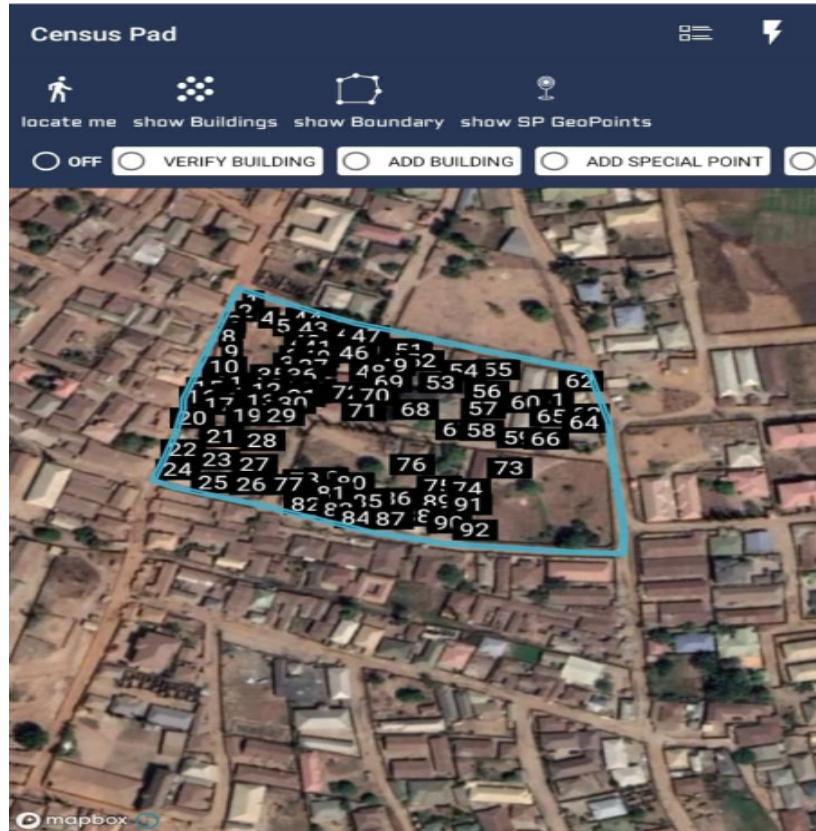


When back in CensusPAD, verify that the name of the area is the same with the name on your EA summary. Also you will have to use what you have learnt in Map interpretation here to identify structures by the size, association, colour, etc. if in dot refer to the chapter on Maps Interpretation.

11.3.13 Census Task: Building and Household Listing



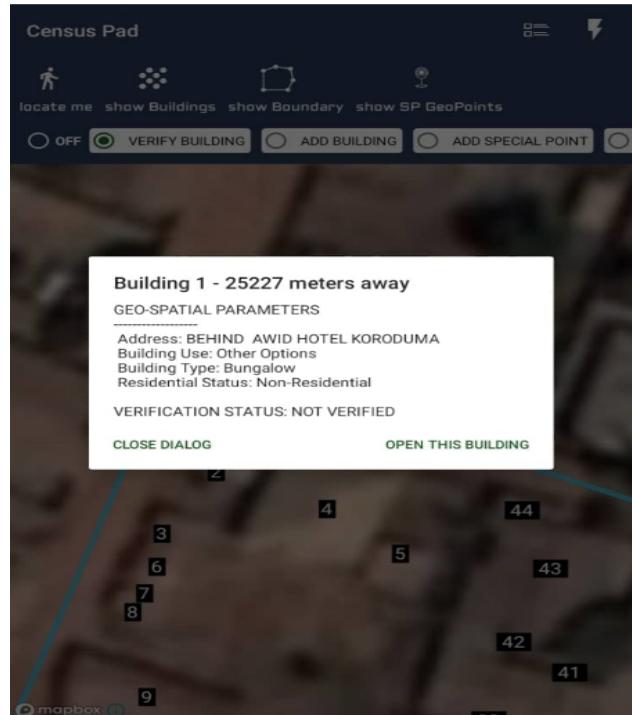
11.3.14 Building Verification



Verifying Building

The Verify building button allows you to update the attributes of a building and enter the details of the Building questionnaire. To do this,

1. tap on a building,
2. click on the verify building button and
3. tap on open this building



Fill the Building Stock Form

BUILDING UPDATE

- CARTOGRAPHIC BUILDING FRAME -

BUILDING CODE

1

BUILDING ADDRESS

BEHIND AWID HOTEL KORODUMA

RESIDENTIAL STATUS

NON-RESIDENTIAL

BUILDING STATUS

EXISTING

WHO OWNS THIS BUILDING?

SELECT OWNERSHIP

WHAT IS CURRENT USE OF BUILDING?

SELECT AN OPTION

CONFIRM/UPDATE BUILDING

Once done, tap on confirm update building. Then Click on Yes I confirm, If you have any attribute that you intend to change, click on no, recheck

BUILDING UPDATE

BEHIND AWID HOTEL KORODUMA

RESIDENTIAL STATUS

RESIDENTIAL

BUILDING STATUS

EXISTING

CONFIRMATION

YOU ARE ABOUT TO CONFIRM THAT THIS BUILDING HAS BEEN
VERIFIED BY YOU AND ALL ATTRIBUTE ARE CORRECT.

NOTE: ONCE CONFIRMED YOU CAN NOT ALTER THIS ATTRIBUTE
AGAIN?

NO, RE-CHECK YES, I CONFIRM

RESIDENTIAL (DWELLING UNIT(S)) ONLY

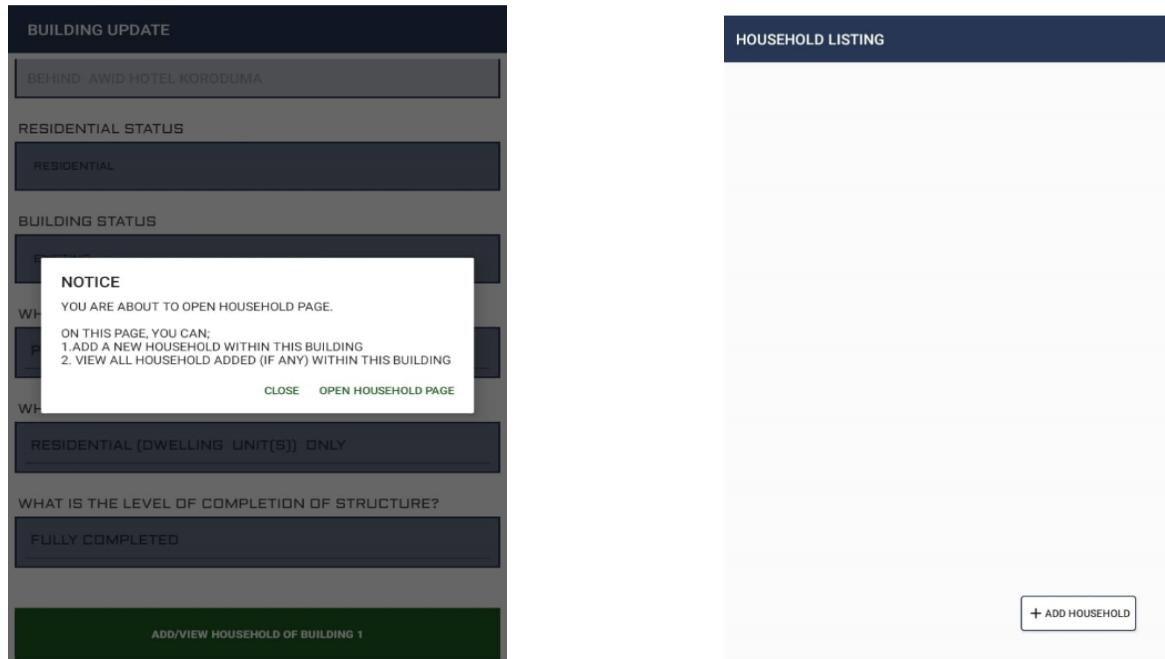
WHAT IS THE LEVEL OF COMPLETION OF STRUCTURE?

FULLY COMPLETED

CONFIRM/UPDATE BUILDING

Household Listing

Once you have confirmed the building update, a green button shows at the bottom of the page to add or view household(s) of the building. Tap on it and a pop up shows, click on **open household page**



Once the household page opens, click on the add household button at the bottom of the page

The Household questionnaire opens. Fill the questions in this page for the household you are enumerating.

Once completed for each day, you can go to the census tasks and goals page to view progress reports and synchronise your data to the cloud. Ensure that you synchronise everyday and if possible immediately after each building.

Once the persons enumeration is about to start, you will be required to go through the CensusPAD to open each household that has been listed during the Building Numbering and household Listing.

Census Pad

GENERATE ROUTE TO EA

CURRENT EA SELECTED

BABA GONBE KORODUMA KARU [3140361700]

LOCALITY NAME: KORODUMA

TASK 1: UPDATE AND LIST 92 BUILDING(S)

THIS IS YOUR FIRST TASK YOU MUST COMPLETE

CENSUS ENUMERATION

YOU ARE ABOUT TO OPEN THIS ENUMERATION AREA FOR CENSUS AND HOUSING ENUMERATION.

CLICK YES TO PROCEED

NO YES

CENSUS NIGHT

this task is done on first night of census, you are to enumerate ONLY special populations which has been denoted as special points during EA update and listing

▶ START WRAP UP

TASK 3: CENSUS ENUMERATION FOR 1 HOUSEHOLD(S)

at this stage, you are to visit each household listed, enumerate all persons within the household and enumerate the household's housing characteristics.

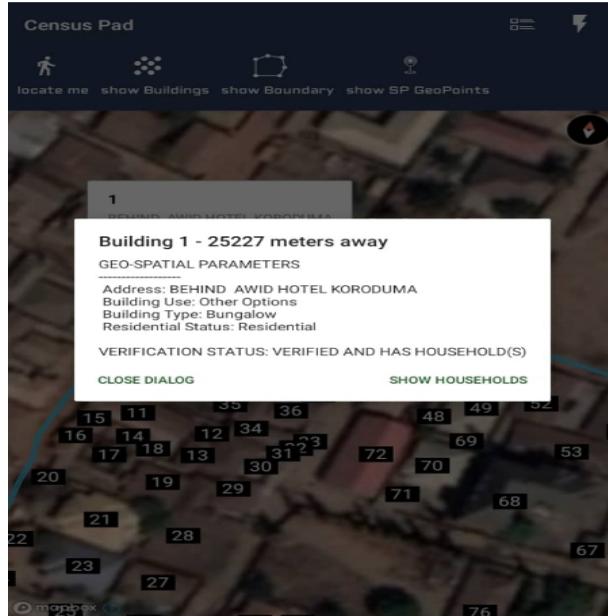
▶ START WRAP UP

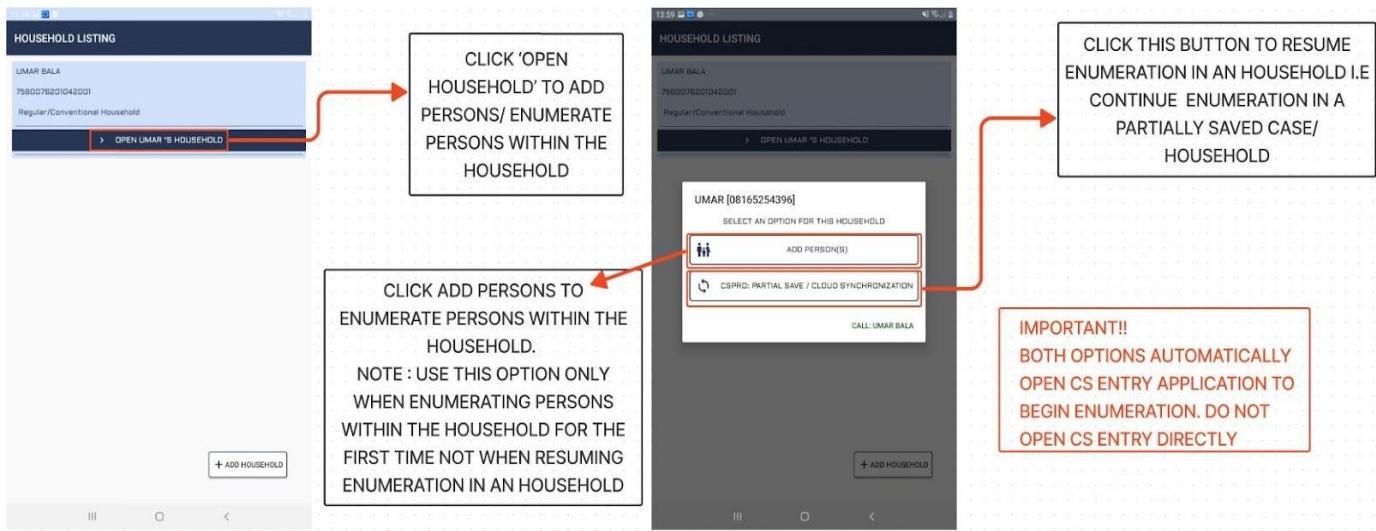
Census Pad

locate me show Buildings show Boundary show SP GeoPoints

mapbox

After opening the Census O





11.2.11. Enumeration of Persons and Housing Characteristics

CSEntry is the second component of the hybrid program for the census. The strength of the form-centric CSEntry system allows for big data collection, processing and application of robust edit specifications. Some features and application of the app include;

1. Enumeration of Persons and Housing Characteristics
2. Demographic & Socio-Economic Characteristics
3. Household Demographic and Social characteristics
4. Marital status
5. Literacy
6. Education
7. Economic characteristics
8. International and internal Migration
9. information and communication technology
10. difficulty in performing activities
11. Fertility and child survival
12. Mortality



11.4 General Instructions on CS Entry

1. RADIO BUTTON: A radio button is a small circle with a solid circle in it, which allows the user to choose only one option.

January	<input type="radio"/>
February	<input type="radio"/>
March	<input type="radio"/>
April	<input checked="" type="radio"/>
May	<input type="radio"/>
June	<input type="radio"/>

3. OPEN TEXT: This is a field that permits the user to enter alphanumeric text in the space provided.

Q59B: *KOLAPO YEYE ROSE: How many of the child(ren) is/are alive today? Female*

2	
---	---

2. CHECKBOX: is a tick box that permits the user to make multiple options. For example, the user may have to answer 'yes' (checked) or 'no' (not checked) on a simple yes/no question.

Q12: *KALU BALA AUDU: In what language(s) can you read and write with understanding?*

Enumerator: Please be informed that you are not allowed to select more than three (3) languages

Arabic	<input type="checkbox"/>
TIV	<input checked="" type="checkbox"/>
Bajii/Biji	<input type="checkbox"/>
Bini/Edo	<input checked="" type="checkbox"/>
Chibok(g)	<input type="checkbox"/>

4. PRE-FILLED: Fields that are automatically populated/filled.

5. Blue letter words: information for the enumerator

6. Red letter words: vital information to be strictly adhered to by the enumerator.

7. When the age is not known after probing use 99

11.5 Concepts and Terms in CSEntry

CSEntry is the Application used to run data entry on devices such as phones or tablets. It is also a data collection tool available as an Android application. For the 2023 PHC it is the main Individual enumeration application.

1. ICONS: An Icon is a graphic symbol, usually a small picture which is used to represent a file or application stored on your PDA.
2. CASE: This is a Household type selected for Enumeration.
3. DATA SYNCHRONISATION: Also known as Data Sync. It is the process of uploading and downloading data to the Server. It involves sending and replication of the data collected from the enumeration process to a centralized database.
4. RADIO BUTTON: A radio button is a small circle with a solid circle in it, which allows the user to choose ONLY one option.

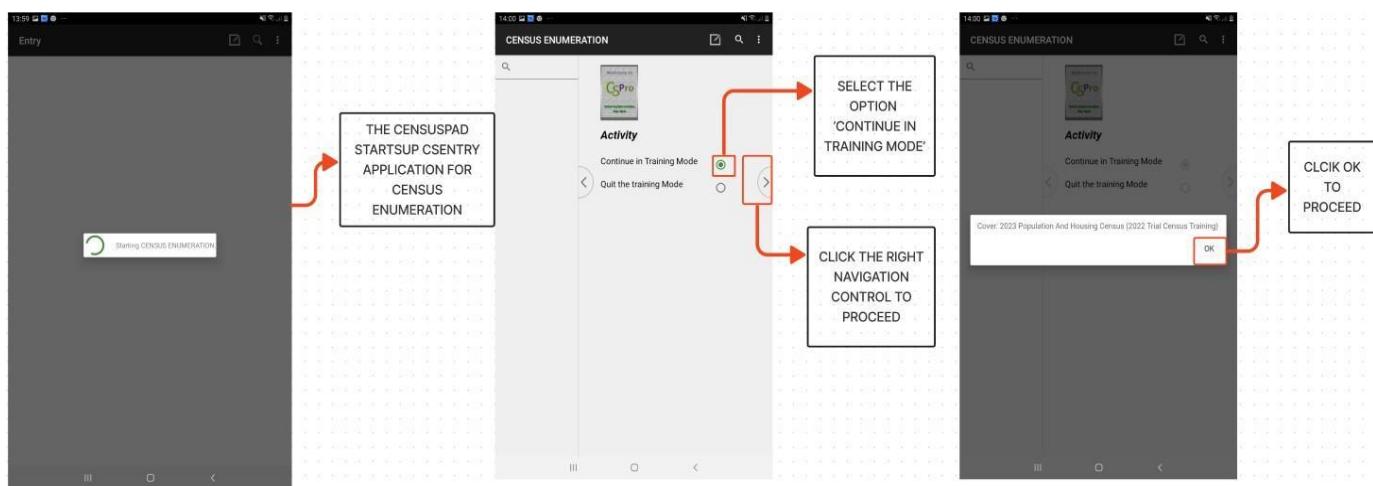
5. CHECKBOX: Is a tick box that permits the user to make multiple options. For example, the user may have to answer 'yes' (checked) or 'no' (not checked) on a simple yes/no question.
6. OPEN TEXT: This is a field that permits the user to enter alphanumeric text in the space provided.
7. PRE-FILLED: Fields that are automatically populated/filled.
8. BLUE LETTER WORDS: Information for the enumerator only
9. RED LETTER WORDS: Vital information to be strictly adhered to by the enumerator.
10. When the age is not known after probing use 99
11. Any age above 90 years is recorded as 90

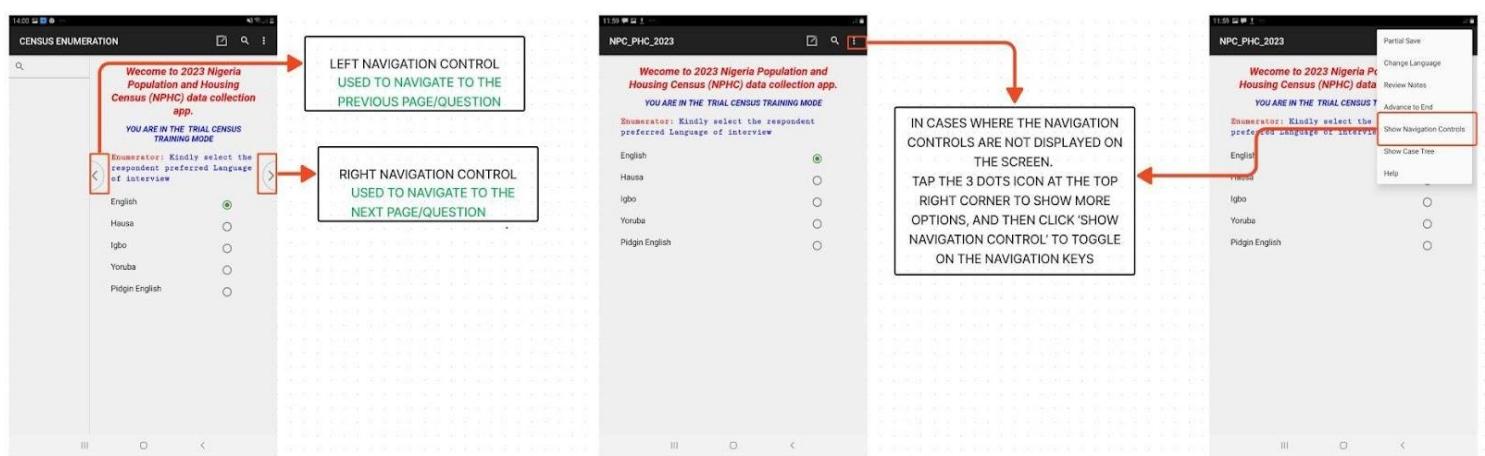
11.6 Updating the CSEntry Application

To update the CSentry application you need to follow the steps below:

- Click on the 3 dots button at the top right corner after launching the App
- Select the URL link
- Click on 'Connect' below
- Select 'Add Application'
- Choose 'CSWeb Server'
- Choose the application to install (e.g. NPC01_ver8)
- Click on INSTALL, you will see the App installed.

NOTE: The Graphics illustrating the steps should be more legible. We suggest two of them per row.

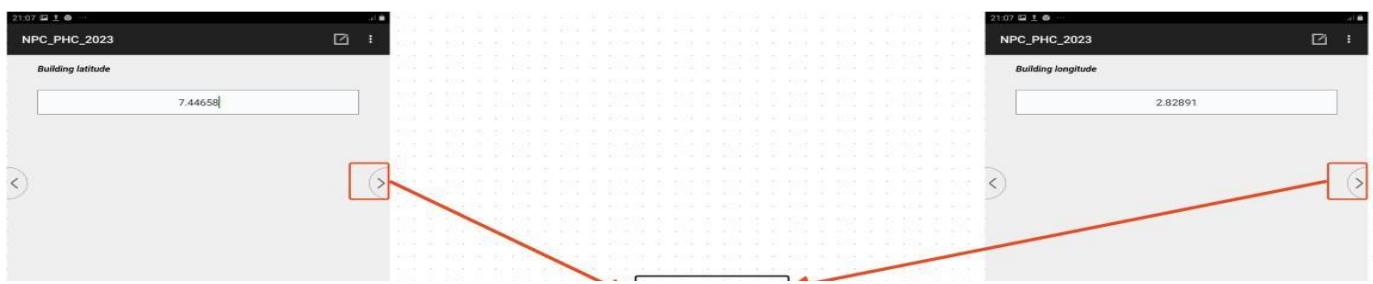
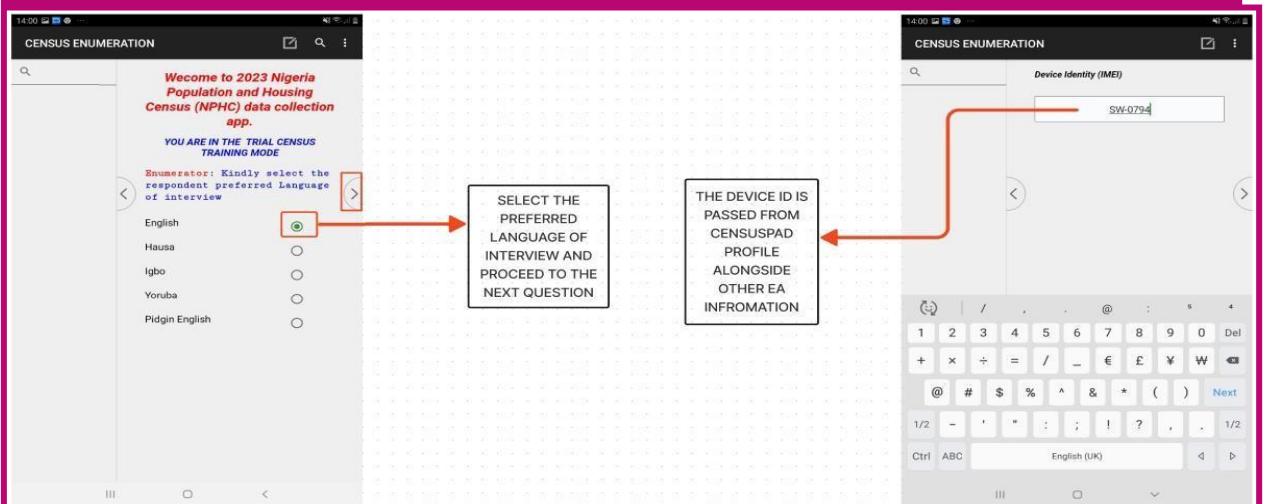


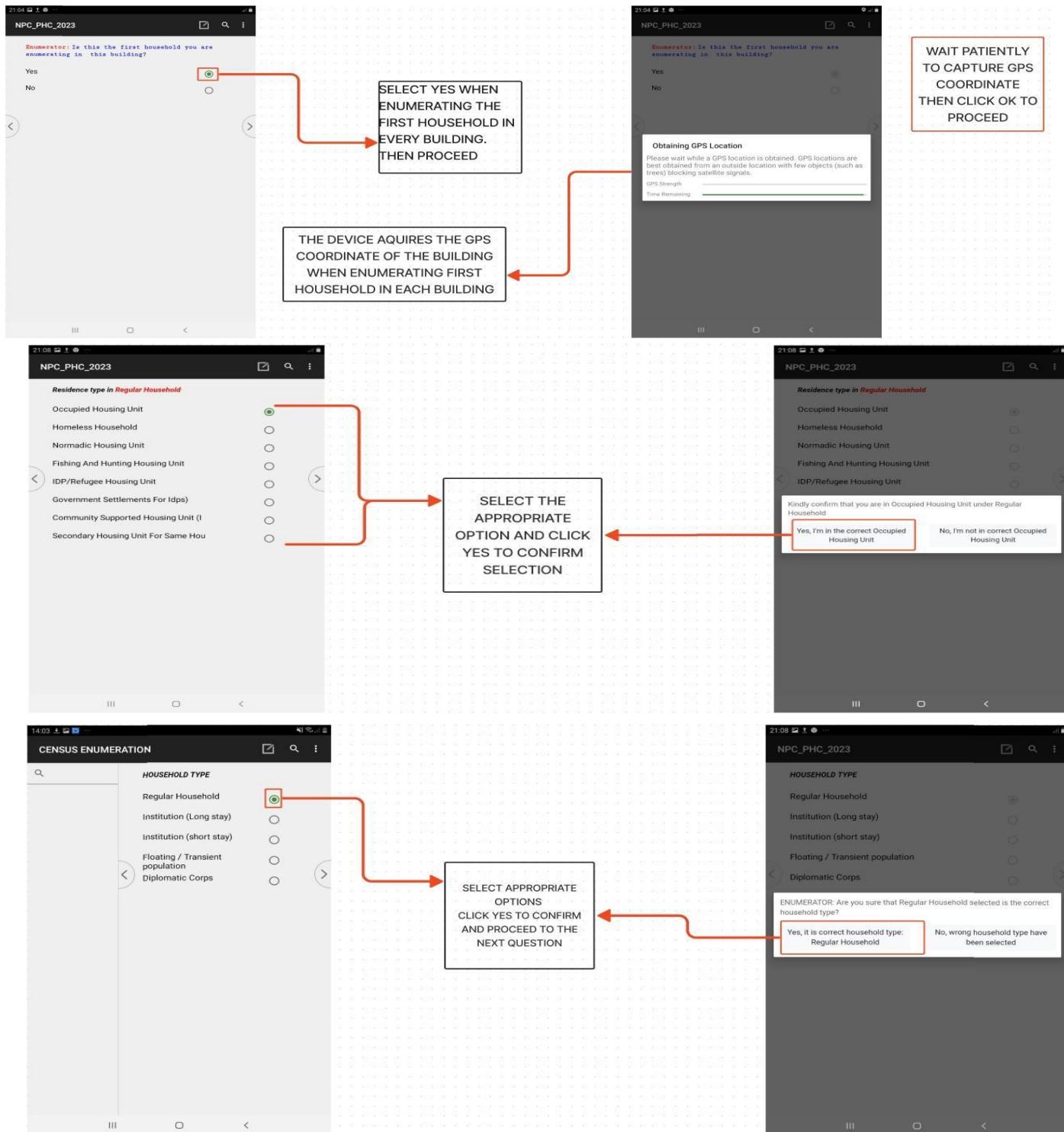


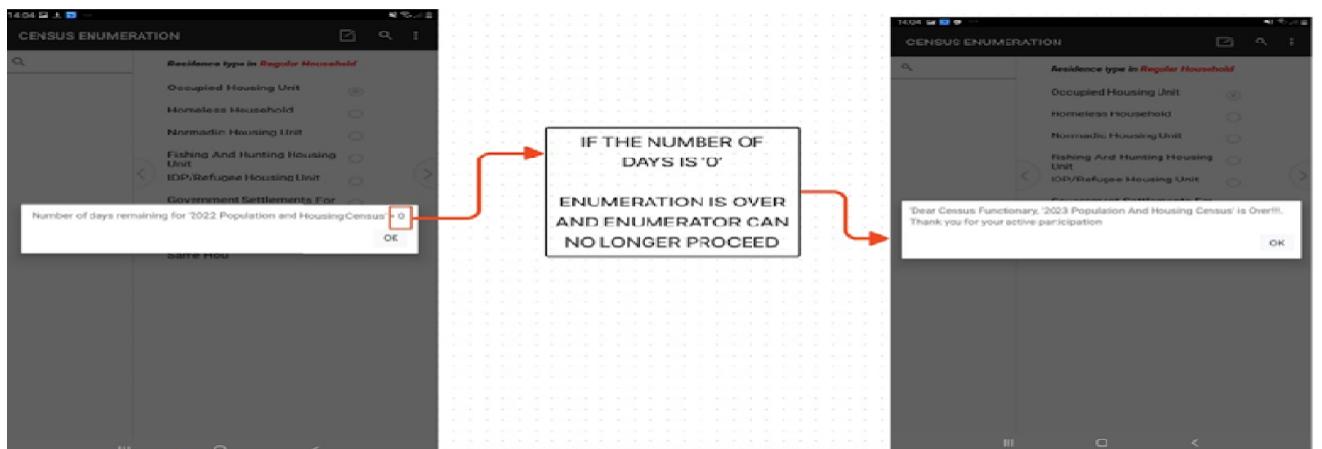
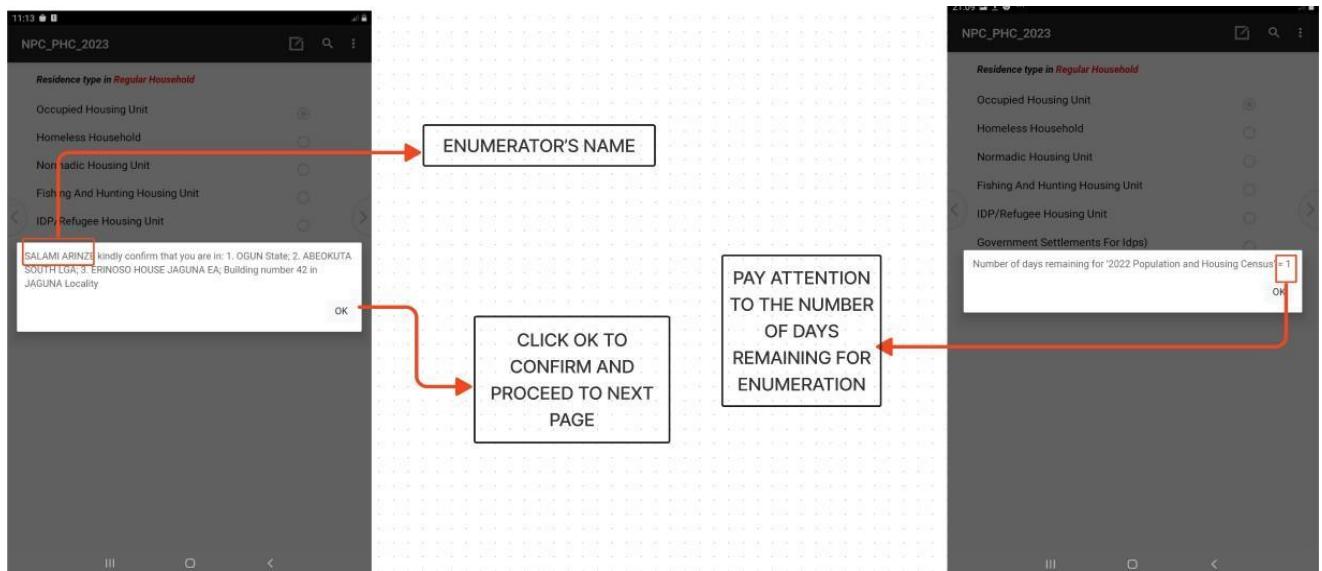
INFORMATION PASSED FROM CENSUSPAD TO CSENTRY

1. DEVICE IDENTITY
2. STATE OF ASSIGNMENT
3. LGA OF ASSIGNMENT
4. SUPERVISORY AREA CODE
5. ENUMERATION AREA CODE
6. ENUMERATION IDENTITY
7. ENUMERATION AREA NAME
8. BUILDING NUMBER
9. HOUSEHOLD NUMBER
10. HOUSEHOLD IDENTITY
11. SUPERVISOR'S INFORMATION
12. ENUMERATORS INFORMATION
13. RA/WARD CODE AND NAME OF ASSIGNMENT AREA
14. LOCALITY NAME AND CODE OF ASSIGNMENT AREA
15. LOCALITY CLASS OF ASSIGNMENT AREA (RURAL OR URBAN)
16. RESIDENTIAL STATUS OF BUILDING

NOTE!!!
DO NOT EDIT/CHANGE
INFORMATION PASSED FROM
CENSUSPAD
CLICK NEXT TO PROCEED







HOUSEHOLD DEMOGRAPHIC AND SOCIAL CHARACTERISTICS

001A: Firstname of this member of Regular Household
[Do not enter anything, press Next (i. e. front navigation control >) if all persons have been recorded.]

INPUT THE RESPONDENT'S FIRST NAME, MIDDLE NAME, LAST NAME AND NICK NAME.
MIDDLE NAME AND NICK NAME ARE OPTION

Q01C: Middle name of BALA

Q01A: Surname of BALA

002: KALU BALU AUDU : Record the sex of respondent

Male
Female

SELECT RESPONDENT SEX

Q03: KALU BALU AUDU : Age

31

INPUT RESPONDENT'S AGE AND DATE OF BIRTH

Q04: KALU BALU AUDU : What is your Date of birth? DAY

1

Q04B: KALU BALU AUDU : What is your Date of birth? MONTH

January
February
March
April
May
June
July
August
September
October
November
December
Unknown

INPUT THE RESPONDENT'S MONTH AND YEAR OF BIRTH

Q04C: KALU BALU AUDU : What is your Date of birth? YEAR

1991

1
2
3
4
5
6
7
8
9
0

IF THE AGE DOES NOT CORRESPOND WITH THE DATE OF BIRTH ENTERED, THE ERROR MESSAGE POPS UP, CLICK AN OPTION TO REVIEW ENTRIES

Q04D: KALU BALU AUDU : What is your Date of birth? YEAR

1991

There is an error in recorded age 31 against calculated age 27

Go and REVIEW DOB
Go and REVIEW year
Go and REVIEW age

BIRTH REGISTRATION

Q6: KALU BALA AUDU : Is your Birth Registered?

Yes

No

Don't Know

RECALL THAT
BALA IS
ABOVE 30
YEARS

Q07: KALU BALA AUDU : Which organisation documented your birth?

Private hospital

Public hospital

Local government

National Population Commission Birth Certificate

National Population Commission Attestation

Religious Bodies

Others Specify

Q07: KALU BALA AUDU : Which organisation documented your birth?

Private hospital

Public hospital

Local government

National Population Commission Birth Certificate

National Population Commission Attestation

Religious Bodies

Others Specify

PROMPT SHOWING THAT PERSONS ABOVE 30 CANNOT HAVE GOTTEN NPC BIRTH CERTIFICATE. CLICK TO REVIEW SELECTION

Review the option for KALU BALA AUDU

Ignore

MARITAL STATUS

008: KALU BALU AUDU: What is your current Marital Status?

Never married
Married (selected)
Living together (Informal)
Separated
Divorced
Widowed

SELECT MARITAL STATUS AND TYPE OF MARRIAGE.
IF RESPONDENT HAS NEVER BEEN MARRIED, SYSTEM SKIPS OTHER MARITAL STATUS QUESTIONS

009: KALU BALU AUDU: Is the marriage registered?

Yes (selected)
No

010: KALU BALU AUDU: Age at first Marriage

25

1 2 3
4 5 6
7 8 9
0

LITERACY

011: KALU BALU AUDU: Can you read and write in any language with understanding?

Yes, can read and write (selected)
Yes, can read and not write
No, cannot read or write

SELECT AS APPROPRIATE IF RESPONDENT CAN READ AND WRITE IN ANY LANGUAGE WITH UNDERSTANDING

012: KALU BALU AUDU: In what language(s) can you read and write with understanding?
Enumerator: Please be informed that you are not allowed to select more than three (3) languages

Arabic
Tiv
Baj/ Biji
Ben/ Edo
Chibok/ig
Delta Ibo
Ebia/igbira
Efik
Eket
Epeye/ Afisa/Epie
English (selected)
Etso
French

SELECT NOT MORE THAN 3 LANGUAGES
RESPONDENT CAN READ AND WRITE WITH UNDERSTAND AND SELECT SCHOOLING STATUS

013: KALU BALU AUDU: What is your current schooling status?

Never attended (selected)
Attended in the past but not now
Attending Early Child Care Development Education
Attending Nursery
Attending Non-formal education
Attending Primary
Attending Junior Secondary
Attending Senior Secondary
Attending Tertiary
Other

ECONOMIC CHARACTERISTICS

016: KALU BALU AUDU: During the 7 days preceding the Census Night, (that is, from Saturday June 11, 2022 to Friday June 17, 2022) did you engage in any economic activity, for at least one hour? **NOTE CENSUS DATE WAS Saturday June 18, 2022**
(THIS INCLUDES HELPING IN THE FAMILY BUSINESS/ FARM, TRADING, STREET VENDING, 'BY DAY WORK')

Q18: KALU BALU AUDU: How were you renumerated in cash or kind for the type of work you did?

Cash
Kind

Professional, Technical and Related Workers
Administrative and Managerial Workers
Office and Administrative Support Workers
Sales and Related Workers
Service Workers
Installation, Maintenance and Repairs Workers
Agricultural, Animal Husbandry and Forestry Workers, Fishermen and Hunters
Production, Construction and Extraction Workers
Transportation and Material Moving Workers

Q19: KALU BALU AUDU: What was your employment status in that establishment/business/industry?

Employee
Self-employed without employees
Self-employed with employees
Casual worker
Contributing family worker
Paid apprentice
Unpaid apprentice
Domestic worker (househelp, garden boy, etc.)
Other (Specify)

Q20: KALU BALU AUDU: In which of these industries did you work in the last 7 days, (that is, from Saturday June 11, 2022 to Friday June 17, 2022)?

Agriculture, forestry and fishing
Mining and quarrying
Electricity, gas, steam and air conditioning supply
Water supply, sewerage, waste management and remediation activities
Wholesale and retail trade, repair of motor vehicles and motorcycles
Transportation and storage
Accommodation and food service activities
Real estate activities
Professional scientific and technical activities
Administrative and support service activities
Public administration and defense, compulsory social activities
Education
Oil and gas
Manufacturing

Q22: KALU BALU AUDU: This industry - Agriculture, forestry and fishing, is under which sector management?

Public
Private
International Organization
Local NGO/CSO
International NGO/CSO
Religious Organization

INTERNAL AND INTERNATIONAL MIGRATION

INTERNATIONAL AND INTERNAL MIGRATION

Q24: KALU BALU AUDU: WHAT IS YOUR NATIONALITY?

NIGERIAN BY BIRTH
NIGERIAN BY NATURALIZATION
DUAL NATIONALITY
NON NIGERIAN

Q25: KALU BALU AUDU : In which Country were you born? e.g. Ghana, USA, UK etc.

Nigeria
Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh

SELECT THE COUNTRY OF BIRTH, THEN CLICK NEXT TO PROCEED

Q26: KALU BALU AUDU : In what State were you born?

SOKOTO
ZAMFARA
KASTINA
JIGAWA
Yobe
BORNO
ADAMAWA
GOMBE
BAUCHI
KANO
KADUNA
KEBBI
NIGER
FCT
KWARA

SELECT THE NATIONALITY OF THE RESPONDENT, THEN CLICK NEXT TO PROCEED

SELECT THE STATE OF BIRTH, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q29C: KALU BALA AUDU : In what LGA were you born?

BARUTEN
KAIAMA
MORO
EDU
PATIGI
IFELODUN
ILORIN SOUTH
ILORIN EAST
ILORIN WEST
ASA
OYUN
OFFA
IREPODUN
ISIN
OKE-ERO

SELECT THE LGA OF BIRTH OF THE RESPONDENT, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q27A: KALU BALA AUDU : What is your State of Origin?

SOKOTO
ZAMFARA
KASTINA
JIGAWA
YOBÉ
BORNO
ADAMAWA
GOMBE
BAUCHI
KANO
KADUNA
KEBBI
NIGER
KOGI
KWARA

SELECT THE STATE OF ORIGIN OF THE RESPONDENT, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q27B: KALU BALA AUDU : What is your LGA of Origin?

BARUTEN
KAIAMA
MORO
EDU
PATIGI
IFELODUN
ILORIN SOUTH
ILORIN EAST
ILORIN WEST
ASA
OYUN
OFFA
IREPODUN
ISIN
OKE-ERO

SELECT THE LGA OF ORIGIN OF THE RESPONDENT, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q28: KALU BALA AUDU : Do you usually reside in this 758005000 locality?

Yes
No

SELECT THE LGA OF BIRTH OF THE RESPONDENT, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q30: KALU BALA AUDU : For how long have you resided in this ?

Since Birth
Less than 6 months
6 months < 1 year
1 year < 2 years
2 years < 3 years
3 years < 4 years
4 years < 5 years
5 years < 10 years
10 years < 15 years
15 years and above

SELECT HOW LONG THE RESPONDENT HAS RESIDED IN THIS LOCALITY, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q31A: KALU BALA AUDU : What was your country of usual residence 5 years ago?

Nigeria
Afghanistan
Albania
Algeria
Andorra
Angola
Antigua and Barbuda
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahamas
Bahrain
Bangladesh

SELECT THE RESPONDENT COUNTRY OF RESIDENCE 5 YEARS AGO, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q31B: KALU BALA AUDU : What was your State of usual residence 5 years ago?

SOKOTO
ZAMFARA
KASTINA
JIGAWA
YOBÉ
BORNO
ADAMAWA
GOMBE
BAUCHI
KANO
KADUNA
KEBBI
NIGER
FCT
NASARAWA

SELECT THE RESPONDENT STATE OF RESIDENCE 5 YEARS AGO, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q31C: KALU BALA AUDU : What was your LGA of usual residence 5 years ago?

GUDU
BINJI
TANGAZA
GWADABAWA
ILLELA
GADA
SABON BIRNI
ISA
GORONYO
WURNO
RABAH
KWARE
SOKOTO SOUTH
SOKOTO NORTH
WAMAKKO

SELECT THE RESPONDENT LGA OF RESIDENCE 5 YEARS AGO, THEN CLICK NEXT TO PROCEED

08:32 NPC_PHC_2023 KALU BALA AUDU

Q32: KALU BALA AUDU : Have you ever lived in any other state/country before Ogun state?

Enumerator: If respondent is a Nigerian, Select Nigeria from the list of countries thereafter you will be asked to select State and LGA.

Yes
No

SELECT YES IF YOUR PRESENT LOCATION IS NOT THE ONLY STATE OR COUNTRY YOU'VE LIVED BEFORE, THEN CLICK NEXT TO PROCEED

IF THE RESPONDENT LOCATION HAS BEEN THE SAME FROM BIRTH, THE FOLLOWING QUESTIONS WOULD BE AUTOMATICALLY SKIPPED

SELECT THE RESPONDENT COUNTRY OF RESIDENCE BEFORE MOVING TO HIS/HER PRESENT LOCATION (PICK NIGERIA IF HE ALWAYS BEEN IN NIGERIA, THEN CLICK NEXT TO PROCEED)

SELECT THE RESPONDENT STATE OF RESIDENCE BEFORE MOVING TO HIS/HER PRESENT LOCATION, THEN CLICK NEXT TO PROCEED

SELECT THE RESPONDENT LGA OF RESIDENCE BEFORE MOVING TO HIS/HER PRESENT LOCATION, THEN CLICK NEXT TO PROCEED

SELECT THE RESPONDENT LGA OF RESIDENCE 5 YEARS AGO, THEN CLICK NEXT TO PROCEED

SELECT YES IF YOUR PRESENT LOCATION IS NOT THE ONLY STATE OR COUNTRY YOU'VE LIVED BEFORE, THEN CLICK NEXT TO PROCEED

SELECT THE RESPONDENT STATE OF RESIDENCE BEFORE MOVING TO HIS/HER PRESENT LOCATION, THEN CLICK NEXT TO PROCEED

SELECT THE MAJOR REASON WHY THE RESPONDENT MOVED FROM HIS LAST LGA OF RESIDENCE, THEN CLICK NEXT TO PROCEED

SELECT "YES" IF THE RESPONDENT HAS LIVED IN ANY OTHER LGA BESIDE HIS PRESENT LOCATION; OTHERWISE, CLICK "NO", THEN CLICK NEXT TO PROCEED

Q38: KALU BALA AUDU : In which LGA did you live last?

SELECT THE RESPONDENT'S LAST LGA OF RESIDENCE, THEN CLICK NEXT TO PROCEED

Q39: KALU BALA AUDU : When did you move from IMEKO_AFON to ABEOKUTA SOUTH ?

SELECT WHEN THE RESPONDENT MOVED FROM HIS LAST LOCATION TO HIS PRESENT LGA OF RESIDENCE, THEN CLICK NEXT TO PROCEED

Q40: KALU BALA AUDU : Since living in ABEOKUTA SOUTH, have you lived in any other locality beside this JAGUNA locality?

SELECT "YES" IF THE RESPONDENT HAS LIVED IN ANY OTHER LOCALITY BESIDE HIS PRESENT LOCATION; OTHERWISE, CLICK "NO", THEN CLICK NEXT TO PROCEED

Q42: KALU BALA AUDU : When did you move from 63 Locality to this JAGUNA locality?

SELECT WHEN THE RESPONDENT MOVED FROM HIS LAST LOCATION TO HIS PRESENT LOCALITY OF RESIDENCE, THEN CLICK NEXT TO PROCEED

INFORMATION COMMUNICATION TECHNOLOGY

Q43A: KALU BALA AUDU: Do you own a functional mobile phone (Smart)?

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

Q43B: KALU BALA AUDU: Do you own a functional Mobile phone (Basic phone)?

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

Q43C: KALU BALA AUDU: Do you own a functional Tablet?

08:35 NPC_PHC_2023 KALU BALA AUDU

Q43D: KALU BALA AUDU: Do you own a functional Laptop?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q44A: KALU BALA AUDU: Did you use internet through Mobile phone in the last three (3) months (that is from March 18, 2022 to Friday June 17, 2022)?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q44B: KALU BALA AUDU: Did you use internet through Tablet in the last three (3) months (that is from March 18, 2022 to Friday June 17, 2022)?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q44C: KALU BALA AUDU: Did you use internet through Laptop in the last three (3) months (that is from March 18, 2022 to Friday June 17, 2022)?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q44D: KALU BALA AUDU: Did you use internet through Desktop in the last three (3) months (that is from March 18, 2022 to Friday June 17, 2022)?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q44E: KALU BALA AUDU: Did you use internet through Smart Television in the last three (3) months (that is from March 18, 2022 to Friday June 17, 2022)?

Yes No

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

08:35 NPC_PHC_2023 KALU BALA AUDU

Q45: KALU BALA AUDU: Aside from your mobile devices, where else do you usually access the Internet?

Work place
 At cyber café
 In educational institution
 Community/Open WiFi
 In a community telecentre or info Centre (Library)
 Home facility
 None

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

DIFFICULTIES IN PERFORMING ACTIVITIES

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

INPUT THE TOTAL NUMBER OF CHILDREN BORN ALIVE INCLUDING THE ONES THAT LATER DIED

CONFIRM THE TOTAL NUMBER OF CHILDREN BORN ALIVE

LIVE BIRTH - This is the total number of children (male and female) born alive (4), these are births with signs of life including those who later died, excluding still births.

Yes, all births alive is correct

The number is not correct. Review the number.

SELECT AS APPROPRIATE, THEN CLICK NEXT TO PROCEED

FERTILITY AND CHILD SURVIVAL

INPUT THE TOTAL NUMBER OF CHILDREN BORN ALIVE INCLUDING THE ONES THAT LATER DIED

CONFIRM THE TOTAL NUMBER OF CHILDREN BORN ALIVE

LIVE BIRTH - This is the total number of children (male and female) born alive (4), these are births with signs of life including those who later died, excluding still births.

Yes, all births alive is correct

The number is not correct. Review the number.

INPUT BREAKDOWN OF CHILDREN EVER BORN ALIVE

INPUT BREAKDOWN OF CHILDREN BORN ALIVE LIVING IN THE HOUSEHOLD

INPUT BREAKDOWN OF CHILDREN BORN ALIVE LIVING ELSEWHERE

INPUT BREAKDOWN OF CHILDREN BORN ALIVE LIVING ELSEWHERE

INPUT BREAKDOWN OF CHILDREN BORN ALIVE BUT HAVE DIED

INPUT BREAKDOWN OF CHILDREN BORN ALIVE BUT HAVE DIED

CLICK OK TO CONFIRM SUMMARY OF CHILDREN BORN ALIVE

INPUT DATE OF BIRTH OF LAST CHILD BORN ALIVE

INPUT DATE OF BIRTH OF LAST CHILD BORN ALIVE

SELECT THE SEX OF THE LAST CHILD/CHILDREN BORN ALIVE

INPUT THE BREAKDOWN OF LAST CHILD(REN) BY SEX

INPUT THE NUMBER OF CHILDREN BORN ALIVE IN THE LAST 12 MONTHS FROM DAY OF ENUMERATION

INPUT THE BREAKDOWN OF CHILDREN BORN ALIVE IN THE LAST 12 MONTHS

INPUT AGE OF RESPONDENT AT THE TIME OF FIRST LIVE BIRTH

DEATHS IN THE HOUSEHOLD

Has any member of this household died in the past 12 months (that is, from June 18, 2021 to Friday June 17, 2022)?

Yes

No

SELECT APPROPRIATE OPTION AND CONFIRM SELECTION

Are you saying that there was no death recorded in the household in the past 12 months?

Yes, no death was recorded in the household in the past 12 months

No

We have death recorded in the household in the past 12 months

HOUSING

Q1: What type of structure is the household occupying?

- Regular Residential Building (Housing unit)
- Institutional Building (example Hostel, hotel, Hospital, college, barracks)
- Mobile Shift Camp structure (IDP, Military camp, Oil Workers Camp on field)
- Open Space (Homeless household, Person)
- Other (Specify)

Q2: What type of housing unit is the household occupying?

- A detached house (Bungalow/Duplex)
- Semi-detached house
- Terraced/Row house
- Flat in block of flats
- Rooms/ let in house
- Traditional structure made of traditional materials
- Informal/improvised dwelling
- Uncompleted structure
- Other (Specify)

Q3: How many sleeping rooms are available to this household?

Q4: What is the main construction material used for the walls of this dwelling?

- Leaves/Thatch/ Reed
- Mud
- Nylon/Trampoline
- Wood/Bamboo
- Metal/Zinc Sheet
- Stone
- Cement/Blocks/Bricks
- Other (Specify)

Q5: What is the main construction material used for the roof of this dwelling?

- Thatch/Palm Leaves/Raffia
- Wood/Bamboo
- Earth/Mud/Mud Bricks
- Corrugated Metal/Zinc Sheet
- Slate/Asbestos
- Cement/Concrete
- Long Span Sheet
- Roofing Tiles
- Other (Specify)

Q6: Who owns this Housing unit?

- Head of Household
- Spouse to Head of Household
- Other Household Member
- Relative but not Household Member
- Private Owned (Landlord)
- Private Employer
- Other Private Agency
- Public/Govt. Ownership
- Other (Specify)

Q7: What is the tenure status of this household (i.e. Tenancy arrangement)?

- Owned
- Owned but not yet paid off
- Rented
- Rent-free
- Squatting
- Other (Specify)

Q8: What is the main source of drinking water for members of your household?

- Bottled Water (including from water dispenser)
- Sachet Water (pure water)
- Pipe borne inside dwelling
- Pipe borne outside dwelling
- Borehole
- Protected Well
- Protected Spring
- Rainwater collection
- Tanker Supply
- Water Vendor
- Unprotected well/spring
- River/Dam/Lake/Pond/Stream
- Other (Specify)

Q9: What is the main source of water used by your household for other domestic purposes such as cooking and washing?

- Pipe borne inside dwelling
- Pipe borne outside dwelling
- Borehole
- Protected Well
- Protected Spring
- Rainwater collection
- Tanker Supply
- Water Vendor
- Unprotected well/spring
- River/Dam/Lake/Pond/Stream
- Specify

H10: What type of Energy/Fuel (Source) does this household mainly use for cooking?

Electricity

Gas

Kerosene

Solar

Firewood

Coal

Animal dung/Saw Dust/ Coconut husk

Other (specify)

SELECT AS APPROPRIATE

H11: What type of cooking space does this household use?

Separate room for exclusive use of household

Separate room shared with other household(s)

Enclosure without roof

Shed

Bedroom/Hall/Living room

Veranda/porch.

Specify

H12: In the past 12 months what are the Energy/Fuel (Sources) used in this household for lighting?

Tell me all the sources used in the past 12 months

Solar

Electricity (Public Source)

Electricity Petrol/Diesel (From Private Generator)

Gas (LPG)

Gas (Bigas)

Kerosene

Candle

Torchlight

Other (specify)

H12B: Which of these sources is the MAIN Source of energy/fuel used in this household in the past 12 months (that is, from June 16, 2021 to Friday June 17, 2022) for lighting?

Electricity Petrol/Diesel (From Private Generator)

Kerosene

SELECT AS APPROPRIATE

H12B_1: Now, I will read out some household facilities and I will want you to tell me either yes or no if any member of your household owns any of these facilities in good working condition.

OK

H13B: Does this household own any facility like (fan, refrigerator, car, bicycle, gas cooker) in good working condition?

Yes

No

H13B_1: Which of the following facilities (in good working condition) is/are owned by any member of the household?

Television without subscription

Television with cable paid subscription (DSTV, Star times, HTV), GoTV

Television with Cable (Free to Air)

Home WiFi

Refrigerator

Generating Set

Air Conditioner

Washing Machine

Computer (Desktop)

Fan

Gas Cooker

Car

Bus

Bicycle

TICK AS APPLICABLE

H13B_01: How many Television without subscription (in good working condition) is/are owned by members of your household?

1

FILL AS APPROPRIATE

H13B_05: How many Refrigerator (in good working condition) is/are owned by members of your household?

1

Three screenshots of a mobile survey application showing responses for Generating Set, Air Conditioner, and Washing Machine.

H10B_06: How many Generating Set (in good working condition) is/are owned by members of your household?

H10B_07: How many Air Conditioner (in good working condition) is/are owned by members of your household?

H10B_08: How many Washing Machine (in good working condition) is/are owned by members of your household?

The responses are:

- Generating Set: 1
- Air Conditioner: 1
- Washing Machine: 0

Two screenshots of a mobile survey application showing responses for toilet facilities and toilet rooms.

S2: What type of toilet facility do members of your household usually use?

Responses (radio buttons):

- Flush/Pour flush toilet within the housing unit (selected)
- Flush/Pour flush toilet exclusively used by household outside the housing unit
- Flush/Pour flush toilet shared by households outside the housing unit
- Ventilated Improved Pit Latrine exclusively used by household
- Ventilated Improved Pit Latrine shared by households
- Pit Latrine without ventilation with covering, exclusively used by household
- Pit Latrine without ventilation with covering, shared by households
- Pit Latrine without covering (Without Slab)
- Public Toilet
- Bucket/Pan Toilet
- Hanging Latrine
- Nearby Bush/Beach/Field
- Specify

S3: How many useable toilet rooms are available in the household?

Response: 1

Three screenshots of a mobile survey application showing responses for computer ownership and solid waste disposal.

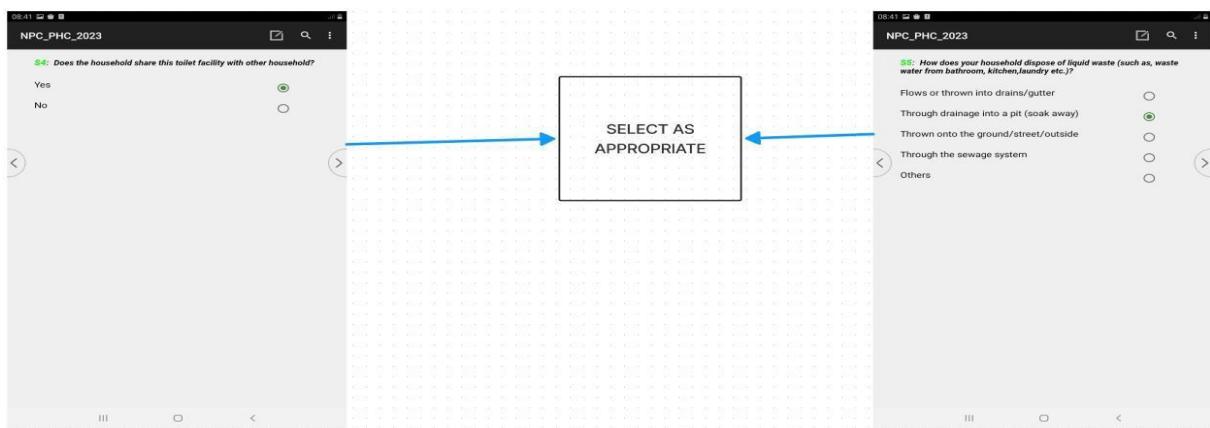
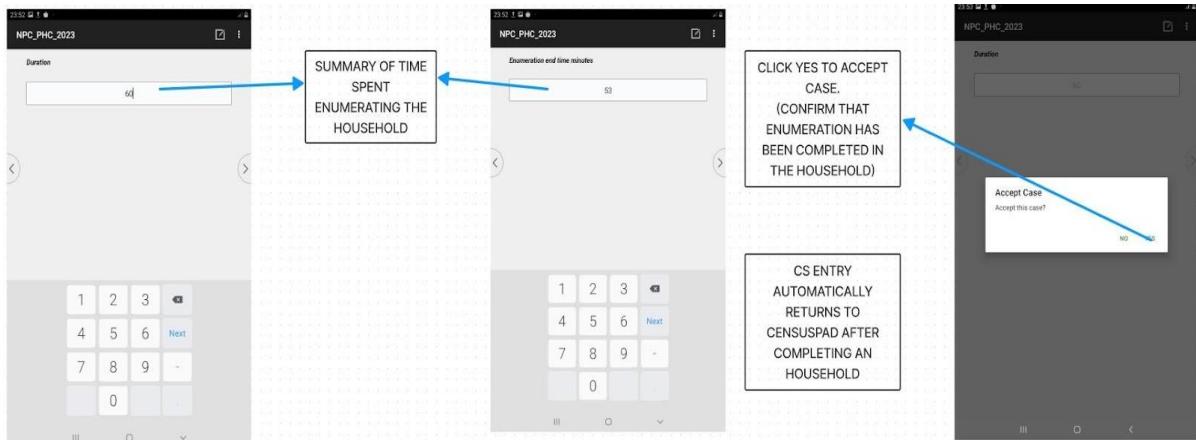
H10B_09: How many Computer/Desktop) (in good working condition) is/are owned by members of your household?

S14: What type of refuse (container) receptacle (bin, sack, polythene etc.) is mainly used by your household?

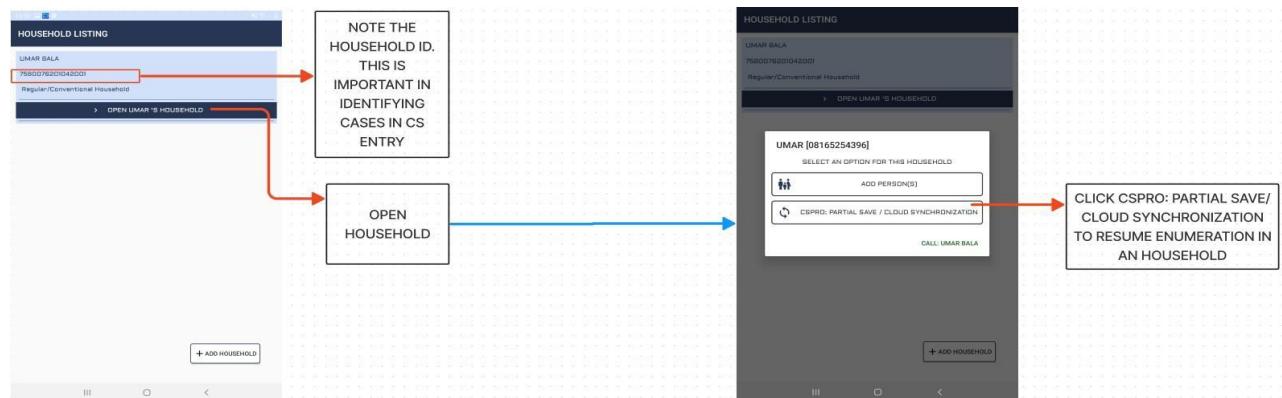
S15: What is the MAIN mode of solid waste disposal used by members of your household?

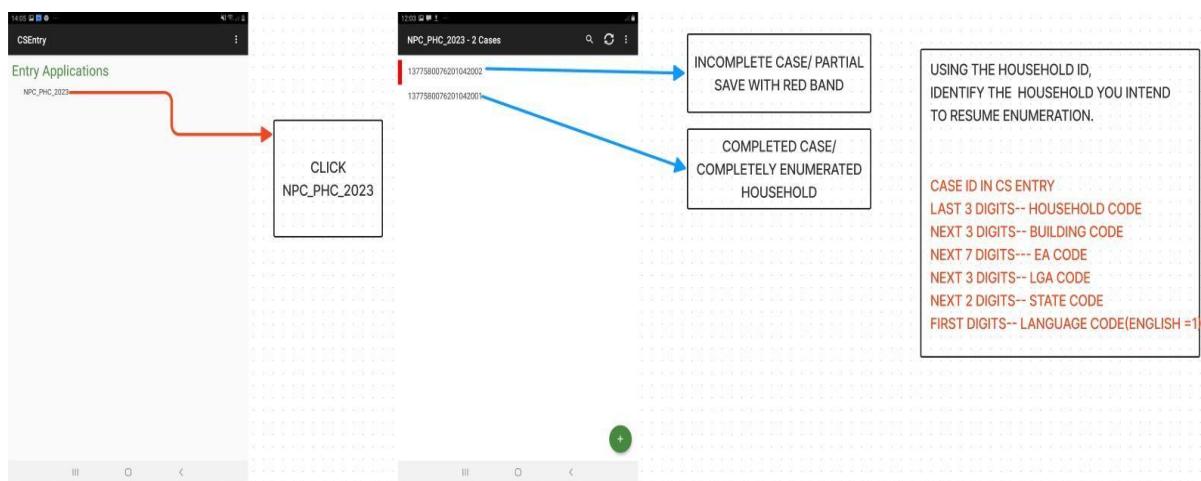
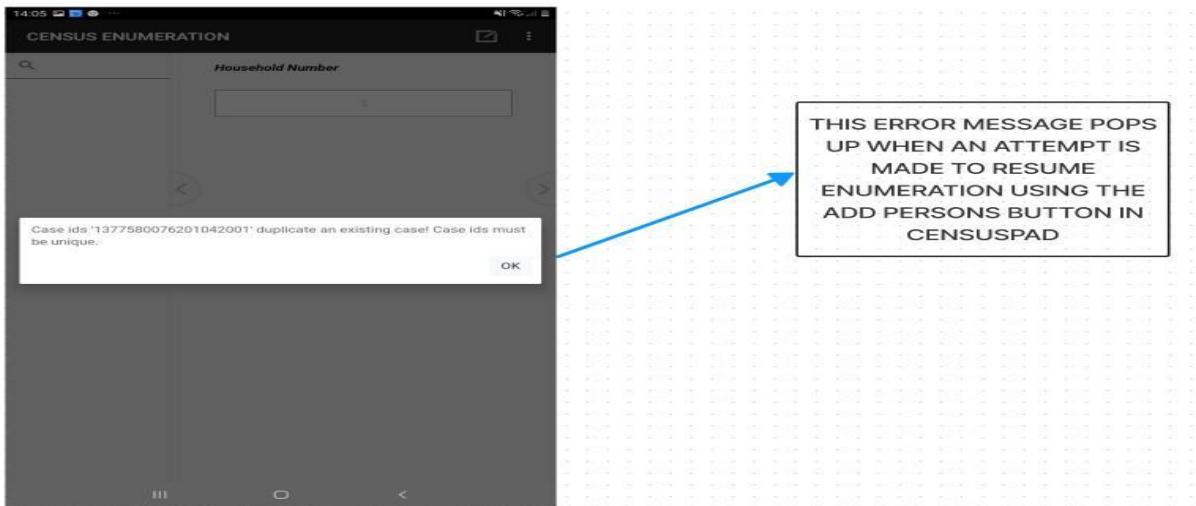
The responses are:

- Computer: 1
- Refuse Receptacle: Covered standard waste bin (selected)
- Solid Waste Disposal: Solid waste collected by self-appointed collectors



HOW TO RESUME ENUMERATION





CHAPTER TWELVE

GENERAL LISTING AND ENUMERATION PROCEDURES

12.1 Enumeration Procedures

In Chapter 2, you learnt how you should approach your work, how to conduct yourself and how to do an interview. In Chapter 3, you learnt the definitions of census terms and some basic census concepts. How to complete the Building Numbering and Household listing and related field exercise was taught in Chapter 4. How to ask each question and how to enter the information given to you by the respondent on the census forms in the PDA, will be learnt in this Chapter. Chapter 9 discusses the census questions and how to complete the Census Questionnaire (Form NPC01). The procedure to follow under some more diverse interview situations is also discussed. After going through this chapter, you should be able to administer each question in Form NPC01 properly and accurately and select/record the responses in appropriate columns/spaces provided in the PDA.

12.2 Refreshing your Memory

Before starting enumeration, you should have completed the Building numbering and household listing form NPC07. You should not have forgotten your lessons on how to approach and relate to the respondents. You should also have determined the main type of population in your EA: regular population, institutional or special.

While completing NPC07, you listed the buildings and compounds following the most convenient order. Use the same order, for commencing the interview. The Building numbering in your PDA is your guide to help you to visit all households and interview all persons systematically without omission or duplication.

You must complete the enumeration within 5 days' period from 29th March to 2nd April, 2023. Organise yourself and your visits such that you are able to enumerate all persons in your EA within the census period.

12.3 Enumeration units and some precautions to be observed before and during enumeration

Remember that this Manual of Instructions will be your reliable helper as you commence and do your work. You should always take it along when you are enumerating because you will need it any time when in difficulty.

The unit of enumeration for the Population questions is the individual in a household and for the Housing questions, it is the housing unit. An additional unit of enumeration in which persons will be identified is the household. For Institutional households, the unit is the hall, dormitory, ward, cells, etc., of residence. For the homeless and transient persons, it is the location they are found at the time of enumeration.

Arrangements have been made to interview the census functionaries in their assigned Enumeration Areas.

After completing the enumeration of every individual in the household, apply indelible ink at the base of the left thumbnail (or right in case the left is unfortunately missing). Indelible Ink leaves behind a non-erasable ink mark, thereby making it difficult to be removed by any person and get counted more than once. Before you begin an interview, you must check the left (or right) thumbnail of every respondent to avoid double counting.

Note: Enumeration and other work done by you will be subjected to quality checks during the field work through intense and unannounced visits and supervision, as well as online monitoring.

Re-interview will also be conducted by the supervisors to ensure the quality of your work. If you or your colleagues are found defaulting, penal action will follow.

12.4 Enumeration Procedure

The Enumeration Procedure during 2023 PHC will be by canvasser method. You go from one building to the other and from one household to the other interviewing each household and individuals physically present. Procedures for enumerating different household types are highlighted below:

12.4.1 Procedure for enumerating a Regular Household and Diplomatic corps.

- Greet, introduce yourself and read out the Confidentiality statement “My name is..... I am working with the National Population Commission. I have been assigned to work in this area in the ongoing population and housing census.”
- Identify the head of the household or any adult member of the household and ask for their permission to start enumeration in the household. You cannot list any other household members without identifying the head of household and information on age, sex and

relationship to head on each person's listed in the household will be collected immediately.

- Ask also how many people slept in the household the previous night, including guests and visitors and usual members of the household who are present but did not sleep in the household previous night.
- Check for the presence of each of the persons stated; they are present if you physically see them. Ensure that you include in the roster only those you see physically.
- Ask if there are other members who are not physically present but will be back before the end of the Census reference period. Leave a call back card for other usual members who have been mentioned but are not physically present at the time of your visit.
- Interview every person in the household one after the other.

Note: On no account should you accept to record information for those who are not physically present in the household at the time of your visit or commence enumeration before the midnight of the census day or continue enumeration after the last day set for enumeration nationwide. To help you determine the order of enumerating persons in the household, find below some guidelines:

- Interview the head of household and record his/her information on the PDA
- Interview the spouse and then Co-wives if any:
- Interview the children one after the other.
- Interview other members of the household with visitors and guests, if eligible.

All members of a household are not necessarily related by blood or marriage because house helps and visitors may be part of a household. On the other hand, not all related persons living in the same building/house or compound are necessarily members of the same household. For example, a father and his married children are not necessarily members of the same household; it depends on their catering arrangements and acknowledgment of the head. Thus, in many cases, a house/building or compound may be divided into separate households.

- When multiple generations live in the same building you should not assume the grandfather, his married children and their families (i.e., his grandchildren) as necessarily forming one household. Care must be taken to differentiate the households unless they insist, they are one household with one head. Proper explanation would make respondents

understand that there is no intention of ‘breaking’ the family but the intention is to know their living arrangement and size of household for various development parameters.

- You may also come across a compound with more than one building (secondary housing unit in the same compound) where the husband and his wives live in different housing units. This is an example of one household with multiple housing units.
- In a compound with more than one building where the husband and his wives live in the same housing units and other married or grown up children live as household in other housing units, the children should be captured as different households.
- Where one or more of the wives live in housing units outside the compound, such should be treated as different households and the woman becomes the head of household.

Generally, the first row is used for the head of household. Sometimes, it is advisable to respect the order of enumeration suggested by the head of household or as the members present themselves to you. The names of married children who do not normally reside in the household and are sure to return to their own households before the end of enumeration period should be excluded. Where any of the married children live with their family in the same household with the parents, and they all recognize the father as the head of household, particulars of such an extended family may be recorded if they have not been enumerated elsewhere (Check their thumb nails for indelible ink mark by way of precaution).

Ensure that no member of the household is left out and no member is recorded more than once by checking the left thumb for the presence of indelible ink. After having interviewed a member of the household, you mark the left thumb with indelible ink.

12.4.2 Procedure for enumerating other Household types

Household Types in this category include: institutional (long and short stay), Census functionaries and Floating/Transient Population)

- Greet, introduce yourself and read out the Confidentiality statement “My name is..... I am working with the National Population Commission. I have been assigned to work in this area in the ongoing population and housing census.”
- Interview every person as you see them

- Click next to wrap up when every person has been interviewed.

Note: In general, institutional households are found in:

1. **Educational Institutions:** Examples are: hostels in boarding schools, universities, training colleges, boarding schools for the handicapped, orphanages, boarding nurseries, and religious schools.
2. **Homes for the sick:** Examples are hospitals (including psychiatric, maternity homes), herbalist and divine healers' centres.
3. **Rehabilitation centres:** Examples are correctional centres, Borstal/ remand homes and schools.
4. **Service Barracks:** Examples are army camps, military academics, police and other paramilitary training schools and colleges.

Note: In the categories mentioned above, Regular Households can still be found within institutions for example staff quarters. When a family (father, mother or children) are found in an institutional building, enumerate every person separately.

Note: Enumerate only such visitors who would not go back to their usual residence within the period of enumeration.

Do not enumerate casual visitors; casual visitors normally reside within the same locality and will not spend the night with their host.

Do not enumerate married children who do not normally reside in the household and will return to their own households before the end of enumeration period.

When dealing with “Other Specify”, ensure that you have looked through all the options provided and do not find the appropriate response. Also, state in brief and with correct spelling what you are specifying.

Ensure that all instructions are duly followed.

The 2023 PHC seeks to ensure that all persons and buildings in the country are enumerated. However, it is could be realized that access to some institutions such as military barracks, police barracks, correctional facilities, health facilities, boarding houses, rehabilitation centres, etc. are restricted, while it is imperative to have their occupants and inmates enumerated during the census. Enumerators and Supervisors should acknowledge that gaining access to enumerate the occupants and inmates of these institutions will require special approval from their managing authorities. Supervisors should identify such institutions within their SAs early enough, preferably immediately at the end of

their training and plan on how to request for permission to access them. This is because some of the institutions will need sufficient time to process the request at their headquarters. They should liaise with the Field Coordinator and LGA Comptroller to arrange and dispatch letters of request for permission to gain access into the facilities to enumerate the buildings and persons residing in them. It is worthy to note that some of these institutions have special protocol procedures, as such you are expected to be conversant with them and strictly observe them while processing the request.

CHAPTER THIRTEEN

ESTIMATION OF AGE AND DATES OF KEY EVENTS

13.1 Introduction

Age is simply defined as the number of years we reached at our last birthday which is used as a marker for “biological age”. Age is a very important variable in any demographic endeavour for meaningful analysis. Age Estimation is the task of estimating the age of a person from whichever scientifically verifiable means available and allowable.

13.2 Why is age data important?

13.2.1 Practical Life Application

Age is used to determine eligibility for the under-listed among others:

- Schooling
- Marriage
- Medical purposes
- Employment
- Driving & Voting

13.2.2 Surveys, Censuses & PES Questions

Age of respondent will determine eligibility to participate in surveys (e.g in the DHS, questions on reproduction and fertility are administered on women 15-49 years old). Some questions that will be administered during the 2023 PHC and the Post Enumeration Survey (PES) are age specific, for example questions on schooling and marital status.

13.2.3 Demographic Analysis

Data on population age structure provide the basis for many types of demographic analysis. E.g., age is an important variable in the study of mortality, fertility and migration.

13.2.4 Development Indicators

Age provides an important context in the analysis of important development indicators such as number of schools, health facilities established, analysis of labour supply, etc.

13.3 Sources of Data

Age data can be derived mainly from traditional or non-traditional sources:

13.3.1 Traditional Source

The traditional sources are:

1. Periodic census or enumeration
2. Sample surveys or inquiries
3. Vital registration systems
4. Population Registers.

13.3.2 Non-Traditional Sources

These are administrative records of demographic data gathered and processed by government agencies such as: School registers, Hospital records, Employment registers, Church/Mosque registers, Tax registers, Licensing office, Police records, etc.

13.4 Methods of Age Determination

There are several ways to determine the age of respondents if he/she does not know. These include:

1. Asking the respondent (if an adult) who may know his/her age
2. Asking respondent's parents or other family members who may know his/her age (for younger persons).
3. Use of respondent's personal documents (Birth Certificate, Voters Card etc.)
4. Use of Respondent's peers (born around the same period).
5. Use of Historical Events Calendar, which should be the last resort and to be used after exhausting other avenues of obtaining the respondent's age including the use of personal documents.

13.5 Age Consistency Determination

There are 3 major methods to be used in determining the age consistency of the respondents;

13.5.1 The Arithmetic Method

The arithmetic method requires that you first calculate the sum of the year of birth and the age. Apply one of the following rules to determine if these responses are consistent.

IF BOTH MONTH AND YEAR ARE KNOWN

If the month of birth is before the month of Census (the respondent has had her birthday

this year), then his/her age plus the year of birth should equal the year of Census [2023].

Example: A respondent tells you that he/she was born in January [1978] and is 45 years old during Census (2023). His/her responses are consistent, since the month of birth is (January) which is before the Census month (April) and the year of birth [1978] and age (45) sum to the year of interview [2023]. Also, another respondent tells you that he/she was born in July [1999] and said he/she is 24 years old. Her/his responses are inconsistent, the month of birth (July) is before the month of Census (April).

However below are also some examples that the enumerator can use to verify the age of the respondents easily.

If the year of birth is reported by the respondent, ask if he/she celebrated birthday in the current year, then subtract the year of birth from the current year which is the year enumeration is taking place.

Example; if a respondent's birthday is Feb 1999, Had celebrated birthday in the current year as at time of visit of the enumerator in the household, subtract year of birth from the current year.

Age = 2023-1999 = 24 years

Example; if a respondent's birthday is October 1999,

Not yet celebrated birthday in current year, subtract year of birth from last year

Age= 2022-1999 = 23years

If respondent does not know his/her age and year of birth is not reported, enumerator will have to probe further;

Ask the respondent how old he/she was during the first marriage or had his/her first child, try to estimate the age from the information given to you on this.

Example; if she says she was 18 years when she had her first child who is now 10 years old, probably she is now (18 +10=28 years) at the time of enumeration.

Also, if the respondent could not remember the month when she was born, it is sufficient to subtract the year of birth from the current year [2023].

Try to relate age to someone in the household or in the compound whose age is known.

13.5.2 Chart Method

You may use the Age/Birth-Date Consistency Chart (as shown below) to check the consistency of the information the respondent provides. In using the chart, you will choose one of two approaches,

IF BOTH MONTH AND YEAR ARE KNOWN

If the month of birth is before the month of interview (the respondents already had his/her birthday this year), use the right-hand column to see what year of birth is consistent with that age.

If the month of birth is after the month of interview (she has not yet had her birthday this year), use the left-hand column to see what year of birth is consistent with that age.

IF ONLY YEAR OF BIRTH IS KNOWN

If the respondent mentions the year of birth listed on the chart which is not consistent in either the left or right-hand column of the chart, then the enumerator needs to probe to ensure that the age is consistent with either the left or right-hand column by using the historical event calendar.

Table 8.1 Age/Birth-Date Consistency Chart for the 2023 PHC

Current Age	Year of birth	
	Has not had birthday in 2023	Has already had birthday in 2023
Age	Don't know	
0	2022	
1	2021	2022
2	2020	2021
3	2019	2020
4	2018	2019
5	2017	2018
6	2016	2017
7	2015	2016
8	2014	2015
9	2013	2014

Current Age	Year of birth	
	Has not had birthday in 2023	Has already had birthday in 2023
Age	Don't know	
51	1971	1972
52	1970	1971
53	1969	1970
54	1968	1969
55	1967	1968
56	1966	1967
57	1965	1966
58	1964	1965
59	1963	1964
60	1962	1963

Current Age	Year of birth	
	Has not had birthday in 2023	Has already had birthday in 2023
10	2012	2013
11	2011	2012
12	2010	2011
13	2009	2010
14	2008	2009
15	2007	2008
16	2006	2007
17	2005	2006
18	2004	2005
19	2003	2004
20	2002	2003
21	2001	2002
22	2000	2001
23	1999	2000
24	1998	1999
25	1997	1998
26	1996	1997
27	1995	1996
28	1994	1995
29	1993	1994
30	1992	1993
31	1991	1992
32	1990	1991
33	1989	1990
34	1988	1989
35	1987	1988
36	1986	1987
37	1985	1986
38	1984	1985
39	1983	1984
40	1982	1983
41	1981	1982
42	1980	1981
43	1979	1980

Current Age	Year of birth	
	Has not had birthday in 2023	Has already had birthday in 2023
61	1961	1962
62	1960	1961
63	1959	1960
64	1958	1959
65	1957	1958
66	1956	1957
67	1955	1956
68	1954	1955
69	1953	1954
70	1952	1953
71	1951	1952
72	1950	1951
73	1949	1950
74	1948	1949
75	1947	1948
76	1946	1947
77	1945	1946
78	1944	1945
79	1943	1944
80	1942	1943
81	1941	1942
82	1940	1941
83	1939	1940
84	1938	1939
85	1937	1938
86	1936	1937
87	1935	1936
88	1934	1935
89	1933	1934
90	1932	1933
91	1931	1932
92	1930	1931
93	1929	1930
94	1928	1929

Current Age	Year of birth		Current Age	Year of birth	
	Has not had birthday in 2023	Has already had birthday in 2023		Has not had birthday in 2023	Has already had birthday in 2023
44	1978	1979	95	1927	1928
45	1977	1978	96	1926	1927
46	1976	1977	97	1925	1926
47	1975	1976	98	1924	1925
48	1974	1975	99	1923	1924
49	1973	1974	100	1922	1923
50	1972	1973			

Source: Nigeria Demographic and Health Survey (NDHS)

13.6 Historical Events Calendar Method

The Historical Events Calendar is used to help estimate ages of respondents who do not know their ages. The Calendar is critical in estimating age as respondents who could not remember their age after all efforts have been made, will be asked about events that must have happened when they were born.

The List of Historical Events assists the Enumerators in avoiding as much as possible rough guesses of respondents' age and enables them to check respondent's answers on age. That is, if the enumerator has exhausted all other means to obtain the respondents age, he/she can refer to the Historical Events Calendar and try to determine how old he/she was at the time of an important event such as a war, flood, earthquake, change in political regime, etc. and add the age at that time to the number of years that have passed since the event.

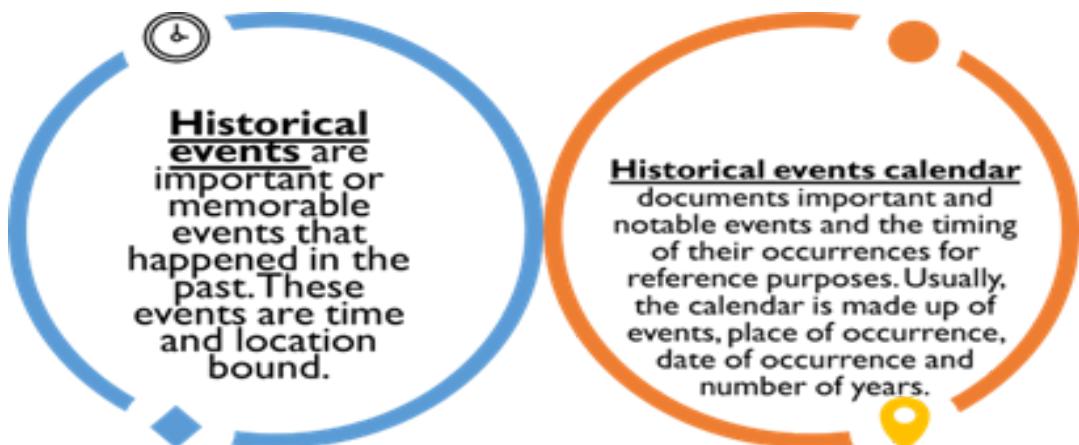


Fig. 13.1 Graphical explanation of the difference between Historical Events and the Historical Events Calendar

13.7 Methodology of Compiling Historical Events Calendar

13.7.1 Data Collection Qualitative data collection method was used.

1. Free-listing interview with relevant stakeholders (The older persons disaggregated into retired civil/public servants, traditional rulers, religious leaders etc).
2. Free listing of historical events was elicited from the discussants.
3. Verification and validation of H/E data collected.

13.7.2 Collation

The listed events were collated and arranged by place and year of occurrence and arranged from International, National, Regional through to Local Events.

Table13.2: Example of Historical Events Calendar for International, National, Regional, State and LGA in Nigeria

S/N	INTERNATIONAL EVENT	OCCURRENCE (PLACE)	YEAR	ESTIMATED AGE
1	Outbreak of locust	International	1925	97
2	Visit of Prince of Wales to Oyo Kingdom	International	1925	97
3	Visit of Sultan and the Emir of Gwandu to England	International	1934	88
4	Scarcity of salt	International	1937	85
5	Beginning of World War II	International	1939	83
6	Invasion of Russia by German Army	International	1941	81
	NATIONAL EVENTS	OCCURRENCE(PLACE)	YEAR	ESTIMATED AGE
1	Conduct of first election in Nigeria	National	1922	100
2	Establishment of Aminu Kano International Airport (first in Nigeria)	National	1922	100
3	Outbreak of locust infestation in Nigeria	National	1925	97
4	Installation of first Electricity in Nigeria (Jebba Hydro Power station)	National	1925	97
5	Nigeria Daily times Newspaper Began Publication	National	1926	96

S/N	INTERNATIONAL EVENT	OCCURRENCE (PLACE)	YEAR	ESTIMATED AGE
1	Death of Sultan Hassan of Sokoto in (North West)	Regional	1937	85
2	Establishment of the New Nigeria Development Company Corporation in (North West)	Regional	1949	73
3	Kano riot as a result of clash between the Northern and Southern Nigeria	Regional	1953	69
4	Incorporation of Northern Nigeria Development Corporation in (North West)	Regional	1956	66
5	Establishment of Ahmadu Bello University Zaria in (North West)	Regional	1962	60
6	Establishment of University of Ibadan (South West)	Regional	1948	74
7	Establishment of University of Nigeria (South East)	Regional	1962	60
8	Establishment of University of Benin (South South)	Regional	1970	52
9	Establishment of University of Maiduguri (North East)	Regional	1975	47
10	Establishment of Ilorin (North Central)	Regional	1975	47

13.8. Using Historical Events Calendar

The events in the calendar are arranged according to place and year of occurrence. The estimated age is also included to make calculation easier.

The enumerator simply has to ask the respondent that does not know his/her age what events they may have been told had occurred around the year of their birth.

The enumerator would go to the events calendar and pick the corresponding estimated age of the respondents.

Example: A respondent that says she doesn't know her age but that she is sure she was born in the year of Nigeria's Independence you look for the year of occurrence which is 1960. The corresponding age on the chart is 62 years.

Points To Note When Using Historical Events Calendar,

- The Historical Events Calendar is to be used after exhausting other means of obtaining the respondent's age.
- You use the Historical Events Calendar by asking the respondent what historical event occurred around the time of their Birth/ Marriage/etc and then picking the corresponding estimated age.

- It is possible that the events may not have occurred exactly on the year of the respondent's birthday. In that case, adjust and calculate accordingly.

Example: In our example, Nigeria's Independence celebration may have happened when the respondent was 5 years old. In that case, it would mean she was 5 years old in 1960, making her year of birth 1955. That would make her 67 years today.

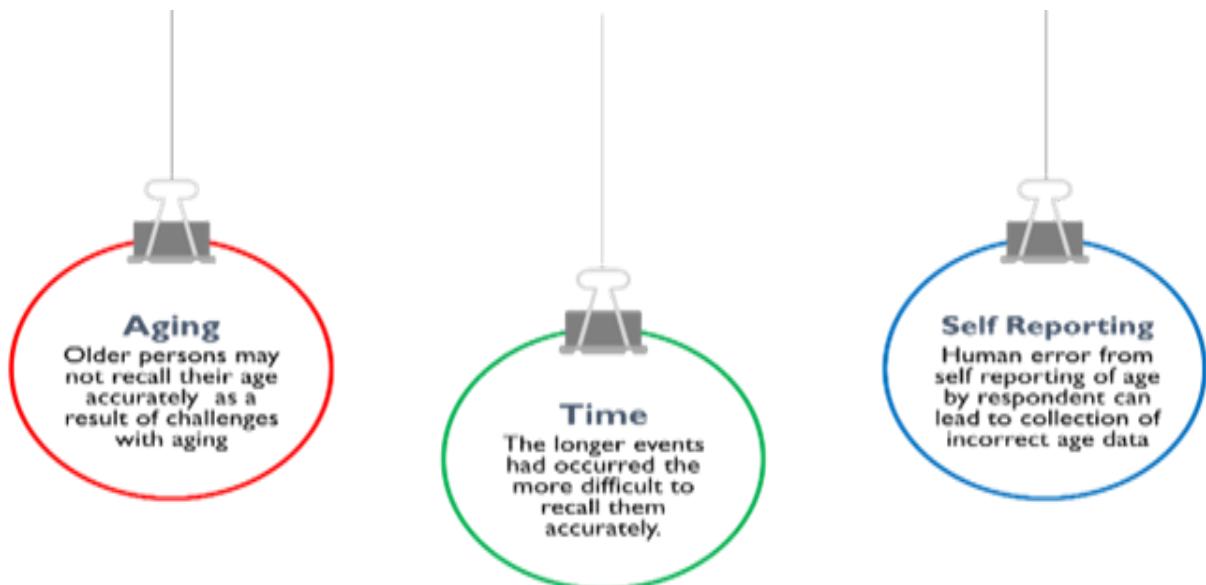


Fig.13.2. Challenges with Collecting Age Data

CHAPTER FOURTEEN

INSTRUCTIONS FOR COMPLETING BUILDING NUMBERING AND HOUSEHOLD LISTING QUESTIONNAIRE

The aim of this chapter is to introduce you to what you will be doing after you have been trained and assigned an EA. At the end of this chapter, you should understand how to identify your EA of assignment, update and conduct building numbering and household listing in your EA of assignment.

Materials to be used for building numbering and household listing include:

1. Digital Enumeration Area (EA) Map in the PDA
2. Building numbering and Household-listing form (NPC07) in the PDA
3. Biros, Notepad Chalk/Marker and/or House-numbering Stickers/Bag

14.1 Enumeration Area

During the Enumeration Area Demarcation exercise, the entire country was subdivided into small units called Enumeration Areas (EAs) using Geographic Information System (GIS). It is necessary to fetch and confirm your Enumeration Area where internet service is available. Correct identification of EA of assignment must precede Building numbering and Household listing. EA identification is aimed at ensuring that:

- You know the precise geographical area of your assignment.
- You do not miss any area or part of your assignment.

14.2 EA Maps

Recall that in chapter 3 a detailed discussion on various maps was done. For the Household listing, the EA map is what primarily concerns you as an enumerator. The EA map for an enumerator may contain one or more polygons. Where an enumerator has one EA polygon map, it means he is working within one locality. Where the EA assigned to an enumerator comprises more than one locality, the enumerator will have more than one polygon, one for each of the locality that makes up the EA.

14.3 Household listing form Questionnaire Identification Section

Questionnaire Identifiers is like the name by which a person or an object is known. It will be easier to trace a lost person if s/he has a name or bears some unique characteristics. They are needed to group the Census data from individual units to larger units such as Enumeration Areas, Localities, Wards, LGAs, and States.

The identifiers have names and codes, using the PDA, in most cases the identifiers are prefilled after proper profiling (fetching of EA maps/imageries) with your PDA. While in some instances you will be required to select the correct identifiers that relate to your EA from a pre-coded list of drop down. Note that the codes may not be visible to you but are associated with the name you select at the back end.

Among the identifier for household listing are:

ZONAL NAME & CODE: This is the geopolitical zone of the EA you have fetched.

STATE NAME & CODE: This is the name of the State where enumeration is being conducted. The State Code is a two-digit numeric number given to the State during demarcation.

LGA NAME & CODE: This is the name of the Local Government in the state where enumeration is being conducted. The Local Government code is a three-digit numeric number given to the local government during demarcation.

WARD NAME & CODE: This is the name of the ward in local government where enumeration is being conducted. The ward code is a five-digit number given to the ward during demarcation.

LOCALITY NAME & CODE: This is the name of the locality where enumeration is being conducted. The locality code is a five-digit number given to the locality during demarcation.

ENUMERATION AREA NAME & CODE: This is the name of the Enumeration Area (EA) where enumeration is being conducted. The EA code is a seven-digit number given to the EA during demarcation.

RURAL AND URBAN CODE: This is the classification of an enumeration area been in either rural setting.

ADDRESS OR NAME OF OWNER OF BUILDING: This is the physical address of the structure that is being listed. In Nigeria, there are areas that do not have conventional addressing systems, in that case it is advised that the name of the owner of the structure should be used and nearby prominent feature should be used in identifying the building.. This field is pre filled but is editable in case the address collected during demarcation has changed or was incorrect.

ENUMERATION ID: This is the unique identity of the Enumeration Area polygon assigned to you.

Note: These EA identifiers are pre-filled, that is, the CAPI will prompt them automatically for the Enumerator when s/he use their correct phone number registered for the Census to fetch it

14.4. Confidentiality Statement

An Enumerator must read out the confidentiality statement in the questionnaire at the start of listing each household; if there is a doubt by any member of the household, an enumerator should emphasise that the information to be obtained is confidential and will only be used for statistical purposes.

14.5 Procedure for Enumeration Area Identification

In order to ensure that enumerators find their EA starting point fast and accurately, the CensusPad provides a navigation feature which detects the enumerator's current position and also the location of the selected EA. The censusPad generates a route which is then displayed on Google map.

For steps on how to get to your assigned EA Using the 'Generate Route Icon' refer to Chapter 5.

14.6 Map Updating

This is the process of adding information about new features such as new buildings, roads, mast, other prominent features points, Floating populations points, found on the ground to the digital map, and correcting names, spellings of features on the map. This process also allows you to mark structures and features that are no longer in existence. The update will be added to the database.

14.7 Building numbering/Household-Listing

All structures identified during the EAD have been numbered and the numbers will be displayed against each building on your digital map. It is these numbers on your digital map that will be transferred to the physical buildings on ground.

- a. If a structure on the digital map is still on ground but not numbered on the map, click on "add building" icon for the building to be auto numbered. Then transfer the auto generated number to the physical building on ground.
- b. If a structure is currently exiting on ground but not on the digital map, stand at the position where the building is found and click on the "add building" icon to add and auto number to the structure. Then transfer the auto generated number to the physical building on ground.

- c. If a building seen on the digital map is no longer existing on ground, tap on the no longer existing building on the digital map and select “no longer existing” to mark the building as demolished

As you verify and physically number each structure, you proceed to add a household to the buildings (if it is a residential building) before moving to the next structure.

14.8 Labelling of House-Numbering Stickers

Write the building number on the sticker or walls starting with CENSUS 2023/ followed by the digital number of the building on the digital map for example, if the number of a building in the digital map is 006, then the entry on the sticker should be CENSUS 2023/006. The sticker should be pasted on the doorpost, gate or any other well visible place, about six feet from the ground so that it will be out of reach of children. Do this for all buildings/ within the Enumeration Area. However, in case of lack of stickers or if stickers cannot be pasted on rough walls, use, chalk/marker for putting numbers on buildings in a conspicuous place as mentioned above.

Complete the listing of all households in a building before you go to the next building.

14.9 Listing of Structures

In Form NPC 07, existing and new structures should be classified under any of the following levels of completion

1. Fully completed
2. Completely roofed but uncompleted
3. Partially roofed
4. Roofing level [with improvised roof]
5. Lintel level [with improvised roof]
6. Roofing level [without roof]
7. Lintel level [without roof]
8. Window level
9. Damp-Proof Course (DPC) level

Listing of structures in a multi locality EA should be done for all Localities that are attached to the EA. If an Enumerator’s area of assignment had 4 EA Maps (localities) that make up the EA, s/he must fill the forms for all the structures within each of the localities.

1410 Contents of the Building numbering Form

Every structure must be listed, buildings are represented with building points on the map as shown in the PDA. These building points come with building numbers that were given during the demarcation. The enumerator is not to recreate a new building number but to leverage on the existing number. In a case where the enumerator sees a new structure, s/he should use the “ADD BUILDING “icon to capture the building.

14.11 Questions in the Building Numbering Form

BN1: Building Ownership: Who owns this building? This question requires that the Enumerator provides a description of the owner of the building/ The question has 7 response categories:

1. **Private Individual:** This is a building that is owned by a single individual
2. **Family:** This is a building that is owned by a family.
3. **Government:** This is a building that is either owned by Federal or State or Local Government or its Agency e.g., FHA, Police, Military etc
4. **Corporate Organization/Company**
5. **Religious Body- e.g., Mosques or Church**
6. **Local Community:** These are buildings owned by community where they are located/elsewhere either for profit, leisure or social service
7. **Cooperative Society/Group of Individuals:** Sometimes individuals or groups come together and pull their resources in an organised manner in order to invest such resources which includes investment in landed property. The building owned by these groups is what is being referred to here.

BN2: Building Use: What is the current use of building? This question seeks to determine the current use of buildings at the time of the census. There are 24 categories of Building Use that enumerators can select from depending on situations applicable. The Building and codes attached to them include:

Residential (Dwelling unit(s) only-: Buildings used for dwellings by households that recognize one person as the head and share the same feeding arrangement

Residential with Commercial Activities: These are dwelling units that are used for both residential and commercial activities. For instance, a building has three floors and the first two floors are used for shops while the last floor is used for residential purposes or a part of a bungalow is used for selling things or a kiosk that is used as both a dwelling unit and a shop during the day

Residential with Social Services: These are buildings that are used for part sleeping and part social services/ social services include schools or hospitals.

Residential with Religious Activities: These are buildings that are used for part sleeping and part religious services such as church or mosque

Institutional Accommodation: Refers to buildings that are used for dwellings by people that do not recognize anyone as their head nor share the same catering arrangement. Institutional, example hostels, hotels, correctional centres, hospitals etc.

Institutional Temporary Camps: These buildings are temporary buildings that are used for dwellings by people that are together based on the reasons that are similar such as IDP camps, Road Construction Camps, Military Camps etc.

Agricultural services: These are buildings or structures mainly designed to house farm implements, hay, grain, poultry, livestock or other agricultural products. It also entails any of the structures used in farming operations, which may include buildings to house families and workers, as well as livestock, machinery, and crops.

Commercial services: These are buildings or structures where commercial activities take place. Commercial buildings include office space, retail outlets, warehouses and can be used for both profit and non-profit business activities.

Educational services: These are buildings or structures used primarily for providing academic and/or technical instruction to people and may include supplementary school cafeterias, classrooms, library, hostels and lounge, laboratory facilities, sporting facilities, theatre and community assembly halls used to facilitate teaching and learning.

Government office services: These are buildings or structures which serve the major purpose of providing a workplace and working environment - primarily for administrative and managerial workers examples are the LGAs and state's secretariats as well as Federal ministries and agencies.

Hospital services: These buildings are where sick or injured people receive medical treatment. They usually contain one or more physicians or medical professionals.

Industrial services: These are buildings used directly for the production and manufacturing of products, mining of raw materials, and the storage of finished goods.

Military services: These are buildings that refer to any structure designed to house functions performed by a military unit. General types include: administrative facilities, ammunition storage facilities, training complexes, barracks and artilleries.

Religious service: These are buildings or structures or any premises dedicated to the accommodation and service of God or other such objects of religious nature where individuals or a group of people such as a congregation come to perform acts of devotion, veneration, or religious study. Examples are mosques, churches, shrines and temples.

Parking and storage services: These are buildings or structures used for the parking of vehicles whether enclosed or unenclosed and are available to residents, clients, customers or the general public.

Transport services: These are buildings or construction facilitating movement of people or vehicles eg. airport, train stations, sea ports, bus terminals, trailer/lorry pack, etc.

Food barn/silo: These are buildings or structures usually found on a farm or Agricultural Research and Reserve Institute in which crops or animal food can be kept. Can also be referred to as grain stores and sheds.

Stand alone utility service: These are buildings that house stationary equipment for telephone, electric power, public water supply, or sewerage services, Toilet/Bathroom and so on.

Domestic equipment /machine house (Generator Grinding machine): These are any structures hosting an apparatus, equipment or machine consisting of interrelated parts performing functions, tasks that aid household chores.

Uncompleted and unoccupied: Refers to a building on which the construction has been started and has not been completed and on which there has not been any resident of such building as a result of its status.

Dilapidated and unoccupied: These are buildings or structures which through neglect or disaster lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is a hazard to the health, safety, or welfare of the general public and therefore being vacant, because it is unfit for human occupancy.

Completed but unoccupied building: There are buildings that is fully completed with furnitures or without and does not have person(s) living in them as at time Enumeration of Person(s)

Floating building: These are imaginary buildings or structure where homeless persons, homeless households lunatic and vagrants are attached to, for the purpose of enumeration within an EA.

Other (Specify)

BN3: Level of Completion: What is the level of completion of structure? This question requires that the Enumerator describes the level of completion of the structure. This question has 9 response categories:



Fully completed building:



Completely roofed- but uncompleted

Partially roofed

Roofing level [with improvised roof]

Lintel level [with improvised roof]



Roofing level [without roof]



Lintel level [without roof]



Window level



Damp-Proof Course (DPC) level

BN4: Type of Structure: What is the type of structure? This question requires that an Enumerator lists the type of structure as shown on ground. There are 12 response categories

Single Building/Bungalow (Detached): A building without an upper floor and is not attached in any way to another building.



Figure 5.4: Bungalow/Duplex

One-storey (Detached): A building with one upper floor and is not attached in any way to another building.

Two-storey (Detached): A building with two upper floors and is not attached in any way to another building.

Multiple-storey (Detached): A building with three or more upper floors and is not attached in any way to another building.

Single Building/Bungalow (Semi-detached): A single-family home that shares a single wall with the next building.

One-storey (Semi-Detached): A building with one upper floor that shares a single wall with the next building.



Figure 5.5: A one story semi detached Duplex

Two-storey (Semi-Detached): A building with two upper floors that shares a single wall with the next building.

Multiple-storey (Semi-Detached): A building with three or more upper floors that shares a single wall with the next building.

Terrace: A row of buildings/houses that are joined to each other.

Metal Container: Refers to a metal receptacle or steel cabin such as a box or jar for holding/shipping goods. It is a portable compartment in which freight is placed (as on a train or ship) for convenience of movement. Metal containers are sometimes converted to other uses such as shop/store, office or residence.

Porta Cabin: is a building that can be moved by a truck and can be used as a residential unit for a short period of time especially by tourists.

Kiosk: A small structure with one or more openings used to retain goods and services.

BN5: Roof Type: What is the main construction material used for the roof of the Structure? This question seeks to describe the type of construction material used for the roof. You are to OBSERVE, when in doubt, ask the owner or the respondent. If construction material for the roof is not any of 1 to 8 below, select OTHERS and specify.

1. Thatch/Palm Leaves/Raffia

2. Wood/Bamboo



3. Earth/Mud/Mud Bricks



4. Corrugated Metal/Zinc Sheet



5. Slate/Asbestos

6 Cement/Concrete

7. Long Span Sheet



8. Roofing Tiles



If none of the above is found, select OTHERS and specify.

BN6: Wall Type: What is the main construction material used for the wall of the Structure? This question seeks to describe the type of construction material used for the wall. You are to OBSERVE, when in doubt, ask the owner or the respondent. If construction material for the wall is not any of 1 to 7 below, select OTHERS and specify.

1. Leaves/Thatch/ Reed

2. Mud
3. Nylon/Tarpaulin
4. Wood/Bamboo
5. Metal/Zinc Sheet
6. Stone
7. Cement/Blocks/Bricks
8. Other (Specify)

BN7: Type of Floor: What is the main construction material used for the floor of the Structure? This question seeks to describe the type of construction material used for the floor. You are to OBSERVE, when in doubt, ask the owner or the respondent. If construction material for the floor is not any of 1 to 8 select others and specify.

1. Earth/Mud/Mud Bricks
2. Wood/Bamboo
3. Cement/Concrete
4. Stone
5. Burnt Brick
6. Vinyl Tiles are synthetic flooring materials made from polyvinyl chloride plastic (commonly known as PVC). It is used for floor covering.
7. Ceramic Marble Tile
8. Terrazzo
9. Other (specify)

14.12. Household Listing Form

HL 1: Serial Number of Household: The household number will be serialised within each building. The first household in the first residential building will be numbered 001; the next household, (if it exists) in the same building will be 002, followed by 003 and so on. Similarly, households found in the second residential building will be numbered 001, 002, 003, 004 and so on. Note: This household serial numbers will be automatically generated by the PAD and will be at the background not visible to the Enumerator.

HL2: Type of Household: What is the type of household? This question seeks to determine the type of household that the respondent lives in as at the time of Household listing exercise. Below are the five options with their examples and descriptions;

1. **Regular/Conventional Household:** This is a person or group of persons living together as a unit, with common feeding arrangement, with one

person recognized as the head of the unit. This may be found in any of the 8 housing units listed below.

- a. Occupied Housing Unit
- b. Homeless Household
- c. Nomadic Housing Unit
- d. Fishing and Hunting Housing Unit
- e. IDP/Refugee Housing Unit
- f. Government Settlements for IDPs
- g. Community Supported Housing Unit (IDPs).

Institutional Household: This is a group of people found in a facility that accommodates them based on the services provided by the establishment. They are usually not related and the institution has an inventory of the occupants. These can be subdivided into long stay institutions or short stay institutions.

2. **Institutional Long Stay:** These are institutions that accommodate people who are meant to stay for a relatively long time. Example of long stay institutions are:

- a. Basic Schools (Kindergarten, Primary, JSS) Boarding house
- b. Senior High School (SSS, Secondary) Boarding house
- c. Colleges (Nursing, Etc.) Boarding house
- d. Service Training Institutions (Police Training., Etc.)
- e. University/ Technical University/ Polytechnic/ University Colleges/ Colleges of education hostels
- f. Seminary/ Theologian School-hostels
- g. Monastery/ Convent-hostels
- h. Private Hostel
- i. Orphanage/ Old People Home
- j. Mining Camp/ Road Camp/ Farm Camp
- k. Refugee Camp
- l. Correctional Centre
- m. Leper Settlements (Leprosarium)
- n. Internally Displaced Persons Camps

3. **Institutional (Short stay):** These are institutions that accommodate people who are meant to stay for a relatively short time. Examples of these institutions include: Hospitals, Polyclinics, Clinics, Health Centres, Remand Homes, Police Cells, Divine Healers, Prayer Camps, Herbal Healing Centres, Bone Setters, Hotel, Guest House, Lodge.,

4. **Floating / Transient population:** Floating and Transient households are found in places such as: Transit Post e.g. At Railway Station, Lorry Park, Market (Inside or Outside),
5. **Diplomatic Corps:** These are households of citizens of foreign countries that are employees of Embassies, High Commissions and Consulates living in the offices or in their private residences.

HL3: Residency Type. What is the type of residence of this household? This question seeks to determine the type of residence that the respondent lives in as at the time of Household listing exercise. There are 30 different types of residences identified for the 2023 Population and Housing Census. Select the type of residence that is applicable for each structure.

1. **Occupied Housing Unit:** is a residential house occupied by a regular household during the census enumeration. It could be a building or some form of shelter arranged for human habitation and occupied by the household.
2. **Homeless Household:** These are identical to regular households except that they do not have a fixed dwelling at the time of enumeration. The reason for being homeless can be by natural disaster, bandit activities or insecurity, demolition by authorities and so on. A homeless household can be made up of one or more members.
3. **Nomadic Housing Unit:** are persons who migrate from place to place in search of pasture for their animals, such as some Fulani's. They do not settle in one place for a long period. Some stay in a place for only a few days. They are usually found living in groups, with identifiable households, staying in semi- permanent structures.
4. **Fishing and Hunting Housing Unit:** are people on fishing or hunting expeditions who are not returning to their regular homes at the time of enumeration. They may spend days on water or in the bush and may bring their crafts/boats to anchor at a particular point, which is outside their regular homes, for sale or preservation of their catch
5. **Internally Displaced Persons Camps:** These are camps inhabited by people that are forced to move from their usual place of residence to live temporarily in another place within the country.
6. **IDP/Refugee Housing Unit:** This refers to the housing unit occupied by or owned by IDPs or Refugees and has a structure of a household but not in the IDP camps.

7. **Government Settlements for IDPs:** This refers to the housing unit provided by the government for the purpose of accommodating IDPs that have a structure of a household but not in the IDP camps.
8. **Community Supported Housing Unit (IDPs):** This refers to the housing unit provided by a community including a faith based organisation for the purpose of accommodating IDPs that have a structure of a household but not in the IDP camps.
9. **Basic Schools (Kindergarten, Primary, JSS):** These are basic school that are BOARDING
10. **Senior Secondary School (SSS, Secondary):** These are Senior High School that are boarding
11. **Colleges (Nursing, Etc.):** These are Colleges that are boarding
12. **Service Training Institutions (Police Training, Etc.):** These are boarding residences within Service Training Institutions like the Police Training, Military Training Institutions. Please if there are residential housing units within the same compound as the institution, they should be treated as regular households.
13. **University/ Technical University/ Polytechnic/ University Colleges/ Colleges Of Education:** These are boarding residences within tertiary institutions. Please if there are residential housing units within the same compound as the institution like staff quarters, they should be treated as regular households.
14. **Seminary/Theologian School:** These are Seminary/Theological Schools that are boarding
15. **Monastery/Convent:** These are institutions where Monks and Rev. sisters stay
16. **Leper Settlements (Leprosarium):** These are centres where people infected with leprosy (lepers) stay.
17. **Hospitals, Polyclinics, Clinics, Health Centres**
18. **Remand Homes/Police Cells,**
19. **Divine Healers/Prayer Camps**
20. **Herbal Healing Centres/Bone Setters**
21. **Hotel, Guest House, Lodge**
22. **Transit Post e.g. Railway Station, airports, Lorry Park, etc.**
23. **Market (Inside or outside)**
24. **Other Location of Floating Population**
25. **Diplomatic Corps**

HL4: Name of Head of Household. Type the full name of the head of household in capital letters beginning with the surname, followed by the middle and the first names. Do not type abbreviated names, and do not type any titles before the name. In case you are unable to get the full names of the head of household, type in any other names that he/she is popularly known (nickname).

HL5: What is the sex of the head of household. Select the sex of the head of household as either Male or Female

HL6: Contact number of head of household. Type the functional telephone number of the head of household. The contact numbers of any of the household member(s) could be taken if the head has no telephone number. If the telephone number of any of the members of the household is not known record 99 and if don't have record 98.

HL7 How many people are in this Household? RECORD NUMBER OF MALES/FEMALES AND TOTAL

HL 8: WHO PROVIDED THIS INFORMATION? This question is for you to answer. It is important that you know the status of the person that provide the information about the household and select any of the following:

1. Head of Household
2. Other members of the household
3. Neighbour
4. Guide

14.13. Availability of Facilities in Enumeration Area

You are to complete the form below at the end of building numbering and household listing. You are advised to note the availability of the facilities as you carry out the numbering exercise. Where you are in doubt of the functionality and quantity, you should ask people within the EA.

AVAILABILITY OF FACILITIES IN ENUMERATION AREA			
F01: Are the following facilities found within this Enumeration Area (EA)?	Yes 1 No 2	If _____ is available, how many are functional?	If _____ is available, how many are not functional?
A. Post Office, ICT and Telecommunication Facilities:			
1) Post office			
2) Cyber café			
3) Telecommunication Mast			
B. Health Facilities:			

	1) Hospital			
	2) Public Health Centre/Clinic			
	3) Specialized Clinic/Poly Clinic			
	4) Maternity Home			
	5) Herbal hospital/clinic			
	6) Traditional Herbal Clinic			
	7) Pharmacy			
	8) Patent Medicine Store			
C.	Educational Facilities:			
	1) Pre-School (Creche/Kindergarten/Nursery)			
	2) Primary School			
	3) Junior Secondary School (JSS)			
	4) Senior Secondary School (SSS)			
	5) Vocational School			
	6) Technical School			
	7) Tertiary Institutions			
D.	Public Toilet Facilities			
E.	Community Library Facilities (including E-library)			
F.	Police Station			
G.	Financial Institutions:			
	1) Bank			
	2) Savings & Loans			
	3) Micro Finance			
	4) Credit Union			
	5) Insurance Company			
H.	Stock Exchange			
I.	Recreational Centre/ Community Centre			
J.	Market:			
	1) Local Market			
	2) Supermarket			
	3) Shopping Malls			
K.	Waste Management			
.	1) Public Dump site			
	2) Private Dump site			

CHAPTER FIFTEEN

INSTRUCTIONS FOR COMPLETING PERSONS ENUMERATION QUESTIONNAIRE (Form NPC01)

The main census questionnaire (Form NPC 01) will be used to collect information from respondents; the questionnaire is embedded in the Personal Digital Assistant (PDA). It is important to note that the Enumerator is only allowed to collect information from persons who are physically present. The Questionnaire Identification particulars are preloaded, however, crosscheck to ensure you are in the right EA.

It is important to always read the instructions given in the questionnaire before proceeding to ask questions. Also, endeavor to read carefully any message that pops up on the PDA while you are conducting an interview. Specific instructions to Enumerators are highlighted in capital letters, and are indicated in red color. These sets of instructions are for the consumption of Enumerators only, and are not to be read out to the respondents. At the end of this chapter, you should be familiar with all the questions, how to ask questions correctly and how to record the responses on the PDA.

15.1 Sections of the Questionnaire

The NPC 01 Comprises of identification particulars and 10 other sections under two categories;

15.1.1 Persons Characteristics

1. Demographic and Social Characteristics
2. Migration and Displacement
3. Literacy and Education
4. Information Communication Technology
5. Economic Characteristics
6. Difficulty in Performing Activities
7. Fertility and Child survival

15.1.2. Household-based Questions

8. Death of Household Members in the Last 12 Months
9. Housing Characteristics and Amenities
10. Sanitation

Instructions on how to complete household-based questions are contained in Chapter 10.

15.2. Questionnaire Identification

Identifiers are needed to group the census data of households to larger units such as Enumeration area, Localities, Wards, LGAs and States for determining census statistics derived from the data you collect. It is like the name by which a person is known. It will be easier to trace a lost person if s/he has a name or bears some unique characteristics. In this section, you will identify yourself, the household and the respondents. It also includes the statement of confidentiality, household type, etc.

15.2.1 ZONE NAME & CODE:

This is the name of the zone where enumeration is being conducted. A zone comprises a group of States. The zone code is a one-digit code preloaded in the PDA.

15.2.2 STATE NAME & CODE:

This is the name of the state where enumeration is being conducted. The state code is a two-digit code. The state name and code are preloaded in the PDA.

15.2.3 LGA NAME & CODE:

This is the name of the local government in the state where enumeration is being conducted. The local government code is a three-digit code and is preloaded in the PDA.

15.2.4 WARD NAME & CODE:

This is the name of the ward in local government where enumeration is being conducted. It is a five-digit code and are preloaded in the PDA.

15.2.5 LOCALITY NAME & CODE:

This is the name of the locality where enumeration is being conducted. The locality code is a five-digit code given to the locality during demarcation.

15.2.5 ENUMERATION AREA NAME & CODE:

This is the name of the enumeration area (EA) where enumeration is being conducted. The prepopulated EA code is seven-digit.

15.2.6 RURAL AND URBAN CODE

This is the identification of an Enumeration area in either a Rural or Urban setting. The rural and urban classification was also prepopulated

15.2.7 ADDRESS OR NAME OF OWNER OF BUILDING:

This is the physical address of the structure that was listed during the recently completed building numbering and household listing. In Nigeria, there are areas that do not have conventional addressing systems, in that case it is advised that the name of the owner of the structure should be recorded. This field is pre-filled but is editable in case the address collected during demarcation has changed or was incorrect.

15.2.8 HOUSEHOLD ID:

This is the identity of the Household that was listed during the building numbering and household listing exercise. The ID is the combination of the LGA Code, the EA Code, Building Code, and Household Serial Number and is also prepopulated.

15.2.9 CONFIDENTIALITY STATEMENT:

It is a pre-filled statement to be read to all respondents before the commencement of the interview. The statement assures the respondents that all the information s/he provides will be treated with upmost confidentiality.

15.2.10 CONFIDENTIALITY STATEMENT

My name is I am working with the National Population Commission. I have been assigned to work in this area in the ongoing population and housing census.

I am here to ask you questions relating to this census, and will appreciate your response. I also want you to know that this assignment is backed by law, which makes it mandatory to count all persons seen. Please be assured that the information you provide is strictly confidential and will be used for planning purpose only.

HOUSEHOLD TYPE: There are six categories of household types to be selected from as shown in Table 8.1 below. They are fully explained in Chapter 3.

Table 15.1: Types of Households and Codes

S/N	TYPE OF HOUSEHOLD	CODE
1	Regular household	1
2	Institutional (long stay)	2
3	Institutional (short stay)	3
4	Floating/transient persons	4
5	Diplomatic corps	5

S/N	TYPE OF HOUSEHOLD	CODE
6	Census functionaries	6

TYPE OF RESIDENCE: This is the type of residence that was selected during the building numbering and Household Listing exercise. Note that household types are different from type of residence as explained in Chapter 3. See Table 8.2 below.

Table 15.2: Types of Residence and Codes

CODE	TYPES OF RESIDENCE
	CONVENTIONAL/ REGULAR HOUSEHOLD
01	Conventional Housing Unit
02	Homeless Household
03	Nomadic Housing Unit
04	Fishing and Hunting Housing Unit
05	Refugee Housing Unit
06	IDPs Housing Unit
07	Secondary Housing Unit for Same Household
	INSTITUTIONAL (LONG STAY)
08	Basic Schools (Kindergarten, Creche, Primary, Jss) boarding
09	Senior High School (SSS) boarding
10	Tertiary Institution (University, Colleges, Polytechnics, Nursing School, etc.) Hostel
11	Service Training Institutions (Police Training College, Etc.)
12	Religious Training Institutions (Seminary, Theological School, Monastery, Convent, Qur'anic Schools, etc.) Hostel
13	Hostel (Private/Off Campus)
14	Orphanage
15	Old people/Nursing home
16	Mining Camp/ Road Camp/ Farm Camp
17	Refugee Settlement/Camp
18	Correctional Homes/Borstal/Leper Settlements (Leprosarium)
19	Internally Displaced Persons Camp
	INSTITUTIONAL (SHORT STAY)
20	Hospitals, Polyclinics, Clinics, Health Centres
21	Remand Homes, Police/ OtherCells
22	Divine Healing Homes, Prayer Camp
23	Herbal Healing Centres, Bone Setting Centres

24	Hotel, Guest House, Lodge
TRANSIENT/FLOATING POPULATION	
25	Transit Post e.g. Railway Station, Airport, Seaport, Pilgrimage camp, etc.
26	Lorry Park, Market (Inside or Outside)
27	Other Location of Floating Population
	CENSUS FUNCTIONARIES
	DIPLOMATIC CORPS

15.3 START TIME AND END TIME OF INTERVIEW IN THE HOUSEHOLD:

This is the start time and end time you conduct an interview in a household. It is also automated.

15.4 DATE OF INTERVIEW AND NUMBER OF VISIT:

This refers to the date and time you conduct an interview in a household. The number of visits made before the interview is completed should be recorded. Several visits should be made to the household to ensure that all members of the household are enumerated. If no other member of the household is found throughout the enumeration period after 5 visits, report to your supervisor and record 5 in the number of visits.

15.5 INTERVIEW COMPLETION STATUS:

This is to know whether the interview has been completed in the household or not. On the PDA, yellow color indicates that the interview is complete while red color indicates incomplete interview.

15.6 PERSONS IN HOUSEHOLD:

This is the total number of persons recorded in the household, this is not visible to the enumerator. This figure will be compared with the figure obtained during the building numbering and household listing for confirmation and necessary.

15.7 NAME OF ENUMERATOR AND CODE:

Name and code of two enumerators assigned to cover an EA are profiled in the PDA. See Chapter 4 on how to confirm the names

15.8 Name of Supervisor and Code

Name and code of supervisor assigned to cover a group of EA are profiled in the PDA. See Chapter 4 on how to confirm the names

15.9 Demographic and Social Characteristics

In this section, information on demographic and social characteristics of members of the household will be collected. The socio-demographic questions are to be administered to all household members. Enumerators should remember that enumeration usually starts with the head of the household where s/he is available. The following scenarios are likely to occur during enumeration:

Scenario	Description	Solution
1	The head of the household is not available and will not be available throughout the census period.	Probe to know the person who represents the head of household in the absence of the head who will not be available throughout the census period. S/he stands in place of the head of household and should assume the status of the head of household. Enumerate members of the household accordingly.
2	The head or the representative of the head of household is temporarily absent but will be available before the end of census enumeration.	Drop a call-back card and re-visit the household later for enumeration. Please note that you must honour the time and date on the call-back card.
3	The head of the household or representative is available but one or more member(s) is/are not available at the time of enumeration but will be available before the end of census enumeration.	Interview the head of the household or representative and other members of the household present at the time of interview. Drop a call-back card with respect to those who are temporarily absent and make a re-visit to conduct the interview.

Remember, where the head of the household is not available and will not be available throughout the census period, the next member in line who can stand in place of the head of household should assume the status of the household head. However, if the head of household is temporarily unavailable and expected to return within the census period, leave a callback card for the household. You are required to revisit the household and enumerate the household, but ensure that no member of the household has been previously

enumerated outside the household. After completing the enumeration of a household, proceed to the next household. Remember that you are to record only answers supplied by the respondents themselves except where the respondent is too

young to supply an answer or is incapacitated. Continue until all households and persons in the EA assigned to you are completely enumerated. Do not rely on information provided by any other person except for children or incapacitated persons who cannot express themselves verbally or in writing. In the institutional household, start enumeration with anybody available.

QUESTION	Explanation/response category												
<p>P1. What is your full name?</p>	<p>Write the full name of the respondent starting from first name, then the middle name, and the surname last. All names must be typed correctly without titles such as "Mr", "Madam", "and Alhaji" or Chief. Do not enter initials. For example, for Mrs. OLANIPEKUN, EVELYN ARINOLA, the first name is EVELYN, the middle name is ARINOLA and the surname is OLANIPEKUN (as shown in the boxes below). For someone without a middle name e.g ELIZABETH IDOKO, the first name is ELIZABETH and the surname is IDOKO (see boxes below). Abbreviated names like IDOKO, E is not allowed. A child without name at the time of enumeration should be recorded as NOT YET NAMED. In areas where the surname of the wife is the name of her husband, proceed as follows: if the surname of the husband is ABDUL, and his other name is SULAIMAN, then the surname of the wife and children will be SULAIMAN. In some other areas, the surname of wife and children is the surname of the husband/father. For example, if the name of the husband is JALINGO INUWA, with INUWA being the surname, then the wife and all children will bear INUWA as their surname. In general, enumerators should adopt whatever practice that is prevailing in the locality.</p> <table border="1" data-bbox="639 1580 1425 1665"> <tr> <td data-bbox="639 1580 925 1620">First Name</td><td data-bbox="925 1580 1210 1620">Middle Name</td><td data-bbox="1210 1580 1425 1620">Surname</td></tr> <tr> <td data-bbox="639 1620 925 1665">Evelyn</td><td data-bbox="925 1620 1210 1665">Arinola</td><td data-bbox="1210 1620 1425 1665">Olanipekun</td></tr> </table> <p>For ELIZABETH IDOKO, this name does not have a Middle name. The first name is Elizabeth and the surname is Idoko</p> <table border="1" data-bbox="639 1805 1425 1890"> <tr> <td data-bbox="639 1805 925 1845">First Name</td><td data-bbox="925 1805 1210 1845">Middle Name</td><td data-bbox="1210 1805 1425 1845">Surname</td></tr> <tr> <td data-bbox="639 1845 925 1890">Elizabeth</td><td data-bbox="925 1845 1210 1890"></td><td data-bbox="1210 1845 1425 1890">Idoko</td></tr> </table>	First Name	Middle Name	Surname	Evelyn	Arinola	Olanipekun	First Name	Middle Name	Surname	Elizabeth		Idoko
First Name	Middle Name	Surname											
Evelyn	Arinola	Olanipekun											
First Name	Middle Name	Surname											
Elizabeth		Idoko											

<p>P2. What is your sex?</p> <p>OBSERVE AND RECORD.</p>	<p>Every respondent must have his/her sex recorded. Observe and record the sex of the respondent. When you are in doubt of the sex of the respondent, do not hesitate to ask. Be careful in dealing with babies and young children. Do not assume the sex from name or dress, some names are borne by both males and females, same goes with the dresses.</p>
<p>P3. What is your age in completed years?</p> <p>RECORD AGE AS AT LAST BIRTHDAY.</p>	<p>The Enumerator should collect information concerning the age of the respondent in completed years as at last birthday. For example:</p> <ol style="list-style-type: none"> 1. If a child is 1 year and 11 months old, record 01 year for the child. This is because the child has not celebrated his/her second birthday. 2. For an infant less than one-year-old, who is one week, three months, or eleven months, you type 00 in both boxes because the child has not yet lived one completed year. 3. Probe further for every respondent who reports age ending in 0 or 5, as there is a tendency to report age ending in digits 0 and 5 and thereby distorting the age data. 4. Many people, particularly in rural areas, may not know their exact age. Make the best estimate of their ages by using the list of historical events given to you. 5. Ask more probing questions for every respondent who states that as at the time he/she was born there were no records. 6. If after using the historical event and you are unable to establish the respondent's age, use your good sense of judgment, as a last resort, to estimate the age. You should do your best to ensure that the age of the respondent is recorded in all instances. 7. If age is 95 years and above, record 95. see details on Chapter 8.
<p>P4. What is your date of birth?</p>	<p>The date of birth of a respondent is the day, month and year the person was born irrespective of the place where respondent was born. It should be in the format Day/Month/Year. If the day is not known, fill in 99. The calendar is preloaded in the PDA for the enumerator to select the respondent's date of birth appropriately. In some cases, you may rely on historical events to determine the date of birth.</p> <p>If the day is unknown, record "99", but the month and year of birth must be recorded. Probe to obtain month</p>

	<p>and year of birth. If the month is unknown, record “January” for births that occurred between January and June, and record “July” for births that occurred from July to December.</p>
<p>P5. What is your relationship to the Head of Household?</p> <p>(ASK ALL PERSONS IN HOUSEHOLD)</p>	<p>The relationship of other members to the head of household in a regular household is divided into 22 categories. Remember that a head of household could be male or female. Record how each person in the household is related to the head of household. Example; If FASIKU is the head of household, and he has a male child named Nnamdi, then Fasiku’s relationship to the head of household is “the head of household”. Nnamdi’s relationship to the head of household is “Son”. Relationships are explained as follows:</p> <ul style="list-style-type: none"> 1 = Head: of Household: person recognised as the head by other members of the household 2 = Spouse: husband or wife to the head of household 3 = Co-wife: in a polygamous household, where a wife assumes headship of the household, the relationship of other wives to her is co-wife 4 = Son 5 = Daughter 6 = Father 7 = Mother 8 = Brother 9 = Sister 10 = Niece/Nephew: 11 = Uncle/Aunt 12 = Step child: a child of one’s spouse but not one’s own 13 = Adopted child : a child that has been legally taken by another family to be taken care of as their own 14 = Foster child (a child raised by someone who is not his/her natural or adoptive parent) 15 = Brother-in-law 16 = Sister-in-law 17 = Father-in-law 18 = Mother-in-law 19 = Other blood relation: this involves blood relations not listed in any of the categories 20 = Other non-blood relation this involves anyone that is not related to the head of household by blood 21 = Domestic worker: this involves anyone that is paid to work for the head of household 22 = Visitor/guest: this is anyone that slept in the

	<p>house before the day of enumeration</p> <p>23 = Refugee: a citizen of another country who has been forced by circumstances to leave his/her country in order to escape war, persecution, or natural disaster and is found in the household during enumeration</p> <p>24 = IDP: an internally displaced person is a person who was forced to or obliged to flee his/her home or place of habitual residence in particular. This may be as a result of or in order to avoid effect of armed conflict and/or natural disaster and is found in the household during enumeration</p> <p>25 = Census functionaries: individuals who are involved in conducting census activities. These are Enumerators, Supervisors, field coordinators, Data quality assistance, Data quality Managers, Geo-Monitors, Independent Monitors, Local Government Area Census Monitors, State Census Coordinators, Call Center Agents, Census Operation Tracking Team (COTT) etc.</p>
<p>P6. Was your birth registered?</p>	<p>This section is set to canvass for information on birth registration status of all persons and is applicable to all persons. There are four response categories to this question:</p> <p>1= If birth was registered by the NPC (National Population Commission), select 1. Show the NPC birth registration certificate displayed by the PDA to the respondent for confirmation.</p> <p>2= If by other agency, select 2.</p> <p>3= If birth was not registered, that is, "NO", select 3.</p> <p>4= If DNK (Do not know), select 4.</p>
<p>P7. What is your current Marital Status?</p>	<p>This question seeks to find out the current marital status of the respondent. It is applicable to persons aged 10 years and older. Six categories are distinguished: never married, married, divorced, separated, widowed, and living together (co-habitation). Select for the respondent as appropriate.</p> <p>1 = Never Married: Male or female who has never married in their lifetime (includes single parents).</p> <p>2 = Married: This includes both respondents who are legally married as at the time of enumeration.</p> <p>3 = Divorced: No longer married because the marriage has been legally dissolved.</p> <p>4 = Separated: A respondent is separated if the current marriage is declared separated by judicial, religious or</p>

	<p>customary laws or by mutual agreements. Legal separation is affected by court decisions and it forbids either of the partners to remarry. The partners may not be residing in the same house.</p> <p>Note that where either of the spouses travelled for a long period of time for work, education, business, etc. cannot be regarded as separation.</p> <p>5 = Widowed: A respondent is widowed if the last marriage ended by the death of the spouse and one has not yet remarried. A woman whose last husband died and who has not yet remarried is widowed. A man with more than one wife, who loses one, is not a widower but a man whose only wife died is a widower until he marries another wife.</p> <p>6 = Living together (cohabiting partners): It is an informal union in which the man and woman live together for some time intending to have a lasting relationship but do not have formal, civil or religious ceremony. The two intend to have a lasting relationship but do not have a legal union. Cohabiting partners may or not bear children.</p>
<p>P8. Was the marriage registered?</p>	<p>This question seeks to determine if the marriage was documented either by the court or religious organisation. Select YES if the marriage was registered and NO if it was not.</p>
<p>P9. What was your age at first marriage?</p> <p>RECORD AGE IN COMPLETED YEARS.</p>	<p>The enumerator should record the age (in completed years) of the respondent as at the time s/he got married to her/his first spouse.</p>
<p>P10. Is your biological father alive?</p>	<p>This question seeks to ascertain whether the biological father is still alive or not. If the respondent's biological father is still alive and lives in the household, select 'Yes, in this household' code 1. If alive and lives elsewhere, select 'Yes, elsewhere' code 2. If No, select 3. If the respondent says "Do not know", select 4.</p>
<p>P11. Is your biological mother alive?</p>	<p>This question seeks to ascertain whether the biological mother (mother who gave birth to the respondent) is still alive or not. If the respondent's biological mother is still alive and lives in the household, select 'Yes' in this household. If alive and live elsewhere, select Yes, elsewhere. If No, select 3. If the respondent says "Do not know" select 4.</p>

15.10 MIGRATION AND DISPLACEMENT

Question	Explanation/Response Category
P12. What is your Nationality? Nigerian by Birth Nigerian by Naturalisation Dual Nationality Non Nigerian Nationality Unknown	<p>P12 is applicable to all persons. Every person is a national of a country or another. This question has five(5) response categories</p> <p>1 = Nigerian by Birth This refer to a person who is:</p> <ul style="list-style-type: none"> I. In Nigeria before the date of independence (October 01, 1960) either of whose parents or any of whose grandparents belongs (belonged) to a community indigenous to Nigeria. II. In Nigeria after the date of independence either parents or any of whose grandparents is a citizen of Nigeria III. Outside Nigeria either of whose parents is a citizen of Nigeria. IV. A non-Nigerian woman married to a Nigerian man is a citizen of Nigeria by either birth or naturalisation. <p>2 = Nigerian by Naturalization This refers to a Nigerian who obtained citizenship by application for naturalisation</p> <p>3 = Dual Nationality: Dual Nationality connotes that a person is a national of two countries at the same time. A person with dual nationality is legally recognized as a citizen in both countries.</p> <p>4 = Non Nigerian: A non-Nigerian is a citizen of another country who is neither a Nigerian by birth nor by naturalisation</p> <p>5 = Nationality Unknown: This refers to a person whose nationality is unknown or uncertain. It is possible to find a person who does not have any nationality residing in Nigeria but do not hold the citizenship of Nigeria and has no proof of holding the citizenship of another country</p> <p>Record appropriate response</p>

Question	Explanation/Response Category
P13. What is your other Nationality? What is your country of Nationality?	<p>This is to be asked of Nigerians with dual nationality. It seeks to know if the respondent has another nationality other than being a citizen of Nigeria. For example, a Nigerian who has United States of America's citizenship. The other nationality is the United States of America.</p> <p>Second part of P13 is to be asked of respondents who are non-Nigerian or do not know their Nationality. It seeks to ascertain the country of Nationality of these categories of respondent. Please note that this question should be asked even if the respondent does not know his/her Nationality.</p>
P14. In which Country were you born? If Nigeria, what State and LGA were you born in?	<p>This question is administered to all persons. This refers to a country where the respondent was born, which may not necessarily be the home country/country of origin.</p> <p>If the respondent is a Nigerian, record the State and LGA the respondent was born.</p>
P15. What is your State and LGA of Origin?	<p>P15 is only applicable to respondents that picked options 1 (Nigerian by Birth), 2 (Nigerian by Naturalization) and 3 (Dual Nationality including Nigeria) in P12.</p> <p>Origin is for respondents who are citizens of Nigeria (by birth or naturalisation) only: skip this question for non-Nigerians.</p> <p>The place of origin is the State and LGA to which a person's ancestors belong. It is not necessarily his/her father's place of birth or his/her own place of birth. Select the State and LGA of respondent's origin appropriately.</p>
P16. Do you usually reside in this locality? Yes 1 No 2	<p>P16 seeks to know if the respondent usually resides in the locality where S/he is enumerated. The locality of usual residence is the locality where the person lives, sleeps and engages in social and economic activities on a day to day basis.</p>

Question	Explanation/Response Category
	<p>This question has two response categories</p> <p>1 = Yes, this option is recorded if the locality of enumeration is the usual locality of residence of the respondents and</p> <p>2 = No, this option is recorded if the locality of enumeration is different from the usual locality of the respondents- for respondents who do not usually reside in the locality.</p> <p>If the respondent usually resides in the locality, that is, P16= 1, skip to P18.</p>
<p>P17. What is your country of usual residence?</p> <p>If Nigeria, what is your State and LGA of usual residence?</p> <p>SELECT COUNTRY, STATE AND LGA CODES.</p>	<p>P17 is also asked for all persons. The country of usual residence is the country where the person lives, sleeps and engages in social and economic activities on a day to day basis, the country of usual residence maybe the same as, or different from the place where the respondent is enumerated. This question seeks to know the country of usual residence of the respondent. If the respondent is a Nigerian, the State and LGA of the respondent will be recorded.</p>
<p>P18. For how long have you resided in this Place of usual residence?</p>	<p>P18 is applicable to respondents who selected 1 (Yes) in P16. The aim of this question is to find out for how long the respondent has been living in the place of usual residence where he is being enumerated. The duration of usual place of residence refers to the time interval during which each person has continuously lived in the place of usual residence at the time of census, this question has (8) response categories:</p> <p>If the respondent was born in the place of usual residence and has been living there since birth, selects 1: otherwise find out for how long (duration) the respondent has been living continuously in the usual place of residence and select the appropriate code from 2 to 8.</p> <p>The term 'since birth' refers to where a respondent was born and has been living continuously in the usual place of residence of</p>

Question	Explanation/Response Category																											
	<p>enumeration. This does not apply to someone who was born there, left for a period of time and came back. Other options should be used for the categories of people.</p> <p>Where option 1 is selected (i.e., since birth) then skip to P25. Options 2 to 8 are to find out if the respondent has been a short duration or a long duration migrant. Thus options 2 to 4 are applicable for short term duration migrants and within this category are very short duration migrants. If options 2 and 3 are applicable, check that the duration of residence in case of migration is not more than their age. See the Table below:</p> <table border="1" data-bbox="672 968 1426 1396"> <thead> <tr> <th data-bbox="672 968 763 1020">S/N</th><th data-bbox="763 968 1234 1020">DURATION OF RESIDENCE</th><th data-bbox="1234 968 1426 1020">CODE</th></tr> </thead> <tbody> <tr> <td data-bbox="672 1020 763 1072">1</td><td data-bbox="763 1020 1234 1072">Since Birth</td><td data-bbox="1234 1020 1426 1072">1</td></tr> <tr> <td data-bbox="672 1072 763 1124">2</td><td data-bbox="763 1072 1234 1124">Less than 7 days</td><td data-bbox="1234 1072 1426 1124">2</td></tr> <tr> <td data-bbox="672 1124 763 1175">3</td><td data-bbox="763 1124 1234 1175">1 week < 6 months</td><td data-bbox="1234 1124 1426 1175">3</td></tr> <tr> <td data-bbox="672 1175 763 1227">4</td><td data-bbox="763 1175 1234 1227">6 month < 1 year</td><td data-bbox="1234 1175 1426 1227">4</td></tr> <tr> <td data-bbox="672 1227 763 1279">5</td><td data-bbox="763 1227 1234 1279">1 years < 2 years</td><td data-bbox="1234 1227 1426 1279">5</td></tr> <tr> <td data-bbox="672 1279 763 1330">6</td><td data-bbox="763 1279 1234 1330">2 years < 5 years</td><td data-bbox="1234 1279 1426 1330">6</td></tr> <tr> <td data-bbox="672 1330 763 1382">7</td><td data-bbox="763 1330 1234 1382">5 years < 10 years</td><td data-bbox="1234 1330 1426 1382">7</td></tr> <tr> <td data-bbox="672 1382 763 1429">8</td><td data-bbox="763 1382 1234 1429">10 years and above</td><td data-bbox="1234 1382 1426 1429">8</td></tr> </tbody> </table>	S/N	DURATION OF RESIDENCE	CODE	1	Since Birth	1	2	Less than 7 days	2	3	1 week < 6 months	3	4	6 month < 1 year	4	5	1 years < 2 years	5	6	2 years < 5 years	6	7	5 years < 10 years	7	8	10 years and above	8
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1	Since Birth	1																										
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7	5 years < 10 years	7																										
8	10 years and above	8																										
<p>P19. What was your Country of residence 5 years ago (From March 2018- March 2023)? If Nigeria, what was your State and LGA of residence 5 years ago?</p>	<p>P19. This question is to be administered to persons 6 years and above. This question seeks to know which country/State and LGA the respondent was residing in 5 years ago.</p>																											
<p>P20. What was the main reason for your last movement?</p>	<p>P20 This question seeks to find out the reason for the last movement of individuals that have been identified. Possible response categories to this question are twelve:</p> <p>1 = Work: this category refers to respondents who moved from one country to another in the last 5 years for work related purposes. E.g. people who</p>																											

Question	Explanation/Response Category
	<p>moved in search of work, transfer, secondments, establish their own business or trade etc.</p> <p>2 = Education: this response category is applicable to people who moved from one country to another in the last 5 years for education and training related purposes. This includes apprentices.</p> <p>3 = Marriage: this response applies to people who moved to get married, join their spouse in another country in the last 5 years.</p> <p>4 = Divorce: this response applies to spouses that moved to another country after divorced.</p> <p>5 = Separation: this response applies to spouses that moved to another country after separation.</p> <p>6 = Death of family member</p> <p>7 = Natural disaster: this response is applicable to persons who moved into another country in the last 5 years as a result of flooding, famine, drought, wild fires etc. in the country they previously lived.</p> <p>8 = Conflict: this includes people who moved from one country to another as a result of conflict such as war ethnic conflict, political conflict, religious conflict and communal etc.</p> <p>9 = Repatriation: this refers to persons who moved to another country in the last 5 years after they completed a work term, business or trade, it refers to the return of people returning to their own country.</p> <p>10 = Deportation: this refers to alien population who were forcefully removed from a country that perceived their presence to be unlawful or prejudicial.</p> <p>11 = Voluntary movement(Tourism, adventure)</p> <p>12 = Other (specify): this refers to other reasons not listed in number 1, 2 number 11 above.</p> <p>Record the appropriate response</p>
<p>P21. What is the reason for displacement?</p>	<p>P21 This question is to be administered on Internally Displaced Persons (IDPs). IDPs are persons who have been forced to leave their homes or places of usual residence as a result of, or to avoid effects of armed conflict, generalized violence, human rights violation, insurgency, banditry other natural or manmade disasters, and</p>

Question	Explanation/Response Category
	<p>who remain within the boundaries of the country. Refugees are persons who as a result of well-founded fear of persecution for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, due to such fears, is unwilling to avail himself of the protection of that country. Twelve (12) response categories have been provided:</p> <p>1 = Insecurity: this response applies, if the reason for displacement is related to exposure to danger or threat or perceived lack of protection.</p> <p>2 = Conflict: this includes people who moved from one country to another as a result of conflict such as war ethnic conflict, political conflict, religious conflict and communal etc.</p> <p>3 = Persecution: this refers to displacement cost by hostility and ill treatment because of race, political opinion, religious belief and operations, nationality, membership of social group etc.</p> <p>4 = Violence: this response category is applicable to IDPs who were forced to leave their usual place of residence due to physical attack maiming, damage or fear of losing life.</p> <p>5 = Drought: this refers to IDPs whose cause of displacement is prolonged periods of abnormally low rainfall leading to shortage of water crop failure or loss of animals etc.</p> <p>6 = Flood: this is applicable to IDPs who flee their place of usual residence as a result of unusual overflow of large amounts of water causing damage to shelter livestock, farmland etc.</p> <p>7 = Desertification: this response is applicable to IDPs who left their usual place of residence due to factors such as deforestation, inappropriate agricultural land use thereby rendering a previously fertile land infertile.</p> <p>8 = Deforestation: this response is recorded for people who flee their usual place of residence as a result of deliberate or purposeful clearing of forested land, deforestation calls alteration to soil fertility, air pollution, rising temperatures etc.</p>

Question	Explanation/Response Category
	<p>9 = Wildfires: this response category is recorded against IDPs who were forced to flee their usual place of residence as a result of un plant bush fire and un control bush fire, forest fire, rural fire causing combustion of vegetation cover, crop land, settlement etc.</p> <p>10 = Land degradation: is a process in which the natural environment is affected by human induced processes that cause injury, change or disturbance to the land.</p> <p>11 = War: this category is recorded if the reason for displacement is declared armed conflict between different nations or between different groups within a country.</p> <p>12 = Others (Specify): this refers to other reasons not listed in number 1, 2 number 11 above.</p> <p>Record the appropriate response</p>
<p>P22. Were you registered?</p>	<p>P22 Seeks to know if an IDPs or refugee is registered with a local, National, Commission for refugees, Migrants and Internally Displaced Persons (NCFRMI) or International United Nations High Commission for Refugees (UNHCR) managing authority. IDPs and refugees usually live in arranged camps and are required to be registered. This question has three response categories:</p> <p>1 = Yes, by NCFRMI 2 = Yes, by UNHCR 3 = No the IDPs was not registered by either NCFRMI or UNHCR</p> <p>Record the appropriate response</p>
<p>P23. Have you ever lived in any other Locality/LGA/State besides this Locality?</p> <p>REFER ONLY TO THE LAST LOCALITY/LGA/ STATE MOVED FROM TO PRESENT LOCALITY/LGA/STATE</p>	<p>This question is applicable to all persons and is referring only to the last Locality/LGA/State moved from to present Locality/LGA/State. This question has four response categories:</p> <p>1 = Yes, in another locality in the same LGA 2 = Yes, in another LGA in the same State 3 = Yes, in another State 4 = No</p>
<p>P24. What was the main reason for your last</p>	<p>The purpose for this question is to investigate the reason why people made their last move from</p>

Question	Explanation/Response Category
movement?	<p>their previous Locality/LGA/State to where they are currently staying. Eleven possible reasons have been provided below.</p> <p>1 = work: this category refers to respondents who moved from one country to another in the last 5 years for work related purposes. E.g. people who moved in search of work, transfer, secondment, establish their own business or trade etc.</p> <p>2 = Education: this response category is applicable to people who moved from one country to another in the last 5 years for education and training related purposes including apprentices.</p> <p>3 = Marriage: this response applies to people who moved to get married, join their spouse in another country in the last 5 years.</p> <p>4 = Divorce: this response applies to spouses that moved to another country after divorced.</p> <p>5 = Separation: this response applies to spouses that moved to another country after separation.</p> <p>6 = Death of family member</p> <p>7 = Natural disaster: this response is applicable to persons who moved into another country in the last 5 years as a result of flooding, famine, drought, wild fires etc. in the country they previously lived.</p> <p>8 = Conflict: this include people who moved from one country to another as a result of conflict such as war ethnic conflict, political conflict, religious conflict and communal etc.</p> <p>9 = Repatriation: this refers to persons who moved to another country in the last 5 years after they completed a work term, business or trade, it refers to the return of people returning to their own country.</p> <p>10 = Voluntary movement(Tourism, adventure)</p> <p>11 = Other (specify): this refers to other reasons not listed in number 1, 2 number 10 above.</p> <p>Record the appropriate response</p>

15.10 Literacy and Education

Literacy and formal education are two key socio-demographic indicators. Literacy focuses on the ability to read and write in any language with understanding while formal education refers to the process of acquiring knowledge and skills in a structured school system. Formal education refers to a structured and graded form of education system that runs from primary and in some situations from nursery) school to university, and includes specialised programmes for vocational, technical and professional training.

Questions on literacy (P25 and P26) are to be asked of persons 6 years and older. The purpose of these questions relate to the individual's ability to read and write in any language. Note that a respondent is considered literate if s/he can read and write a simple statement with understanding. Literacy is more than the ability to write or distinguish between the various letters of the alphabet and counting numbers. Questions on education are not to be asked of people who are younger than three years old.

The Table below presents the questions on literacy and education; it also contains a detailed explanation of each question.

Questions	Explanation/response category
P25. Can you read and write in any language with understanding?	There are three options to be selected for this question; 1 = Yes, read and write, 2 = Yes, read only (i.e. read but can't write), 3 = No cannot read nor write. Code '1' should be selected for someone who can read and write in any language and code '2' for someone who can read only but cannot write in any language Skip to P27 if code '3' is selected.
P26. In what language can (Name) read and write with understanding?	This question should be asked from respondents whose response to question P25 is 'Yes, can read and write' (code 1), find out from the respondent the language s/he can read and write with understanding. If s/he can read and write in more than one language, select the language that the respondent understands most. If P25 is 'Yes, can read only' (code 2), find out the language that the respondent can read with understanding.
P27. What is your current schooling status?	This question seeks to determine the schooling status of the respondent at the time of enumeration and is applicable to

	<p>respondents aged 3 years and older. School here refers to any formal educational institution.</p> <p>There are three response options out of which the respondent must belong to one;</p> <p>1= Attending now: Select the option 'attending now' if the person is still receiving full-time education at the time of the Census Night. This includes those who are on vacation at the time of the Census Night and would be going back to school</p> <p>2= Attended in the past but not now: Select the option 'Attended in the past' if the person received full time education in the past and is no longer receiving as at the time of enumeration. If attended in the past but not now skip to P.29</p> <p>3= Never attended: Select the option 'never attended' if the person has never attended formal education if you select option 'Never attended', skip to P31.</p>
P28. Is the institution you are currently attending Public or Private or other organisations?	<p>This question has five options to be selected from, namely;</p> <p>1= Public: An institution whose management is run by public or government sector</p> <p>2= Public/Private: This is an institution whose management is shared between Public and Private Sector,</p> <p>3= Private only: An institution whose management is run by private organisation only</p> <p>4= Religious Agencies: These are Institutions that are wholly owned by religious organisations,</p> <p>5=Corporate body/Agency: These are Institutions that are owned by other corporate organisations either for profit or corporate social responsibilities. Select the appropriate response for the respondent.</p>
P29. What is the highest level of schooling you are attending now/attended in the past	<p>This question seeks to elicit information on the highest level of formal school respondent attended or is attending. Note that the interest here is to find the highest level of formal schooling respondent ever attended or attending and NOT completed. If a respondent dropped out of school at a level, it means s/he has attended that level. Fifteen levels of schooling have been identified and</p>

	<p>the enumerator must select the level that best describes the respondent's response. The fifteen response categories are;</p> <p>1= Basic literacy: This is equivalent to primary 1-3 of the formal system which provides reading, writing, numeracy, and skills for adults and youths who did not have an opportunity for formal education. Basic literacy lasts between 6-9 months.</p> <p>2= Post literacy: This is equivalent to primary 4-6 of the formal system and organised for graduates of basic literacy who want to acquire more knowledge and for those who for one reason or the other dropped-out from formal school between primary 1-3. The post-literacy stage usually lasts for 2-3 years. From this level, a learner can proceed for further education either through the formal or open and distance learning system.</p> <p>3= Nursery</p> <p>4= Kindergarten</p> <p>5= Primary</p> <p>6= Junior Secondary school</p> <p>7= Senior secondary school</p> <p>8=Vocational/Technical/Commercial</p> <p>9= Post-Secondary Diploma and OND</p> <p>10= Tertiary-HND</p> <p>11= Tertiary-Bachelor's degree</p> <p>12= Tertiary-Post graduate certificate/Diploma</p> <p>13= Tertiary- Professional certificate</p> <p>14= Tertiary- Master's Degree</p> <p>15= Tertiary- PhD</p>
P30. What is the highest grade (form, class/level, etc), you have completed at that level of schooling?	The highest grade/class/form completed, is the last full class, form or year COMPLETED and not the present/current one being attended. For example, if the person is currently in primary five (5), then the highest grade/class completed will be Primary four (4) since s/he has not yet completed Primary five (5). Similarly, a child who is currently in JSS 1 or who dropped out during the second term in JSS 1, will have "0" (Zero) recorded, because no grade/class has been completed at that level. Record the equivalent grade/class for persons who have attained some level of schooling through distant or

	correspondence education. If the grade is unobtainable, the equivalence of the number of years devoted to that particular type of school will provide the required information.
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15.11 INFORMATION COMMUNICATION TECHNOLOGY (ICT)

This module intended to obtain information on ownership and usage of ICT devices, use of the internet in the last 3 Months, and use of a mobile phone for money transfer and other financial transactions. Note that it excludes the use of devices for playing games, calculating, and other such activities that do not provide information. It will also cover the use of electronics/digital devices and the means of accessing information and services towards improving personal livelihood and wellbeing. This module is applicable to all persons aged 6 years and above. The following response categories should be read out to the respondent for P31, P32 and P33.

Mobile phone (Smart)	Yes..1 No...2
Mobile phone (Basic phone)	Yes..1 No...2
PDA/Tablet	Yes..1 No...2
Laptop	Yes..1 No...2

15.11.1 Definitions

Mobile phone (Smart): This refers to a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, internet access, and an operating system capable of running downloaded apps. It allows the user to browse the internet and to download and use applications such as Facebook, WhatsApp, or YouTube. It also can be used to carry out some internet transactions like banking transactions, online buying and selling etc. Example of a smartphone is shown below.



Mobile phone (Basic phone): This is a basic or feature phone that performs basic functions such as make/receive calls and send/receive text messages and perform USSD operations that does not require the internet. Usually, it has a small screen and a keyboard and does not allow you to browse websites or use mobile applications (apps) such as Facebook, WhatsApp or YouTube. Basic mobile phones in some cases can offer web browsing and email but generally cannot download apps from an online marketplace or google play store. Example of a basic mobile phone is shown below.

PDA/Tablet: It is a wireless personal computer (PC) that is smaller than a laptop. It is also referred to as a notebook but larger than a smartphone. It has in-built wireless Internet and a variety of software applications, including business applications, Web browsers, and games aside from the basic mobile phone functionality. Example of a tablet is shown below



Laptop: A laptop computer is a battery or AC powered personal computer generally smaller than the briefcase that can easily be transported and conveniently used in temporary space such as on airplanes, in libraries, temporary offices, and at meetings designed for portability, and it is most often used when space is limited and can be powered by a battery. It is sometimes called a notebook computer by the manufacturer. Example of a laptop is shown below.



Smart Television: Smart TVs essentially, an internet connected storage aware computer specialised for entertainment. That includes free and paid streaming apps such as YouTube, Netflix, etc. Example of a smart television is shown below.



QUESTION	DESCRIPTION/EXPLANATION								
<p>P31. Do you own a functional:</p> <table> <tr> <td>Mobile phone (Smart)</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>Mobile phone (Basic phone)</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>PDA/Tablet</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>Laptop</td> <td>Yes..1 No... 2</td> </tr> </table>	Mobile phone (Smart)	Yes..1 No... 2	Mobile phone (Basic phone)	Yes..1 No... 2	PDA/Tablet	Yes..1 No... 2	Laptop	Yes..1 No... 2	<p>This question asks for the ownership of the given ICT devices which are functional, whether it is used or not. This refers to the bona fide possession of an ICT device. 'Functional' here means it should be operational and able to perform basic functions at least for which the device was designed. Note that usage is not the same as ownership. You are to ask the question for each device to all eligible household members. If the response is 'Yes', to own a functional Mobile phone (Smart) select 1 and if No, select 2. This should be repeated for all the listed devices:</p> <p>Mobile phone (smart), Mobile phone (Basic), PDA/Tablet Laptop.</p>
Mobile phone (Smart)	Yes..1 No... 2								
Mobile phone (Basic phone)	Yes..1 No... 2								
PDA/Tablet	Yes..1 No... 2								
Laptop	Yes..1 No... 2								
<p>P32. Did you use a: In the last 3 Months?</p> <table> <tr> <td>Mobile phone (Smart)</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>Mobile phone (Basic phone)</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>PDA/Tablet</td> <td>Yes..1 No... 2</td> </tr> <tr> <td>Laptop</td> <td>Yes..1 No... 2</td> </tr> </table> <p>(ENUMERATORS READ ALL TYPES OF DEVICES TO THE RESPONDENT)</p>	Mobile phone (Smart)	Yes..1 No... 2	Mobile phone (Basic phone)	Yes..1 No... 2	PDA/Tablet	Yes..1 No... 2	Laptop	Yes..1 No... 2	<p>This question seeks to measure the number of persons 6 years and older that used any of the ICT devices listed, irrespective of the owner, in the last three (3) months. The "Use" here is the consumption of the services or functions of the devices, and it is not limited to the ability to operate the device. A tablet may be owned by one member of the household but may be used by all the members in that household. In this case, each member of the household uses a tablet. Note that there may be people who own a particular device but not necessarily using it. For such people, a 'No' response should be recorded. Another example is where a person uses an ICT device elsewhere. For such a person, record 'Yes'. You should ask the question for each device of all eligible members. For example, if you want to find out if Evelyn uses a smart mobile phone, then the question should be posed like this, 'Did Evelyn use a smart mobile phone?' If the response is 'Yes' or otherwise, select as appropriate. This should be repeated for all the listed devices:</p> <p>Mobile phone (smart), Mobile phone (Basic), PDA/Tablet Laptop.</p>
Mobile phone (Smart)	Yes..1 No... 2								
Mobile phone (Basic phone)	Yes..1 No... 2								
PDA/Tablet	Yes..1 No... 2								
Laptop	Yes..1 No... 2								
P33. Did you use the internet through in the	This question asks for usage of the internet in the last three (3) months through the listed devices regardless of the								

QUESTION	DESCRIPTION/EXPLANATION
last three (3) months? Mobile phone (Smart) Yes..1 No... 2 Mobile phone (Basic phone) Yes..1 No... 2 PDA/Tablet Yes..1 No... 2 Laptop Yes..1 No... 2	owner of the device. Note that if a respondent uses either of the listed devices at least once in the last 3 months, he/she should be considered as having used the internet. If the respondent has used the device to access the internet in the last 3 months, select Yes, otherwise pick No. Mobile phone (smart), Mobile phone (Basic), PDA/Tablet Laptop.
P34. Beside your mobile devices, where else do you usually access the internet in the last 3 months?	The purpose of this question is to identify members of a household who are 6 years and above and have access to the internet elsewhere aside from their mobile devices in the last 3 Months. 7 options have been identified as response categories to this question. 1= Workplace 2= At cyber café 3= In educational institution 4= Open Wi-Fi 5= In a community call centre 6= Home facility 7=None
P35. Did you use mobile banking services in the last 3 months?	The purpose of this question is to find out the number of people who used mobile phones for any of such financial transactions, even if only once in the last 3 months. Note that if the person has used someone's phone for any financial transaction within the reference period, it should be considered as having used mobile banking services in the last 3 Months. In this instance, the user may not have operated the device himself/herself for the transaction. You should then probe to find out if the person has used it for mobile banking services only or other financial transactions (money transfer, USSD operations to transfer money or buy call credits) as well. If for internet Money Transfers, select 1, if for USSD Money Transfers select 2, USSD for bills, select 3 and if for Utility bills payment select 4. The listed options have been identified as response categories to this question.

QUESTION	DESCRIPTION/EXPLANATION
	1= Internet Transfer Money 2= USSD Money Transfer 3= USSD for bills 4= Utility bills payment 5 = None

15.12 Economic Characteristics

The 2023 PHC would be one of the main sources of labour statistics, which are important elements in the measurement of economic growth and development in the country. Labour statistics are used in the analysis, evaluation, and monitoring of the labour market; governmental and non-governmental policies (relating in particular to employment, income support and industrial relations); and population groups of particular concern (e.g. younger people, older people, and women). Users of labour statistics include government and their agencies and advisers, economists, financial analysts, journalists, business people, trade unions, employer associations, students, and academic researchers.

15.7.1 Economically active persons

This section deals with the economic characteristics of the respondent. It intends to determine the activity that the respondent engaged in or did not engage in seven days before the census night that involves the combination of resources (capital goods, labour, etc.) to produce specific goods or services. It is applicable to respondents who are 5 years and older at the time of enumeration.

Question	Explanation/Response Category
P36. During the 7 days preceding the Census Night, did you engage in any economic activity, for at least one hour? (i.e since 22 nd of March, 2023, did you work?) (If Yes), how were you engaged? (THIS INCLUDES HELPING IN THE FAMILY BUSINESS/FARM, TRADING, STREET VENDING, 'BY DAY' WORK)	The question seeks to determine if the respondent was engaged in any economic activity even if it was for one hour within the seven days before the census night. Being an economic activity, it is expected that if the respondent engaged in an economic activity within the period, s/he should be rewarded. However the reward could be in cash or in-kind (food, shelter, protection, etc.). There are situations where the respondent may work and receive no reward either in cash or in kind, particularly if the person is made to work against his or her wish, and s/he is deceived into doing the work or did the work voluntarily. Select the option that is applicable to the respondent viz:

1= Yes, worked for pay (cash or in-kind): This category includes all those who worked for pay (either in cash or in kind). The pay does not necessarily mean that the person has received the pay but if the person worked and is expecting a pay later, then the person should be classified under this category. In-kind payment means that the individual either received or is expected to receive a form of payment which is other than cash. For instance, as his salary, a worker may be paid two bags of rice or an amount of money plus an item every month. Included in this category are people who sell and get profits or commission on what they sell. Note that persons who are learning trade (apprentices) and receive pay should also be classified under this category. Select '1' if only the person worked for some remuneration (cash or in-kind) in the past 7 days, even if the work was performed for at least one hour and skip to P39 (1).

2= Yes, worked for profit in own/family business: This category includes all those who worked in own/family business in producing goods and services for profit (either in cash or in kind). The profit may be received later or may have been received already. Also included in this category are persons who worked in their own business or in family business by selling goods and services for profits or commission on what they sell. Select option '2' and skip to P39 (2).

3= Yes, engaged in economic activity, but received no pay/profit: this category refers to people who engaged in some economic activity during the 7 days before the Census Night, but did not receive any remuneration for the work done. Note that this excludes those who are expected to receive payment for work done later. Included in this category are persons who are learning trade (apprentices) and receive no pay. For those who worked and did not receive pay record '3' and skip to P39 (3).

4= Yes, worked in own agricultural activity: Engagement in "agricultural activity" means any of the following:

- a. Any activity directly related to the production of

	<p>crops;</p> <p>b. Any activity directly related to rearing of poultry or livestock;</p> <p>c. Any activity directly related to the cultivation or harvesting of trees;</p> <p>d. Any activity directly related to fish farming; and</p> <p>e. Other agricultural activities such as Bee keeping, snail farming, among others.</p> <p>If a respondent says he/she worked on his/her farm during the 7 days before the Census Night, record option '4', skip to P13c and choose option '6', then proceed to ask P39 (4).</p> <p>5= No: This refers to persons who did not work (did not engage in any economic activity) within the reference period. Included in this category are those who had work but for some reasons did not work within the reference period but would definitely go back to work after the short break. Examples are persons who were on leave or strike and expected to go back to work after the break. For those who did not work in the reference period, continue to P13 (5).</p>
<p>P37. During the 7 days preceding the Census Night, how were you mainly engaged?</p>	<p>This question seeks to determine the manner or way the respondent was mainly engaged since s/he reported that s/he did not work within the seven days preceding the census night. There are four options the enumerator can select from:</p> <p>1= Available and seeking work. This is a situation where the respondent is not working but intends to work and also seeking for work. If code 1 is selected, skip to P45</p> <p>2= Available AND NOT seeking work. This is a situation where the respondent is not working but does not intend to work and also not seeking for work</p> <p>3= Not available for work. This is a situation where the respondent cannot work even if s/he is offered a job because s/he is currently being engaged with something e.g study, sickness, etc.</p> <p>4= Has work to go back to. This is a situation where the respondent did not work during the period and</p>

	<p>is also not seeking for work because s/he has the work that s/he will return to. If code 4 is selected, Skip to P39.</p> <p>The respondent may be temporarily absent from work for reasons such as:</p> <ul style="list-style-type: none"> ▪ Being on leave/without pay (e.g. people on study leave, maternity leave with or without pay, etc) ▪ Off-season (e.g. farmers or fishermen who did not do any work because it was their off-season). ▪ Temporarily ill with/without pay: (e.g workers on sick leave or on admission in the hospital who will return after recovery) ▪ Labour dispute, strike or lockout: due to dispute, strike or lock-out, workers may refuse to work or the employers may prevent workers to work. However, when the issues are resolved, workers would return to work. ▪ Temporary lay-off: workers may be asked to stop work temporarily as a result of lack of raw materials, breakdown of equipment, high cost of production, etc. ▪ Bad weather/Inaccessibility: workers could not access their work due to some natural challenges (flood, mudslide, bad road, persistent rains, etc)
<p>P38. Why were you not working or seeking for work?</p>	<p>There are respondents who did not work within the 7 days preceding the census night. The question seeks to find out the reason for their inactivity during the period. Select from the 13 possible reasons as given by the respondent. However, if s/he provides a reason for his/her inactivity which is not in the 13 options, select option 14 and specify.</p> <p>1= Did home duties (homemaker)</p>

	<p>2= In full time education /student 3= Pensioner/Retired 4= Disability condition 5= Sick and unable to work 6= Too old/Aged 7= Too young 8= Don't need to work 9= Pregnancy/delivery 10= Discouraged/frustrated 11= Wage too Low/not attractive 12= There is no work 13= No qualification/skill 14= Other Specify.....</p>
P39. Does [NAME] have a work contract/agreement?	<p>The question is to be asked of people engaged in employment work only and seeks to know if there was a mutual agreement on the terms and conditions of the work between the employer and the employee, either written or oral (verbal). It should be noted that signing “a written contract” also includes a letter of employment/appointment in which the respondent’s wage/salary has been specified, otherwise, there is no contract signed. That is, if the letter of appointment does not specify pay and other conditions of work. Select the appropriate option from the list of response categories.</p> <p>1= Written agreement with undetermined duration: A written agreement with undetermined duration is when the contract between the employer and the employee has no fixed term of engagement. In the 2023 PHC, ‘Written agreement with undetermined duration’ is an employment contract made between workers and an employer which both parties agree upon without setting a specific ending date.</p> <p>2= Written agreement with fixed duration: A written agreement with fixed duration is when the contract between the employer and the employee has a fixed term of engagement. For example, the agreement could be working for a company for up to 2 years after which he/she parts with the company.</p> <p>3= Verbal agreement: A verbal agreement is when</p>

	<p>there is a verbal contractual agreement between the employer and the employee. This means that there is no documentation on the agreement that was reached between the employer and the employee</p> <p>4= No: A 'no' response is when the respondent indicates that there was no agreement, whether written or verbal between the employer and the employee.</p>
<p>P40. IF WORKED IN LAST 7 DAYS, ASK:</p> <p>How many hours did you devote to this activity within the last 7 days?</p> <p>IF DID NOT WORK IN LAST 7 DAYS, ASK:</p> <p>How many hours did you usually devote to this activity per week?</p>	<p>The focus of this question is to find out how many hours the respondent in total, spent on economic activities in the last 7 days. Record the number of hours worked on the main economic activity so described, for each day of the week preceding Census Night, and calculate the total weekly hours of work. It is important to mention that the interest is to record the hours of effective work and not the number of hours the respondent spent at the workplace. Therefore, exclude hours paid for but the respondent did not work such as meal breaks and commuting time.</p> <p>Record the number of hours that the respondent was active in the last 7 days preceding the Census Night.</p> <p>Note: that there are 24 hours within a day and care should be taken such that the respondent does not seem to spend all his/her time on engagement of economic activities or possibly spending more than 24 hours on work within a day. For example, if on a particular day, the respondent was at the workplace at 8 a.m. in the morning and left at 5 p.m. in the evening, do not necessarily record 9 hours of work for that day. Probe to find out how many hours he/she actually worked on that day. It is possible to find that the respondent stayed out of work for 1 hour and 30 minutes and therefore hours of work for that day should be 7 1 /2 hours. Similarly, if a farmer sets off at 5 a.m. to her farm and it takes 2 hours to walk before work actually starts, then the 2 hours should not be counted as hours of work.</p>
<p>P41. What type of work did you do in the 7 days preceding the Census night?</p>	<p>This question intends to classify the work done in the 7 days preceding the census night into occupational groups. Select from the dropdown the appropriate occupation for the work done by the</p>

	respondent. If none of the occupations on the list is applicable to the respondent, the enumerator should select others and specify the occupation mentioned by the respondent.
P42. In which of these industries did you work in the last 7 days?	This question seeks to classify work done in the last 7 days into industry. Select from the dropdown the industry the work belongs to. If none of the industries on the list is applicable to the respondent, the enumerator should select others and specify the occupation mentioned by the respondent.
P43. What was your employment status in that establishment /business/industry?	<p>The question intends to find out the employment status of the respondent in the organisation where s/he worked within the 7 days preceding the census night.</p> <p>1= Employee: The respondent is employed on a regular basis in the public or private sector and receives payment in cash or kind; it could be piece rate or time rate.</p> <p>2= Self-employed without employees: The respondent engages in an economic enterprise he/she owns without hiring employees</p> <p>3= Self-employed with employees: The respondent engages in an economic enterprise he/she owns with hired employees</p> <p>4= Casual worker: The respondent is employed based on the availability of work and paid either in cash or kind</p> <p>5= Contributing family worker: The respondent engages in an economic enterprise owned by the family or a family member without payment</p> <p>6= Paid apprentice: The respondent engages in an economic enterprise and is paid, although s/he is also learning the skill.</p> <p>7= Unpaid apprentice: The respondent engages in an economic enterprise and is not paid, although s/he is also learning the skill.</p> <p>8= Domestic worker (house help, garden boy, etc.): The respondent is paid to help with cleaning and other menial tasks in a person's home</p> <p>9= Other (Specify): Where the respondent performs an activity that does not belong to any of the above categories, specify in writing the activity he/she was engaged in.</p>
P44. This industry is under	This question intends to determine what sector the

which sector management?	<p>respondent is working in. There are 6 possible sector types that have been identified for the census. These are:</p> <p>1= Public (these are individuals that work at any level of the government - Federal, State or Local government)</p> <p>2= Private (these are individuals who work in organisations that are not directly under the control of the government)</p> <p>3= International Organisations (these are individuals that work with entities established by formal political agreements between their members that have the status of international treaties; their existence is recognised by law in their member countries; they are not treated as resident institutional units of the countries in which they are located)</p> <p>4= Local NGO/CSO (these are individuals that work with any non-profit, voluntary citizens' group which is organised on a local level (either at LGA, State or Federal level)</p> <p>5= International NGO/CSO (these are individuals that work with any non-profit, voluntary citizens' group which is organised on international level - that is having presence in more than one country)</p> <p>6= Religious Organisation (those individuals that work in organisations owned by religious bodies: Christian, Islamic or others).</p> <p>7= Cultural/traditional organisation</p>
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15.8 Difficulty in Performing Activities

For the purpose of 2023 PHC, this module seeks to obtain information about difficulties faced by the respondent in performing basic activities. It includes persons who are unable to perform specific tasks or activities due to loss of function of any part of the body as a result of impairment or malformation. It includes specific problems such as disease or chronic conditions. The questions on difficulties in performing activities cover 6 main variables:

- Seeing
- Hearing
- walking or climbing stairs
- remembering or concentrating
- self-care

- speaking

In order to obtain quality data in this module, you must prepare your respondent and ensure they are comfortable before asking questions on difficulties in performing activities. You must ask the questions in the right manner and be tactful. Each question under difficulties in performing activities has 4 possible answers: 1) No- No difficulty, 2) Yes-Some difficulty, 3) Yes- A lot of difficulty and 4) Cannot do at all

The answer categories are set up so that the respondent can indicate the level of difficulty. Please ask your respondent to tell you if s/he is having any of the 4 response categories. Please note, this module is applicable to all persons 5 years and above in the household.

Prepare the mind of the respondent to answer the questions by reading out the statement below:

“In this Census exercise, everyone is considered important. We want information about everyone including children and adults, and whether anyone of them has a form of difficulty in performing certain activities, including due to old age. It is important that no one is left behind because of their functioning status. So, please, I will now ask you about the functioning status of every member of this household that are age 5 and older in turn”.

Question	Explanation/Response Category
<p>P45. Is [NAME] an Albino?</p> <p>OBSERVE AND RECORD</p>	<p>Albinism is a rare group of genetic disorders that cause the skin, hair, or eyes to have little or no color. Albinism is also associated with vision problems. Most people with albinism have fair complexions. Individuals with the condition are referred to as albino.</p> <p>There are 2 response categories to this question:</p> <p>1= Yes 2= No</p> <p>Observe and record 1 if the respondent is an albino and 2 if s/he is not an albino.</p> <p>This question is to be administered to persons age 5 years and above.</p>
<p>P46. Do you have difficulty seeing, even if wearing glasses? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot see at all?</p>	<p>This question on difficulty in seeing is to identify persons who have challenges seeing even when wearing glasses. This question should be asked whether or not your respondent wears glasses.</p> <p>There are 4 options to this question:</p> <p>1= No- No difficulty 2= Yes- Some difficulty</p>

Question	Explanation/Response Category
P47. Do you have difficulty hearing, even if using a hearing aid? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot hear at all?	<p>3= Yes- A lot of difficulty 4= Cannot do at all</p> <p>The purpose of this question is to identify persons who have some hearing limitations or problems of any kind with their hearing, even when using a hearing aid. Included are problems hearing with one or both ears.</p> <p>Below are the response categories to this question:</p> <p>1= No- No difficulty 2= Yes- Some difficulty 3= Yes- A lot of difficulty 4= Cannot do at all</p>
P48. Do you have difficulty walking or climbing stairs? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot walk at all?	<p>This question intends to obtain information on persons who have some limitations or problems of any kind walking or climbing stairs. The capacity to walk should be without the assistance of any device (wheelchair, crutches, walker, etc.) or human. If such assistance is needed, the person has difficulties walking. Difficulty walking or climbing stairs include problems walking up or down stairs.</p> <p>This question has 4 response categories :</p> <p>1= No- No difficulty 2= Yes- Some difficulty 3= Yes- A lot of difficulty 4= Cannot do at all</p>
P49. Do you have difficulty remembering or concentrating? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot remember or concentrate at all?	<p>Difficulty remembering or concentrating means that the individual cannot bring to mind or think again about something that has taken place in the immediate past. Remembering should not be equated with memorising. Concentrating refers to the use of mental ability to accomplish some tasks such as reading, calculating numbers or learning something. It is associated with focusing on the task at hand in order to complete it. Included are problems finding one's way around, being unable to concentrate on an activity, or forgetting one's whereabouts. Also included are problems remembering what someone just said or becoming confused about most things.</p> <p>Please, note that remembering or concentrating because of accumulated everyday stress are not included.</p> <p>There are 4 options to this question:</p> <p>1= No- No difficulty</p>

Question	Explanation/Response Category
	<p>2= Yes- Some difficulty 3= Yes- A lot of difficulty 4= Cannot do at all</p>
<p>P50. Do you have difficulty with (self-care such as) washing all over or dressing? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot self care at all?</p>	<p>The purpose of this question is to identify persons who have problems taking care of themselves independently including washing and dressing. Washing all over refers to the process of cleaning one's entire body (usually with soap and water). This includes cleaning hair, feet, and brushing of teeth, as well as gathering any necessary items for bathing, such as soap sponge, towel, or water. Dressing refers to all aspects of putting clothing or garments on the upper and lower body, including the feet. Included are the acts of gathering clothing from storage areas (i.e. closet, wardrobe), lace shoe, tying knots, zipping, etc.</p> <p>This question has 4 response categories:</p> <p>1= No- No difficulty 2= Yes- Some difficulty 3= Yes- A lot of difficulty 4= Cannot do at all</p>
<p>P51. Using your usual language, do you have difficulty in speaking? Will you say you have no difficulty, some difficulty, a lot of difficulty or cannot speak at all?</p>	<p>The purpose of this question is to identify persons who have challenges with talking, listening, or understanding speech such that it contributes to difficulty in making themselves understood by others or understand others.</p> <p>There 4 options to this question:</p> <p>1= No- No difficulty 2= Yes- Some difficulty 3= Yes- A lot of difficulty 4= Cannot do at all</p>

15.9 Fertility and Child Survival

Fertility is a key component of population change (the others are mortality and migration) and the main driver of population growth. Complete and accurate data on births and deaths of children are used to generate various fertility and child survival indicators which support the effective implementation of population and development programmes and general decision making. The data are also important for determining the burden and distribution of social services such as educational and health facilities. The census provides an opportunity to obtain disaggregated fertility data at various levels such as National, Geo-political zone, State and Local government area. Census data on fertility and child survival will complement available administrative and survey

data in computing key fertility and child survival indicators. This section describes the fertility behaviour of females 10 years and older. It seeks to find out the total number of children (male and female) ever born alive by females 10 years and older and the survival status of their children as well as the age of the mother at birth of her first child born alive. It also collects information on the last live births by women aged 10-54 years. This module serves as a source of data for fertility and child survival indicators to monitor the population growth and development dynamics.

15.9.1 Definitions

- **Live birth:** A live birth is defined as the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which after separation, cried, breathed, or showed any other evidence of life, such as the beating of the heart, pulsation of the umbilical cord, definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.
- **Stillbirth/foetal death:** It is a birth where the baby is born with no sign of life at or after 28 weeks (7 months) of gestation. Technically, it refers to the disappearance of life before the expulsion or extraction from its mother of a product of conception. Questions on Children ever born and children surviving are described in the table below.

The inclusion criteria are:

1. All females aged 10 years and older should respond to questions P52 to P55
2. All females aged 10-54 years should respond to questions P56 to P59

Question	Explanation/Response Category
P52. How many male and/or female children have you ever born alive?	Children Ever Born (CEB) alive: This is the total number of children born to a woman 10 years and older, in her lifetime up to the Census Night, whether born in or out of a wedlock and whether born in the present or previous union. Remind the respondent to include all livebirths (both alive and dead) she had in her life time. This includes all live-born children who are currently alive, may be adults, living with the mother as one household, or living elsewhere. It also includes all children born alive but might have died before the Census Night. You must not record adopted or foster children or children of relatives who may be living in the households. You also should not include any of her husband's children to whom the

Question	Explanation/Response Category
	respondent did not give birth herself. Finally, you must not record children who were born dead (stillbirths), miscarriages, or abortions. You should record the number of all live births of the female concerned by sex and in two (2) digits. Note that multiple births such as twins must be recorded as two (2) children. If the female concerned has not had any live birth during her lifetime, you should record 00 in the boxes provided. The total number of birth should be equal to the total number of biological children of the women living in the household plus the total number living elsewhere and the total number of death the woman has recorded.
P53. Of the children you have born alive, how many male and female children are currently living with you in the household?	This question refers to all surviving children (male and female children) of the woman living with her in the same household as at the time of the census period. Fill in the number of sons and daughters who are now living with the respondent. Remember that we are only interested in the respondent's OWN natural (biological) children and not foster children, children of her husband by another woman, or children of a relative. You should record the number of children born alive who are still alive and living in the household by sex in the boxes provided. If the woman has no surviving children living with her in the household, you should record 00 in the boxes provided
P54. Of the children you have born alive, how many male and female children are currently living elsewhere?	These questions refer to the respondent's biological sons and daughters who are alive but not living with her in the household. For example, they may be living with a relative, may be staying in a boarding school, may have been given up for adoption, or may be grown-up children who have left home. Record the number of children born alive but living elsewhere by sex in the boxes provided
P55. Of the children you have born alive, how many male and female children have died?	The question on children who have died is extremely important and is among the most difficult on which to obtain accurate data. Some respondents may fail to mention children who died very young, so, if a woman answer NONE, it is important to probe by asking, "Any baby who cried, who made any movement, sound, or effort to breathe, or who showed any other signs of life even if for a very short time?" Some respondents may be reluctant to talk about this subject and may become sad or upset that you are asking such questions. Be empathetic and tactful in such situations. Say that you know the subject is painful but that the information is

Question	Explanation/Response Category
	important. If none of the children ever born alive had died since birth, you should record 00 in the boxes provided

15.10 Children Ever Born And Children Surviving

SURVIVAL STATUS OF THE LAST LIVE BIRTH

This section focuses on questions relating to the birth of the last child of the woman and it is applicable to women 10 - 54 years.

P56. What is the date of birth of the last child or children born alive?	<p>This question seeks to know the date of birth of the last child born alive to the woman. Record the date as appropriate in the boxes provided: Day/Month/Year</p> <p>If the day is unknown, record “99”, but the month and year of birth must be recorded. Probe to obtain month and year of birth. If the month is unknown, record “January” for births that occurred between January and June, and record “July” for births that occurred from July to December.</p> <p>If the woman has never given birth, click on the box with three bold marks on the right hand side of the response box and select never given birth.</p>
P57. What is the sex of birth of the last child or children born alive?	<p>This question seeks to collect information on the sex of the last child or children born alive to the woman. Select the appropriate response either Male or Female. Indicate the number of last births by sex. If none, record ‘0’. In the case of multiple children (twins, triplets, etc) you are to select whether they are male or/and female children. Record the figures in the boxes provided.</p>
P58. What is the survival status of the last child or children born alive?	<p>This question helps to achieve two things: first, it finds out whether the last child born alive (P57) is still living. The second is to find out the sex of this child who is still living. Note that there could be multiple births some of whom may have died. Indicate the number of last children surviving in the appropriate box for males and females. If none, record ‘0’ for male and female.</p>

P59. How old were you when you had your first live birth? RECORD AGE IN COMPLETED YEARS	This question seeks to determine the age of the woman when she had her first live birth born to her. Record the age of the woman when she gave birth to her first child. For women who cannot recall or do not know their age when they had their first child, help them to estimate using historical events.
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15.11 Instructions for Completing Household Level Questions

This chapter introduces the housing module of the NPC 01 questionnaire. This part of the questionnaire is devoted to collecting information on deaths of household members in the last 12 months; housing characteristics and amenities. It is concerned with conditions and household facilities in occupied buildings. Questions on household characteristics range from H1 to H13 and the Housing Sanitation Questions from S1 to S6.

15.12 Purpose of the Household Level Questions

These questions are meant to gather information on deaths in the household as well as on deceased females aged 10 to 54, including questions on pregnancy related deaths. Questions on housing characteristics and amenities are intended to collect data on the quantity and quality of housing in Nigeria as well as on the availability of some essential amenities in the buildings and essential facilities in the households. Information to be collected include materials for construction of the wall, floor and roof, number of rooms occupied by each household, type of dwelling, essential amenities available (power, and water supply, waste disposal, toilet etc.) and essential facilities available in households or accessible to household members e.g., radio, television, telephone, etc. Enumerators are expected to ensure that all instructions are strictly followed so as to collect high quality data. Such information is indispensable to planners and policy makers in evaluating housing conditions, estimating housing needs and formulating housing policies.

Explanations on how to administer these questions and how to record responses correctly are provided in this chapter. Remember that all housing questions relate to households and should as much as possible be answered by heads of households. In their absence, other adult members of the household can provide answers. Assure respondents that information supplied will be treated as confidential.

Therefore, the objective of this chapter is to:

1. Introduce the Household Deaths section (Mortality)
2. Introduce the housing and amenities questions;
3. Housing Sanitation, and
4. Explain how to administer each of the housing questions.

15.13 Mortality (Deaths in the Household)

Question	Explanation/Response category
M1 Has any member of this household died in the last 12 months? If "yes", record the number of death(s) in the household in the last 12 months.	<p>This question seeks to determine if any member of the household has died in the last 12 months. This question is to be answered by the head of the household or any adult member that is knowledgeable about events that happened in the household within the last 12 months before the census enumeration. The questions are about death (a sad event) that might have occurred in the household. You should therefore be tactful as a good interviewer to solicit this information. In some situations your respondent may not be able or willing to recall these events. You should therefore be respectful as well and let the respondent know that the information that he/she supplies shall be valuable for planning against the recurrence of such an event in the future. Select 1 for yes or 2 no from the header question, which asks if any member of the household died in the last 12 months? if the response is no, no death has occurred in the last 12 months then proceed to the questions on housing characteristics. However, if the answer is yes, then record the following information for each member who has died, starting with M01.</p>
M01 What was the name of the deceased?	<p>This question seeks to find out the full name of the deceased without titles in the household.</p>
M02 What was the sex of deceased?	<p>This question seeks to find out the sex of the deceased in the household. Select 1 if Male and select 2 if female</p>
M03 What was the date when the death occurred?	<p>This question seeks to find out the day and month the deceased died.</p>

Question	Explanation/Response category
M04 How old was the deceased at the time of death?	This question seeks to find out the age of the deceased in completed years at death.
M05 What was the date of birth of the deceased?	This seeks to find out the date of birth of the deceased. Remember that this question refers to death in the last 12 months. Refer to the age estimation tool in Chapter 8.
M06 Was the death due to accident, violence, homicide, or suicide?	This question seeks to ascertain if the death was accidental like in vehicle crash, strife in resulting to death, murder, or self-inflicted death by any means like self-poisoning, hanging or deliberate cutting of blood vessels by the individual. There are two response options 1 for "Yes" and 2 for "No".
M07a At the time of death, was she pregnant?	Questions M07a to M07c applies to a deceased woman, aged 10 to 54 whose death was pregnancy related. There are two response options 1 for Yes and 2 for No. There are two response options M07; 1 for Yes and 2 for No.
M07b At the time of death, was she giving birth?	There are two response categories to this question; 1 for Yes and 2 for No.
M07c At the time of death, was she within 6 weeks of childbirth?	There are two response categories to this question; 1 for Yes and 2 for No.
M08 Was the death registered?	This question applies to all deaths in the household in the last 12 months, and has three response categories, Yes with NPC coded 1; Yes with other organisations, coded 2; and No with code 3.

15.14. The Household Characteristics and Amenities Question

It is assumed that you have concluded enumerating the head (or at least one adult member) of the household and that you are ready to administer questions on housing. Politely draw back the attention of the head of household to this part of the questionnaire. It is assumed that you had earlier told the head to expect your calling on him/her back for this purpose. These questions are to be answered by the head of the household or any other adult member assigned to do so by the head on his/her behalf. Enumerators are however reminded of the need to be very observant and be prepared to probe where

they doubt the respondent's answer. For instance, where you suspect the floor finishing to be wood and it is reported as terrazzo, the enumerator may have to politely request the head to unveil the rug that may be covering the floor for confirmation.

15.15 How to Administer the Housing Questions

This section explains each of the questions in more detail.

H1 Type of Building

What type of structure is the household occupying? This refers to the type of residence occupied by the households as at the time of the census enumeration.

In a residential house occupied by a regular household during the census enumeration. It could be a building or some form of shelter arranged for human habitation and occupied by the household. Some structures may serve more than one purpose. In some cases, people live in the building and some of the rooms serve as offices or shops where people transact their business or sell their goods during the day. In as much as regular households live in such a structure, it should be classified as a housing unit and select 1. Note that if the response option is from 2 to 5 skip to H9A.

Where the respondents are living in institutional building for example Hostel, Correctional Centres, Hotels, etc select '2'; if makeshift structures select '3'; if open space, like homeless household, homeless person, select 4; if other forms of human habitation not included in the categories above select '5, and specify the nature of habitation.

It is only a household living in a housing unit (i.e., coded '1' in (H1) that will be required to provide answers to the remaining housing questions (H2 to H13). For households whose living quarter during the enumeration period is coded '2' to " ; in H1, go to H9A. QUESTIONS H2 TO H13 ARE TO BE COMPLETED FOR HOUSEHOLDS LIVING IN HOUSING UNIT ONLY (i.e., H1 IS CODED 1)

H2 Type of housing unit

What type of housing unit is the household occupying? The purpose of this question is to identify the type of dwelling unit occupied by the household in the building or structure during the census enumeration period.

A detached house (Bungalow/Duplex): This applies to households occupying an entire building unit that may be a one, two or more-bedroom house unattached to another housing unit (e.g., a duplex and bungalow) Select 1



Figure 6.1: A Typical example of a detached house (Bungalow)

Semi-detached house: This refers to a household occupying a single housing unit attached to another single housing unit. The adjoining housing unit would have a common dividing wall that extends from ground to roof. (e.g., a bungalow) Festac type in Lagos or Gwarimpa type in Abuja. Select 2.



Figure 6.2: A Typical example of a Semi-detached house

Terrace/Row House: A terrace also known as row/chain housing is where three or more houses are joined by their side walls. Select 3.



Figure 6.3: A Typical example Terrace/Row Buildings

Flat in a Block of Flats: This is a situation where the household occupies an entire flat among other flats in a building containing two or more flats. The flats will have common roofing and usually consist of two or more floors. Select code 4.



Figure 6.4: A Typical example of a Flat in a Block of Flats.

Rooms/let in House: This refers to a household that occupies one or more single rooms among other rooms in a house/flat. Thus, the household shares a common door and passage with other occupants of the house/flat. The household may, or may not, share utilities such as the toilet, kitchen and store with other occupants (Face me/I Face you). Select 5.



Figure 6.5: A Typical example of rooms /let in House

Traditional structure made of traditional materials: This applies to a household occupying a housing unit made of natural materials such as thatch, wood, mud (not plastered), bamboo, etc. Select 6.



Figure 6.6: A Typical example of a Traditional structure made of traditional materials

Informal/Improvised dwelling: This is a temporary structure used for dwelling by the household such as makeshift ,kiosks, tents, shacks, cargo-containers, caravans, etc. Select 7.



Figure 6.7: A Typical example of Informal/Improvised dwelling

Uncompleted structure: This is a permanent building\structure under construction at the time of the enumeration. The structure should be up to DPC (Damp Proof Course/foundation) level. If it is roofed/ decked and put to use, it can be regarded as a completed building. Select 8

Any other habitation should be indicated as others and the enumerator should select 9 and specify.

H3 Sleeping Rooms

How many sleeping rooms are available to this household? This question seeks to determine the total number of sleeping rooms occupied by the household. The enumerator should ask the head of the household how many rooms the household occupies in the building for sleeping. Note that rooms to be included are the space under exclusive use by the entire members of the household for sleeping. This excludes the sitting room, dining room, kitchen, store, toilet and bathroom. If, however, any of these utility rooms has been converted and is currently being used as a sleeping room, such utility rooms qualify as part of the sleeping room. This question must be clearly explained to the respondent to enable the enumerator to get a reliable answer. (Enter as reported by the respondent).

Questions **H4 to H13** are designed to collect information on types of material used for constructing the housing unit being occupied by the household. If there is more than one type of material, record the main material: that is, the material that covers the larger part of the housing unit. Select the appropriate option based on your observation. Also, it is expected that through mere observation, the enumerator will know the type of material used for the construction of the housing unit. In some instances, direct observation will not be possible, the enumerator is expected to ask from the respondent any time there is doubt as to the type of material used for the finishing.

H4 Floor (Finish)

What is the main construction material used for the floor of this dwelling? Record the material used for the finishing of the floor of the housing unit (living quarters) occupied by the household. For example, the finishing of the sitting room might be marble while the other rooms have mere cement finishing. In such instances the material that is used for the major part of the dwelling should be recorded. Select the applicable material among the options listed. Where the materials used are not included in the list, select 9 and specify the material in the space provided. This should be done by observation, but ask if in doubt,

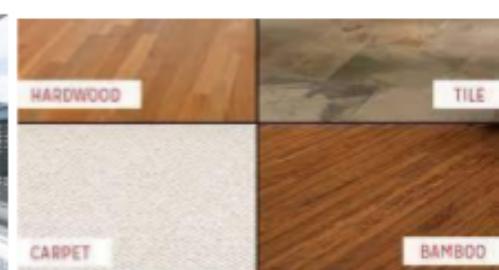
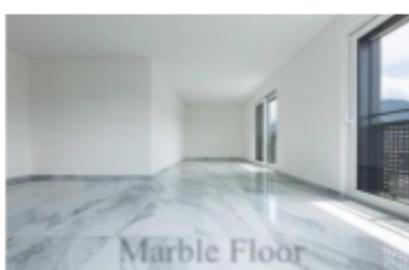
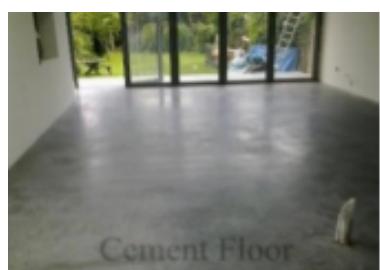


Figure 6.8: A Typical example of a cement, marble, hardwood, carpet, tile and bamboo floor.

H5: Wall (Finish)

What is the main construction material used for the walls of this dwelling? There may be more than one kind of construction materials used to build the dwelling. Record the main material used in the construction of the larger part of the outer walls of the building/structure. Select the appropriate option based on your observation. Select '9' for any other material not stated in 1-8 in the space provided. Observe and record

H6 Roof (Finish)

What is the main construction material used for the roof of this dwelling? This is not a question that you will have to ask the respondent since you will be able to see for yourself the kind of materials used for the roofing, however, ask if you are not sure. If there are more than one type of material, record the main material that is used in roofing the larger part of the housing unit. Select the material in options 1-8 listed. Where the material used is not among those listed in 1-8, select 9 and specify the material used in the space provided.



Figure 6.9: A Typical example of Slate/Asbestos, Corrugated metal and cement / concrete Roofs

H7: Ownership Status

Who owns this housing unit? The enumerator should find out, from the head of the household, the owner of the house that household occupies. The response should fall under any of the following categories:

1. **Head of Household:** The head of the household owns this property. Under this category the house might have been bought, built or owned through "Owner" occupier scheme, mortgage saving or otherwise. The

underlying factor is that the head of the household fully owns the house as a personal property. (Select 1)

2. **Spouse to the Head of Household:** This applies where the owner of the house being occupied by the household is a spouse to the head of the household. The spouse who owns the house may or may not be living with the household as at the time of enumeration. A situation where the wife owns the house, the woman may have been given the house in her place of work. (Select 2)
3. **Other Household Member:** Other members of the household apart from the identified head (or his spouse) owns the property. Under this category the house might have been built, bought or owned through “owner occupier scheme”, mortgage savings or otherwise. The underlying factor is that the house is owned by some other member of the household but occupied by both the head and other members of the household. (Select 3)
4. **Relative but not Household Member:** Here, a relative to the head or any other member of the household owns the residential accommodation occupied by the household being enumerated. The relation (either by blood or marriage), is not living with the household being enumerated and as such is not a member of the household. (Select 4)
5. **Private Owned (Landlord):** These are properties owned by private individuals other than members of the household occupying the building. The tenancy agreement is between the landlord and members of the household. Select 5
6. **Private Employer/other private agency:** There are properties owned by a private individual that employs a member of the household or an agency like NGO that is the employer of the individual. The tenancy agreement is between the employer and the allottee or the agency and the employee. This is a situation where the member of the household lives in his or her boss's house or house owned by the agency he or she is working for. (Select 6). These are properties owned by private agencies such as Estate developer, Mortgage Agency, and Cooperative Association. The household being enumerated occupies the building and pays rent to the agency that owns the property. The tenancy agreement is between the allottee (who is a member of the household) and the agency. Select 6
7. **Public/Government Ownership:** These are residential accommodations owned by a public agency/corporation or government (Federal, State or

LGA). Here the allottee either pays rent directly or rent allowance may be deducted from his/her salary, as in the case of government ownership. The underlying factor is that the house is owned by a public agency. (Select 7)

8. **Other (Specify):** This category includes any other form of ownership arrangement under which the household occupies the house excluding options 1 to 8 above. The enumerator should request the respondent to describe the ownership arrangement. He should thereafter briefly record it within the space provided in the PDA. Enumerator should select '8' in this category.

H8 Tenure Status

What is the tenure status of this household (i.e. Tenancy arrangement)?

The enumerator should find out from the head of the household (or an adult member) the form of tenancy arrangement under which the household occupies the building/compound. Select the most appropriate option accordingly. The response should fall under any of the following categories:

1. **Owned:** These are properties built and occupied by the head or a member of the household either alone or jointly with other household members. Under this category no rent is paid to anybody. The house might be owned through the "owner occupier scheme", mortgage savings or otherwise. The underlying factor is that a member of the household owns the house as a personal property. (Select 1)
2. **Owned but not yet paid off:** The house might be owned through the "owner occupier scheme", mortgage savings or otherwise. The underlying factor is that the housing unit has not yet been fully paid for. The head or any member of the household does not wholly own the house yet. Here the allottee pays rent directly or indirectly to the legal owner that may be public (government) housing authority or other housing organisation. The organisation relinquishes ownership only on completion of payment. (Select 2)
3. **Rented:** This refers to a situation where the household pays rent on the building occupied to the owner of the building. The key factor here is that the rent is paid regularly and not with the intention of taking possession of the building at any time in future. The rents are paid to the owners of the building who may be government housing authority, individual or an organization. (Select 3)

4. **Rent-free:** Here, no member of the household owns the building and no rent is paid for occupying the building, no rent is paid irrespective of the type of ownership of the building. (Select 4)
5. **Squatting:** Refers to a building occupied by people living in it without the legal right to do so, or unlawful occupation and inhabitation of a building. (Select 5)
6. **Others (Specify):** This category includes any other form of tenancy arrangement under which the household occupies the house excluding options 1-5 above. The enumerator should request the respondent to describe the tenancy arrangement. He should thereafter briefly record it in the space provided on the PDA. Enumerators should select '6' in this category.

H9A Source of Water for Drinking

What is the main source of drinking water for members of your household? This question is for recording the main source of drinking water for the household. If the main source is seasonal, refer to the current main source. The response should fall into one of the following categories.

1. **Bottled Water (Including from water dispenser):** This consists of water packaged in plastics or glass bottles of varying sizes which could be carbonated or not and sold to the households for drinking. Select '1'
2. **Sachet Water (Pure water):** This is water packaged in heat-sealed plastic sleeves (polytene) and sold to the households for drinking. select '2'
3. **Pipe Borne inside Dwelling:** This is water supply to the premises through pipes laid by Water Board/Corporations. Water rates are usually paid. For such a facility select '3'



Figure 6.10: A Typical examples of Pipe borne water inside Dwelling

4. **Pipe Borne (Water) inside the Compound:** If the main source of water for the household is pipe borne but it is obtained from outside the/compound (i.e., from a public standing pipe) select '4'.
5. **Pipe Borne (Water) outside Dwelling/Compound:** If the main source of water for the household is pipe borne but it is obtained from outside the building but inside the compound select '5'.



6. **Bore-hole:** This is a hole drilled in an area with low water level. It is usually covered with a surface tank on top of it where water is pumped into using a power-driven pumping machine. Pipes are usually connected to the surface tank to supply the whole building or buildings. If the household gets its water from a borehole, select '6'.
7. **Protected Well:** Surface wells are dug usually in areas where the water level is not deep. Their surface area is not large and they are normally not as deep as borehole, thus making it possible to draw water manually using twine/rope and a small bucket. Protected wells are with cover lids to preserve the water from contaminants. If the household draws its water from a well, select '7'.
8. **Protected Spring:** This is a spring protected from runoff, bird droppings, and animals by a "spring box" which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution. select 8.



9. **Rainwater collection:** Some households have an in-house tank built to collect rainwater for household use. If this is the main source of water for drinking in the household, then select '9'. Please note that occasional collection of rainwater to supplement other main sources should be ignored. In other words, for a household to be said to have rainwater as its main source of water for drinking, this source (rain-water collection) should account for a higher proportion of the water (than other sources) used by the household for drinking in a year. If the main source is seasonal; the above applies to the current main source of water for drinking. Select "9" for this source.
10. **Water Vendor: (Tanker Supply):** Water is obtained from a provider who uses a truck to transport water into the community. Typically, the provider sells the water to households for drinking select 10
10. **Water Vendor (human pushed or Animal drawn Cart /Tricycle (Mairuwa) and others):** In some areas and in some households, water vendors are patronised on a regular basis, particularly during dry season. Water vendors hawk water that they have fetched from the neighbourhood or from some distance away from the neighbourhood. Residents of such areas buy water from these vendors. If the household buys water on a regular basis for drinking, select "11".
11. **Unprotected Well:** Surface wells are dug usually in areas where the water level is not deep, but without a cover of any type. If the household draws its water from such well for drinking, select '12'
12. **Unprotected Spring:** This is a spring that is subject to runoff, and/or bird dropping of animals. Unprotected springs typically do not have a 'spring box'. If the household gets its drinking water from unprotected spring, select '13'.
13. **Rivers/Stream:** This refers to natural running water with a source and a source of discharge. It normally runs every time but the volume could reduce and may even dry up during the dry season. If the source of water for drinking to the household is any of the sources mentioned above select '14'.



14. **Dam:** This refers to a barrier constructed to hold back water and raise its level, forming a reservoir used to generate electricity or as a water supply. If the source of water supply is Dam, select '15'.
15. **Lake/Pond:** This refers to a large area of water surrounded by land. If the source of water is a lake or pond select '16'.
16. **Others (Specify):** Some households may have other sources of water supply apart from those listed above. In such a case, specify the source of water supply and select '17'.

H9B Water Supply for Domestic Use

These questions are for the entire household and are expected to be answered by the head of the household or any adult member. What is the main source of water used by your household for other domestic purposes such as cooking and washing? This question is meant for recording the main source of water supply for domestic use to the household. Domestic uses include water for cooking, bathing, washing, etc. If the main source is seasonal, refer to the current main source. The response should fall into one of the following categories.

1. **Bottled water:** Processed and bottled water which includes water dispenser select code '1'
2. **Sachet water:** processed and packaged in polythene. Select code '2'
3. **Pipe Borne (Water) inside Dwelling:** This is water supply to the premises through pipes laid by Water Board/Corporations. Water rates are usually paid. For such a facility select '3'.
4. **Pipe Borne Water inside the compound.** This is the main source of water for domestic use by the household is pipe borne water obtained from inside the building/compound (i.e., from a standing pipe inside the compound) select '4'.
5. **Pipe Borne (Water) outside Dwelling:** If the main source of water for domestic use by the household is pipe borne water obtained from outside the building/compound (i.e., from a public standing pipe) select '5'.
6. **Bore-hole:** This is a hole drilled in an area with low water level. It is usually covered with a surface tank on top of it where water is pumped into using a power-driven pumping machine. Pipes are usually connected to the surface tank to supply the whole building or buildings.

If the household gets its water for domestic use from a borehole, select '6'.

7. **Protected Well:** Surface wells are dug usually in areas where the water level is not deep. Their surface area is not large and they are normally not as deep as borehole, thus making it possible to draw waters manually using twine/rope and a small bucket. Protected wells are with cover lids to preserve the water from contaminations. If the household draws its water from a well, select '7'.
8. **Protected Spring:** This is a spring protected from runoff, bird droppings, and animals by a "spring box" which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution. select '8'..
9. **Rainwater collection:** Some households have an in-house tank built to collect rainwater for household use. If this is the main source of water for domestic use in the household, then select '6'. Please note that occasional collection of rainwater to supplement other main sources should be ignored. In other words, for a household to be said to have rainwater as its main source of water for domestic use, this source (rain-water collection) should account for a higher proportion of the water (than other sources) used by the household for domestic use in a year. If the main source is seasonal; the above applies to the current main source of water for domestic use. Select "9" for this source. See figure
10. **Tanker Supply:** Water is obtained from a provider who uses a truck to transport water into the community. Typically, the provider sells the water to households for domestic use select "10". See figure
11. **Water Vendor Cart supplied:** In some areas/households, water vendors that use tricycle, /Keke Marwa/ Animal drawn cart etc are patronised on a regular basis, particularly during dry season. These water vendors hawk water that they have fetched from the neighbourhood or from some distance away from the neighbourhood. Residents of such areas buy water from these vendors. If the household; buys water on a regular basis for domestic use, select "11".
12. **Unprotected Well:** Surface wells are dug usually in areas where the water level is not deep, but without a cover of any type. If the household draws its water from such well for domestic use, select "12"

13. **Unprotected Spring:** This is a spring that is subject to runoff, and/or bird dropping of animals. Unprotected springs typically do not have a 'spring box' for protection. If the household gets water for domestic use from this source, select "13".
14. **Rivers/Stream:** This refers to natural running water with a source and a source of discharge. It normally runs every time but the volume could reduce and may even dry up during the dry season. If the source of water for domestic use to the household is from any of the sources mentioned above select "14".
15. **Dam:** This refers to an artificially created water body with an inflow of water embanked by either earth materials or concrete wall with a regulated outlet. It is usually perennial and hardly dries up during the dry season. If the water for domestic use is from this source mentioned above select "15".
16. **Lake/Pond:** This refers to a natural or artificially created water body with an inflow of water and may be naturally occurring due to the shape of the land or artificially dredged to hold water. It is usually perennial and hardly dries up during the dry season and residents around it go there to fetch waterIf the water for domestic use is from this source mentioned above select "16"..
 1. **Other (Specify):** Some households may have other sources of water supply apart from those listed above. In such a case, specify the source of water supply and select "12".

H10: Cooking Fuel

What type of Energy/Fuel (Source) does this household mainly use for cooking? The main source of energy for cooking in the household should be selected. Where the Household uses more than one energy source for cooking, the one predominantly used for preparation of meals in the household should be specified. For example, a household that uses a gas stove in baking once in a while, but uses kerosene stove in cooking its daily meal, should be classified as using "Kerosene" as its cooking fuel.

Seven different sources of energy which most households use for cooking are identified. For a household not using any of these as its main source, select '8' and specify the Source in the space provided. Sources of cooking fuel identified are:

1. **Solar:** If the cooking appliances used in preparing most meals in the household use solar energy, select '1'.
2. **Electricity:** For households that use mainly electricity for cooking select '2'. Examples are households that use electric stove/cooker, or hot plate mainly for cooking.
3. **Gas (LPG):** This applies to households that use mainly compressed hydrocarbon gas either in a cylinder or otherwise for cooking. Select '3'.
4. **Gas (Biogas):** This applies to households that use mainly gaseous fuel produced by the fermentation of organic matter either in a cylinder or otherwise for cooking. Select '4'.
5. **Kerosene:** For households that use mainly kerosene stove for cooking, select '5'.
6. **Coal:** If the main source of energy for cooking in the household is coal (locally made from burnt wood or mined from the ground). Select '6'
7. **Firewood:** Some households especially in rural areas and small towns make use of firewood as the main cooking fuel. For such a household, select '7'.
8. **Animal Dung/Sawdust/Coconut husk:** Some households make use of animal dung, sawdust, or coconut husk for cooking. If any of these is the main source of cooking fuel predominantly used in the household, select '8'.
9. **Do not Cook:** Some households may not like to cook but buy food outside therefore select '9'.
10. **Other Specify:** Some households may be predominantly using other sources of cooking fuel in the household apart from those listed in options 1 to 9 above. In such a circumstance, specify the type of cooking fuel mentioned by the respondent and select '10'.

H11: Cooking Space

What type of cooking space does this household use? This question seeks to determine the type of space the household uses exclusively for cooking. There are five different options for cooking space:

1. **Separate room for exclusive use of household:** This is a situation where the household uses a separate room exclusively for cooking, this could be inside the building or outside. For households that use separate rooms for cooking select 1.
2. **Separate room shared with other households:** Separate room for exclusive use of household: This is a situation where the household uses a

- separate room shared with other households or households for cooking, this could be inside the building or outside. For households that shares separate room for cooking with other households select 2
3. **Enclosure without roof:** This refers to a situation where the space the household uses for cooking is enclosed with a zinc, mud, mud blocks, thatch or strolls without a roof mostly outside the building but within the compound select 3 if the household uses enclosure without roof.
 4. **Shed:** A shed is a small simple structure in a yard with a roof made of thatch or zinc supported by wooden or iron pillars used for cooking by the household, select 4 if the household uses a shed for cooking.
 5. **Bedroom/Hall/Living room:** Some households use their bedroom, living room or hall for cooking, select 5 if the household uses bedroom, living room or hall for cooking.
 6. **Veranda/Porch:** Some households might use their veranda as a cooking space. Select 6 if the household uses the veranda or porch as a cooking space.
 7. **Others Specify:** Where some households have others spaces to cook their food select 9 and specify the cooking space mentioned by the respondent and select '7'.

H12A Lighting Fuel

In the past 12 months what are the Energy/Fuel (Sources) used in this household? This question seeks to find out all the sources of Energy/Fuel used by the household for Lighting at night. The sources of Energy/Fuel could be electricity, gas, kerosene, solar, etc. For those that rely on electricity, three sources are identified: PHCN, Rural Electrification Scheme and Generating set. Where there is more than one source, select all that apply to that household. The options are:

1. **Solar:** If the appliance that serves as a source of lighting in the household derives its energy through a solar (sun) device, select '1'.
2. **Electricity (Public source):** If a source of lighting to the household is from electric current supplied through the Power Holding Company of Nigeria (PHCN) or Rural Electrification Board, or Generator, etc, select "2".
3. **Electricity Petrol/Diesel (from Private Generator):** If a source of lighting to the household is from electric current supplied through the privately owned source , select "3".
4. **Gas (LGP):** Some dwelling units depend more often on gas lamps at night, Gas lamps include lamps that use liquefied petroleum gas (LPG) as

well as pressure lamps that are pumped before being lit. For such a household that use Gas, select “4”

5. **Gas (Biogas):** Some dwelling units use biogas as a source of lightning. For such a household that use Gas, select “5”
6. **Kerosene:** This refers to ordinary kerosene lamps with a glass mask and wick, which are not pumped to operate. select “6”.
7. **Candle:** This applies to households that use candles mainly for lighting, in this case, select ‘7’.
8. **Torchlight:** This applies to households that use touch lights for lightning. Select ‘8’.
9. **Other (specify):** There may be other sources of lighting for dwellings at night that are not specified in 1-6 above, select ‘9’ and specify the source

H12B Lighting Fuel

What type of Energy/Fuel (Source) does this household mainly use for lighting? This question seeks to find out the main source of Energy/Fuel mainly used by the household for Lighting at night. The sources of Energy/Fuel could be electricity, gas, kerosene, solar, etc. For those that rely on electricity, three sources are identified: PHCN, Rural Electrification Scheme and Generating set. Where there is more than one source, the source used most of the time, not the occasional source, should be indicated. The options are:

1. **Solar:** If the appliance that serves as the main source of lighting in the household derives its energy through a solar (sun) device, select ‘1’.
2. **Electricity (Public source):** If the main source of lighting to the household is from electric current supplied through the Power Holding Company of Nigeria (PHCN) or Rural Electrification Board, or Generator, etc, select “2”.
3. **Electricity Petrol/Diesel (from Private Generator):** If the main source of lighting to the household is from electric current supplied through the privately owned source , select “3”.
4. **Gas:** Some dwelling units depend more often on gas lamps at night, Gas lamps include lamps that use liquefied petroleum gas (LPG) as well as pressure lamps that are pumped before being lit. For such a household that use Gas, select “4”
5. **Gas (Biogas):** Some dwelling units depend more often on biogas as a source of lightning. For such a household that use Gas, select “5”
6. **Kerosene:** This refers to ordinary kerosene lamps with a glass mask and wick, which are not pumped to operate. select “6”.

7. **Candle:** This applies to households that use candles mainly for lighting, in this case, select '7'.
8. **Torchlight:** This applies to households that mainly use touch lights for lightning Select '8'.
9. **Other (specify):** There may be other sources of lighting for dwellings at night that are not specified in 1-6 above, select '9' and specify the source.

H13 HOUSEHOLD ASSETS

Does this household own any of the following facilities (in good working condition)? The question seeks to find out whether the household owns the mentioned facilities in good working condition. The enumerator should find out from the head of the household or other adult member of the household about the ownership of the facilities listed below. select Yes (1) if the household owns the facility or NO (2) if it does not.

HOUSEHOLD ASSETS:	Yes/No
Air conditioner	
Bicycle	
Boat	
Bus/Truck	
Canoe	
Car	
Computer Laptop/Desktop	
Donkey/Horse	
Fan	
Gas Cooker	
Generating Set	
Home wifi	
Motorcycle	
Radio	
Refrigerator	
Television with cable (free to air)	
Television with cable paid subscription (DSTV, Startimes, HiTv, GoTv, TSTV etc.)	
Television without subscription.	
Washing machine	

15.15 Sanitation

S1A. Solid Waste Storage

What type of refuse receptacle (bin, sack, polythene etc.) is mainly used by your household? The question seeks to determine the kind of container that is used to keep refuse in the household. Solid wastes are rubbish (refuse), excluding excreta, generated by members of the household. The method of storing such solid waste is what is of concern here. Seven methods of solid waste storage system are identified as follows;

1. Covered standard waste bin
2. Uncovered standard waste bin
3. Covered container
4. Uncovered container
5. Covered/uncovered basket
6. Sack
7. Polythene bag alone
8. Others (specify)

Select 8 (others specify) if any of option 1 to 7 does not apply to the household solid waste storage system.

S1B: Solid Waste Disposal

What is the main means of solid waste disposal used by members of your household? The question seeks to find out the method of solid waste disposal used by members of the household. The method of disposing of such solid waste is what is of concern here. Eight different methods of solid waste disposal are identified as follows;

1. Solid Waste Collected By Authorised Collectors: Some households use waste disposal bins supplied by the Waste Management Board, and located either within their premises or at designated points within the neighbourhood, to dispose their waste, For such household, select '1'
2. Solid Waste Collected By Unauthorised Collectors: This refers to an arrangement by the household with a person or group of persons to come around and collect their solid waste for disposal. The household usually pays for this service. For such households select 2.
3. Solid Waste Disposed In Public Approved Dumpsite: Some households dispose of their generated waste in an open dumpsite (approved by the local authority). Such dumpsites being an approved site are expected to

be cleared at regular intervals by the local authority or its agents. For such households that apply to this method select 3.

4. Solid Waste Disposed In An Unapproved Dump Site: The household and with other neighbouring dwellers may dispose of their waste on an open piece of land (at times on an undeveloped piece of land, by the bank of rivers or in an abandoned/uncompleted properties) without any designated waste bin. Select 4' for households that use this method.
5. Solid Waste Buried By Household: This refers to a hole dug by a household to bury its refuse. If the household digs a hole and buries its solid wastes (refuse) then select '5'.
6. Solid Waste Burnt By Households: The waste generated are gathered together by the household in a place within or outside the premises of the dwelling unit) and burnt to ashes. If a household burns its generated waste most of the times then select '6'
7. Household Dispose Into Drainage/ River/Sea/Creek/Pond: This is a situation where households dispose of their solid waste directly into the drainage, river, sea, creek and pond around their dwelling. For such households, select 7
8. Other (Specify): If any of the option 1 to 8 does not apply to the household, select 8 and specify.

S2: Waste Water Disposal

How does your household dispose of waste water from bathroom, kitchen, laundry e.t.c.? This question seeks to know the method used by the household in disposing of their waste water from bathroom, kitchen, laundry e.t.c.

Four different method of waste water disposal are identified as follows;

1. Flows or thrown into drains/gutter
2. Through drainage into a pit (soak away)
3. Thrown onto the ground/street/outside
4. Through the sewage system
5. Others (specify): some households may be using other methods different from the ones listed from 1 to 4 above. Select 5 and specify.

S3. Toilet Facility

What type of toilet facility do members of your household usually use? This question seeks to find out the type of toilet facility the household mainly uses. A toilet is a place primarily meant for the disposal of human waste (faeces). The Enumerator should ask the respondent the type of toilet facility available for

household use. The appropriate option for the response should then be selected. The type of toilet facility should fall into one of these categories:

1. Water Closet within the housing unit.
2. Water Closet exclusively used by households outside the housing unit.
3. Water Closet shared by households outside the housing unit (outside the building).
4. Ventilated improved Pit Latrine exclusively used by households.
5. Ventilated improved Pit Latrine shared by households.
6. Pit latrine without ventilation with covering, exclusively used by households.
7. Pit latrine without ventilation with covering, shared by households.
8. Pit Latrine without covering (Without Slab).
9. Public Toilet: These are toilets built by the community, government, or private individuals/organisations for public use. It may be a Water Closet (WC), pit-latrine or bucket/pan. The toilet facility may be used free of charge or for a fee.
10. Bucket/Pan: This is a toilet facility in which a bucket or pan is used to collect faeces.
11. Hanging Latrine: A hanging latrine is a makeshift structure built over water. It usually has a squat hole in the floor which allows excreta to fall directly into the water below
12. Nearby (Bush/Beach/Fields): This refers to a situation in which the household uses the nearby bush, beach, or field as their toilet.
13. Other (specify): Some households may be using other types of toilet facility different from those listed above. For such a household, select '14' and specify the type of toilet facility available to the household.

S4: Sharing of Toilet Facility

Does the household share this toilet facility with another household? This question seeks to find out whether the household shares the toilet room (s) available with another household. Select Yes or No depending on the response from the respondent.

S5: HANDWASHING FACILITY

What is the main handwashing facility used by the members of your household? (ASK AND OBSERVE)

Fixed placed hand washing facility with running water and soap/detergent/ash present in some areas.....1

Fixed place hand washing facility with running water without soap, detergent and ash present..... 2

Mobile container, dedicated for hand washing with running water and soap, detergent and ash present..... 3

Others do not have detergent, soap and ash but don't have mobile container dedicated for hand washing with running water....4

No source of dedicated facility with running water or soap, detergent and ashes.....5

S6. Number of Toilet Rooms

How many usable toilet rooms are available in the household? This question seeks to find out the number of toilet rooms that are functional in the household. Record the number appropriately.

CHAPTER SIXTEEN

ENUMERATING SPECIAL POPULATIONS

This Chapter focuses on how to enumerate Special Populations. Special Populations are identified groups based on demographic or other specific traits, who require special consideration or attention during enumeration.

16.1. Population that Require Special Attention

The Special Population groups are:

- a. Homeless Persons
- b. Homeless Households
- c. Nomadic Households
- d. Transient Population
- e. Fishing and Hunting Populations
- f. Women in Purdah
- g. Foreigners within the country
- h. Offshore Workers
- i. Field/Camp Populations
- j. Internally Displaced Persons (IDPs)
- k. Refugees

16.2 Enumerating Special Populations

Different techniques are employed to enumerate populations in each of these categories during a Census because of their special characteristics and peculiarities. These techniques and methods are explained fully below. Regular and institutional households are not considered a special population. Institutional households can be in special institutions like correctional centres, mental homes, hospitals, barracks (field camps), etc.

Since there may be restrictions on entering these institutions, the heads of these institutions are usually called upon for permission to enumerate their occupants (that is persons in their care). In some cases, these institutions provide their own staff that will assist enumerators in approaching the occupants for the purpose of enumeration. Please do not hesitate to seek their cooperation for enumeration purposes. In case of any difficulty, please contact your Supervisor.

The Commission conducted a pilot mapping of pockets, clusters and locations of all special population groups in every part of the country. Each special population group listed in Section 16.1 belongs to an EA (form part of an EA). Information on location, characteristics, etc. of each special population group

will be loaded as an additional layer on the EA map in the CensusPad. Enumerators should check for the existence of any special population groups in their EAs immediately after they fetch their assigned EAs from the CensusPad. Special populations will be enumerated as part of the EA they belong to. Women in purdah, though considered as a type of special population, are usually found in a regular household setting.

16.2.1 Homeless Persons

Homeless persons include beggars, vagrants and lunatics who are usually found in public places. Places where homeless people sleep may include bridges, parks and marketplaces. You should ask community leaders and NGOs for such places during household listing, it is expected that you have identified and recorded the places where homeless people sleep at night. Homeless persons will be enumerated on the first night of the Census (after 12:00 midnight). It is therefore necessary to go round at night and familiarise yourself with the places during the building numbering and household listing. For that, you may need protection from relevant authorities. Do not approach the homeless persons alone for security reasons.

List the homeless persons continuously as you listed members of the institutional household. Use your initiative as an enumerator to complete the questionnaire for them where they are unable to provide answers by themselves or consult local leaders. Use your best sense of judgement to estimate their ages in case it is difficult to obtain the same.

16.2.2 Homeless Households

Homeless households have to be enumerated as regular households. Homeless households are identical to regular households except that they have no fixed place of abode. Complete forms for each homeless household separately, just as you did for regular households. Remember also that homeless households can be made up of one or more members.

16.2.3 Nomadic Households

These are persons who move from place to place in search of pasture for their animals. Nomads do not settle in any one place for a longer period. Some stay in a place for only a few days. Their settlements may not have been indicated on your EA map because they may not have been there during EA demarcation. Those recorded on the EA map may no longer be there. Check their thumbs to confirm that they have not been enumerated and proceed to enumerate them.

Nomads must not be confused with other Cattle Rearers who are settled in one location for a longer time (more than two years). Their cattle move out but return later in the day or after a few days. Suggestions for approaching and enumerating nomads include:

1. **Use of Government Agents**, Representatives of veterinary/sanitary staff or any other government agency associated with the nomads enjoy the confidence of cattle breeders and will usually cooperate with them. It is important to be familiar with the culture of the nomads. For example, the Fulanis do not normally give out the names of their first son, first daughter, first son-in-law, first wife, etc. Do not put pressure on a respondent who does not give such names. Other members of the family may be willing to give them.
2. **Use of Tribal or Traditional Leadership Structure**: Nomads usually take direction from their heads or leaders. To obtain information from them, you can use their leaders.
3. **Camp Approach**: The camps where Nomads are living must have been identified and listed during building numbering and household listing. You should approach Nomads in such camps and enumerate them.

16.2.4 Transient Populations

Transient Population refers to persons and/or households that are not likely to return to a regular or an institutional household within the enumeration period. They include persons or households that are on the move and cannot be assigned to any specific building. During household listing you have identified and recorded the places where the transient population can be found. They are found at international borders, airports, sea ports and motor parks. Only international transit persons should be enumerated at seaports, international airports and border towns, usually on the move. Domestic transit passengers at local airports, train stations, motor-parks etc., should be counted at their places of destination.

All international transit persons should be enumerated continuously on a questionnaire just like you enumerate an institutional household.

16.2.5 Fishing and Hunting Population

Fishing and hunting are seasonal occupations in many communities. The fishermen and hunters spend days on water or in the bush during the season. Fishermen normally bring their crafts/boats to anchor at particular points,

while hunters bring their catch to a nearby village for sale. Enumeration should be carried out at such concentration points.

16.2.6 Census Functionaries

Like all other persons residing in Nigeria, census functionaries should be enumerated. They will be enumerated under household type “Census Functionaries”. Each team of Enumerators should be enumerated in their EA of assignment while other functionaries (such Supervisor, Coordinator, DQM, Monitors, etc) should attach themselves to an EA within their area of assignment for enumeration.

16.2.7 Women in Purdah

Female enumerators should enumerate women in purdah, as males enumerators may not be allowed into their courtyards. In case the enumeration team consists of only male enumerators, permission of the head of household or assistance of the community leaders must be sought in advance. In such circumstances, be more careful to respect, and follow, the cultural practices and with a little tact and commitment you should be able to win the confidence of the head of household or community leader, which will allow you to enumerate women in purdah with ease.

16.2.8 Foreigners within the Country

Since we are carrying out a de-facto Census, persons of any nationality physically seen in Nigeria are to be enumerated. All foreigners staying in Nigeria during the census period will thus be enumerated just like other citizens wherever they are found in the Enumeration Area.

16.2.9 Offshore Workers

Offshore workers are both Nigerian citizens and non-Nigerians working on the high seas who will not return to their usual place of residence throughout the enumeration period. These are for example members of staff of oil companies drilling crude oil on the high sea. They should be enumerated with the help of dockworkers who should provide the means of reaching such workers. The State Directors/Comptrollers should contact the officials of the companies in advance to assist in ensuring that all persons working on the territorial waters of the country are enumerated. Offshore workers on the high sea should be enumerated as institutional households.

16.2.10 Field/Camp Population

The field/camp population includes:

- I. Soldiers on bush-exercise
- II. Miners in the field

The field/camp population are enumerated on the first day of the census but enumeration may not necessarily start from midnight. Seek the permission of the camp leaders before the enumeration day.

16.2.11 Internally Displaced Persons (IDPs)

Internally displaced persons were forced to move from their usual place of residence to live temporarily in another place within the country, as a result of violence, communal clashes, famine, Government policies or natural disaster. You enumerate them in the same manner as homeless persons or households.

16.2.12 Refugees

These are persons who are unable or unwilling to return to their country of origin owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion. Refugees who are in camp are to be enumerated as institutional households while those who are integrated in communities will be remunerated as regular households.

CHAPTER SEVENTEEN

RE-INTERVIEW SURVEY

17.1. INTRODUCTION

There are errors but the same cannot be said of non-sampling errors, which can occur at every stage of data collection (Planning, field operation, tabulation and computation). Unlike the sampling error, which decreases with increased sample size, non-sampling errors increase with increase in sample size. This means that non sampling errors are expected to be higher in census than in surveys. It is for this reason that re-interview is necessary to minimise non-sampling errors.

17.1.1. What is re-interview survey?

A Re-interview Survey is another innovative quality assurance layer that will be implemented during the 2023 PHC. It is an evaluation tool for assessing the level

of compliance to the protocol by the Enumerators and checking the accuracy of data they collected right on the field. It entails the visiting of Supervisors to selected buildings and households to observe how enumerators conduct live interviews and, re-administer some key census questions after enumeration is completed in the households. Buildings and households that will participate in the Re-interview Survey will be randomly selected. This survey is centred more on checking for content errors than coverage errors, although it may to some extent determine coverage errors.

17.2 Re-Interview Methodology

The Re- interview Survey will be conducted in two stages:

- I. During Building numbering and household listing
- II. During persons' enumeration

17.2.1 During Building Numbering and Household Listing

The first stage of Re-interview Survey will be carried out during building numbering and household listing. Three buildings shall be selected randomly from buildings where listing has been completed through an automated sample selection process. The selection shall be based on a moving universe with the daily interviews of the enumerators serving as universe. Example of a sampling universe is presented in Table 13.1 below.

Table 17.1: Example of a sampling universe

SN	DAYS	BUILDINGS NUMBERED	UNIVERSE	SAMPLE
1	1	25	-	
2	2	40	25	1
3	3	15	40	1
4	4	33	15	1

It can be seen that each day forms a new universe for sample selection. During this period, the re-interview is to be carried out by the supervisors and the unit of

re-interview shall be the building. It shall start on the second day of enumeration; this is because the first day shall be used for sit-in interviews by the supervisor i.e. staying with a set of enumerators and observing them conducting interviews. In an SA the supervisor is expected to carry out the re-interview in fifteen (15) buildings within three days in an SA with five EAs. This means one building per EA per day as shown in the re-interview matrix below. In order to ensure that the execution of the process is done early enough and remedial and corrective decisions are taken, the re-interview shall take place in the first four days of building numbering and listing as follows: Day 2, 3 and 5. A Building re-interview Matrix for the 2023 PHC is presented in Table 13.2 below.

Table 17.2: 2023 PHC Building Re-interview Matrix

DAY/EAs	EA 1	EA 2	EA 3	EA 4	EA 5
Day 1	Sit in interview (observe)				
Day 2	BL 1	BL 1	BL 1	BL 1	BL 1
Day 3	BL 2	BL 2	BL 3	BL 3	BL 3
Day 4	Observe improvement				
Day 5	BL 3	BL 3	BL3	BL 3	BL 3

Building Re-interview Matrix explained

- Day 1: sit-in interview (supervisor will observe conduct of interviews by enumerators).
- Day 2: Conduct re-interview in the first selected buildings in all the EAs in the SA.
- Day 3: Conduct re-interview in the second selected buildings in all the EAs in the SA.
- Day 4: Observe improvement on corrections made particularly on the weakest enumerator or set of enumerators.
- Day 5: Conduct re-interview in the third selected buildings in all the EAs in the SA.

17.2.2. DURING PERSONS' ENUMERATION

The second stage of the Re-interview Survey will be implemented during persons' enumeration. It is also to be carried out by the Supervisor. The household will be the unit of reinterview and it will start on the second day of

enumeration. Three households shall be randomly selected from the households that enumeration has been completed through an automated sampling process. The supervisor is expected to carry out the re-interview in a total of fifteen (15) households. Re-interviews in the selected households will be conducted in three enumeration days (day 2, day 3 and day 5). All members of selected households shall be interviewed.

During the reinterview, questions on household characteristics are to be answered by head of households or any adult member while those on individual characteristics are to be answered by individuals themselves, except children or incapacitated members. In a situation where the respondent is not at home at the time of visit, the supervisor should make a return visit in view of the fact that the person's enumeration is de-facto. Table 13.3 below presents the Household Re-interview Matrix for the 2023 PHC.

Table 17.3: 2023 PHC Household Re-interview Matrix

DAY/EAs	EA 1	EA 2	EA 3	EA 4	EA 5
Day 1	Sit in interview (observe an ongoing interview)				
Day 2	HH 1	HH 1	HH 1	HH 1	HH 1
Day 3	HH 2	HH 2	HH 2	HH 2	HH 2
Day 4	Observe improvement				
Day 5	HH 3	HH 3	HH 3	HH 3	HH 3

Household Re-interview Matrix explained

- Day 1: sit in interview (supervisor will observe conduct of interviews in selected households by enumerators).
- Day 2: Conduct re-interview in the first selected households in all the EAs in the SA.
- Day 3: Conduct re-interview in the second selected households in all the EAs in the SA.
- Day 4: Observe improvement on corrections made particularly on the weakest enumerator or set of enumerators.
- Day 5: Conduct re-interview in the third selected households in all the EAs in the SA.

17.3 GENERATION OF RE-INTERVIEW REPORT

The report from re-interview shall be generated thus:

1. The supervisor syncs the data to the server
2. The server through an algorithm process automatically compares the data from the supervisor with that of the enumerator
3. The matched items are coded “1” while unmatched items are coded “0”
4. From this the KR-20 report is generated

The report is then sent back to the following:

1. Supervisor's tablet
2. DQM's dashboard and mirrors same to the situation room for further assessment
3. Monitoring App to be accessed by:
 - a. The Field Coordinator
 - b. Geo-monitor for supportive decision

Based on the report generated, there are three possible outcomes. The outcomes and actions the supervisor and other census functionaries should take when an outcome occurs are explained in Table 17.4 below:

Table 17.4: Reinterview outcome and actions to be taken

SN	Action	Percentage	Decision	Person(s) Responsible and possible action
1	Highly Reliable	≥50%	Pass	Supervisor & Field coordinator: 1. Discusses the areas of inconsistency with the view of improvement in areas they found to be weak 2. Correct enumerators taking into consideration the mismatched questions 3. Commend enumerators and encourage the remain consistent.

SN	Action	Percentage	Decision	Person(s) Responsible and possible action
2	moderately reliable	30-50%	Advice and retraining	<p>Supervisor, Field coordinator local government coordinator & State Coordinator:</p> <ol style="list-style-type: none"> 1. Supervisor discusses the mismatch 2. Advises the enumerators of the possible causes of mismatch 3. Correct enumerators taking into consideration the mismatched questions 4. Trains the enumerators so as to avoid future recurrence 5. Sit in interview to observe adherence 6. Report action taken and progress made to field coordinator 7. If no improvement observed, dismiss and replace one or the two enumerators
3	Unreliable	$\leq 30\%$	withdrawal and replacement	<p>Supervisor & field coordinator:</p> <ol style="list-style-type: none"> 1. advices for dismissal and replacement of one or two enumerators 2. Correct enumerators taking into consideration the mismatched questions

173.1. Guide to field, LGA, State coordinators, Geo-monitors and Situation Room

A comparison of consistency levels in the SA will determine whether a specific set of enumerators or the supervisor is probably right or wrong as shown in the daily report from the SA. The consistency level could manifest one of the following:

- $\geq 80\%$ consistency between the supervisor and the five EAs in the SA
- 60-80% consistency between the supervisor and the five EAs in the SA
- $\leq 60\%$ consistency between the supervisor and the five EAs in the SA

17.3.2 Interpretation of the Enumerator- Supervisor consistency outcome

- The consistency level “a” means all or most of the responses matched and so the enumerators and the supervisor are right.

- The consistency level “b” means some responses matched and some did not, so some enumerators are wrong or right and the supervisor is wrong or right
- The consistency level “c” means all or most of the responses did not match and so all or most of the enumerators are wrong or right and the supervisor is wrong or right.

17.3.3 Decision Rule if the supervisor is wrong

The Field coordinator upon investigation could find out that the supervisor is wrong. Three possible reasons that can explain why the supervisor could be wrong and decision shall be on the possible reason for the supervisor being wrong:

1. S/he did not attend the training

Decision: Recommend for dismissal and replacement

2. Attended the training but did not understand the concept(s)

Decision: Retrain, coach and watch out for improvement, if no improvement, where there is no improvement, recommend for dismissal and replacement.

3. Attended the training understood the concept(s), but is not conducting the interview according to instructions

Decision: Coach and watch out for improvement.

17.3.4 Conflict resolution mechanism

Disagreement can arise between the enumerators and supervisors for two reasons

- I. The enumerators could reject or deny the report.
- II. The supervisor can misinterpret the report
- III. When this happens, with the prying eyes of the situation room, the field coordinator will be expected to wade and resolve the using the information available to him or her
- IV. The Geo-monitor, if available, can also wade in, in exceptional cases. The decision of the Geo-monitor must be evidence based
- V. The situation room should pass judgement where necessary base on the available information

CHAPTER EIGHTEEN

DATA QUALITY ASSURANCE FRAMEWORK

18.1 Data Quality Dynamics: Experiences from trial census activities

Achieving acceptable levels of data quality is a major objective of the 2023 PHC. Thus a number of data assurance systems and procedures have been built into the census process. Experience from the Trial Census showed that adequate attention needs to be paid to ensure quality in data on sex, age , household size, relationship to head of household, marital status, schooling status and age at first marriage. The Trial Census indicated:

- a. A tendency to heap age of respondents with ages ending at 0 and 5. This may be linked to some challenges in eliciting age data responses but more likely to the inability of enumerators to probe adequately to obtain more accurate responses.
- b. A bias in sex data in favour of males; thus a tendency to under report females. This might be related to attempts by enumerators to avoid some fertility and mortality questions related to females
- c. A tendency to skip enumeration of some household members. This resulted in a low value for average household size in the country.
- d. That many enumerators did not understand some values (options) in the relationship to the head of the household data field. This applied especially to the adopted and foster child values.
- e. A poor understanding of the living together value in the marital status data field. People at very young ages 0,1,2,3, etc were reporting as living together though the option should apply only to adults in consensual relationships.
- f. Challenges with administering the field on schooling status. For example there were cases of lower ages reporting currently attending higher education and very old age currently attending Nursery or early child education.
- g. Some wrong reporting for the age of first marriage data field. There were cases of age at first marriage being higher than reported age of respondent.

The above instances indicate, amongst others, the need for enumerators and other field functionaries to understand and rightly administer all data fields in census instruments. Thus an important element of data quality assurance during the 2023 PHC is adequate teaching and learning during training. As such

effective training of the functionaries is the foundation for the census 2023 data quality assurance framework. In addition to this, a series of data quality assurance measures have been entrenched into all facets and levels of the conduct of the 2023 PHC. For instance, the data quality assurance began with your recruitment. You recall that you passed through a rigorous screening process before you were recruited. This was part of the measures that ensured only competent personnel that can collect quality data were recruited.

Recall also that the DQMs will perform in-depth checks on the data you will collect during building numbering and household listing as well as enumeration to ensure that they conform to laid down procedure. Enumerators and Supervisors will also inject data quality assurance measures by ensuring that all buildings, households and persons in their areas of assignment are totally covered during the census. Enumerators should ensure that all persons in a household are duly enumerated before they leave for another household. They should ascertain that all persons – old, young, male, female etc. are enumerated. Household heads should be reminded that newborn babies and the elderly (who are often ignored during data collection) will be enumerated during the census.

Care should be taken to ensure that particulars of every person irrespective of age or sex are recorded separately and accurately. Omission of persons in households during enumeration is tantamount to undermining the quality of data that will be collected. For example, it may distort the age and sex distribution, as well as the average household size. Please note that while every effort should be made to avoid omission of persons, it is equally important to ensure that no person is enumerated more than once.

18.2 A Five Tier Data Quality Assurance Framework

The 2023 PHC incorporates a 5-tier data quality assurance frame involving the following.

1. **CAPI Applications:** A hybrid software (CENSUSPAD and CSENTRY) has been developed for this purpose. As a data quality strategy, the hybrid software is programmed to perform the following.
 - a. Ensure complete coverage of all units of data collection.
 - b. Ensure the safety and integrity of data at the point of collecting the data
 - c. Ensure that in built edit specification are functional to allow for data internal consistency

- d. Ensure that data is encrypted before it is streamed to the server
 - e. Facilitate the synchronisation of encrypted data to the server
 - f. Ensure that data that is synchronised is backed in the PDA
 - g. Ensure that data is safe enroute to the server and cannot be intercepted
2. **Re-interviews module:** A structured reinterview process is built into the 2023 PHC programme. This involves the reinterview of selected residential units and households by Supervisor. Reinterview will ensure real time monitoring and quality assurance for the census.
 3. **Dynamic monitoring through Enumeration Tracking Dashboard and field Data Quality Management:** This is a real-time enumeration tracking dashboard using computers where data can be tracked real-time or near real time to ensure full coverage of buildings, households and persons without direct interference with the data. In other words, data integrity is guaranteed as only variables or indicators that will ensure complete enumeration of EAs will be made manifest. It can also be used by the quality assurance team at the LGA to take corrective decisions to ensure timely completion of enumeration and collection of quality data.
 4. **Random spot-checks using geo-monitors and independent monitors (peer observers)**
 5. **Post Enumeration Survey (PES)**

18.3 Other Technological And Methodological Innovations To Assure Data Quality

The following ICT and geospatial innovations will also enhance the data quality during the census:

- Cloud computing infrastructure to facilitate mobile data collection and management
- Collection of highly geo-referenced infrastructure and demographic (buildings, households, persons) data based on an award-winning geo-database
- Mapping and geo-tagging of vulnerable population groups (IDPs, Refugees, pastoralists, farmers, homeless etc.) to ensure their proper enumeration
- Use of integrated call center service to improve communication among census operatives and with the public towards ensuring complete and accurate coverage
- Geo-fencing of buildings and enumeration areas to eliminate fabrication

- Online recruitment portal to ensure recruitment of competent and adequate functionaries
- Implementation of hybrid learning system that incorporates online or virtual learning activities to improve participation, understanding and performance
- Hybrid census methodology to facilitate proper enumeration of hard-to-reach areas.

CHAPTER NINETEEN

PRE/POST FIELD ACTIVITIES

Pre-field activities include all preparations made before the take-off of the main field activities during census. This includes the training of functionaries, distribution and collection of field equipment and materials, movement to enumeration areas and community entry and sensitization. Post activities include withdrawal, retrieval of materials and Post Enumeration Survey (PES)

19.1 Pre Field Activities

Training of Functionaries: A structured arrangement has been put in place for training of functionaries for the 2023 PHC. Thus it is expected that all functionaries involved in the census will receive detailed training on conceptual and practical aspects of their functions.

Post Training Preparations: It is expected that a transitional period- (most likely one day) will be set aside for preparation for the actual field work. This transitional period will be used for the following activities:

- a. Finalisation of team formation and placement of enumerators to EAs
- b. Finalisation of profiling and tablet preparation for field work
- c. Distribution of field materials according to teams
- d. Engagement with supervisors by planning for field work as follows:
- e. Preparation of supervision itinerary by supervisors
- f. Preparation of itinerary for re-interview in EAs by supervisors
- g. Creation of communication medium (WhatsApp group sms, etc.) by supervisors
- h. Compilation of field officers list for initial payment of field allowance
- i. Finalisation of action plans for enumeration of homeless persons
- j. Intensification of advocacy exercise and community entry strategies
- k. Engagement of authorities of correctional centres and remand homes for cooperation
- l. Engagement of leadership of orphanage and old people homes for cooperation
- m. Engagement of authorities of prayer camps for cooperation
- n. Finalisation of action plans for the enumeration of floating population
- o. Ensuring teams have data for synchronising of Data collected on the field.
- p. Departure for field work

19.2 Post field Activities

Two main activities will be carried out post fieldwork namely, retrieval of materials and clearance of field officers

19.2.1 Retrieval of material

PDAs and other non-consumable items used during the fieldwork will be retrieved from the enumerators and other field functionaries. Supervisors will be responsible for retrieving these materials from the enumerators and transmission of the same to their coordinators. The materials will be checked and transmitted through appropriate channels for safe keeping. a template exists for the retrieval of these materials. This activity should be led by the DQM at the LGA level and State Coordinator at the State level.

19.2.2 Clearance of Field Officers

A structured mechanism for the clearance of officers involved in the census is in place. Supervisors are to clear their enumerators only after ensuring that their assignments have been satisfactorily completed and their materials returned. However it is expected that clearance will be done by teams. This means that no individual member of a team will be cleared finally until the entire team is cleared. Timely and effective clearance will facilitate final documentation and payment of functionaries.

19.3 Post Enumeration Survey

A post enumeration survey will be carried out. This is to measure the coverage and content error of the 2023 PHC. The PES is organized independently of the census itself to eliminate bias and ensure accurate and objective assessment.

CHAPTER TWENTY

TRAINING CENTRE ADMINISTRATION AND MANAGEMENT

20.1. Overview

Training management is one of the most critical factors that would drive the success of the 2023 Population and housing Census. It is important to note that unlike conventional schools, training centres shape skills and familiarise the Census Workforce to work more supportively in line with the Commission goals. For the census, training centres are used to develop the skills of the needed workforce in terms of data collection. This way, they will perform faster, better, with fewer errors and become efficient resources to the Commission.

The commission will be utilising more than 30,000 classes during the period of the census and at different levels. To support the operational and technical wing of the census, proper administration and management of these centres are critical to the success.

The Training Centre Management and Administration unit will

1. aid in effectively allocating classrooms,
2. ensure the provision of facilities and amenities and the proper management of the resources making learning convenient for trainers and trainees.
3. ensure collaboration between the LGA office and the training centre before and during training sessions.
4. ensure effective distribution of materials to trainees and trainers during the training sessions.
5. ensure proper coordination during the training sessions.

20.2 Training Centre Administrators

TCM&As manage, coordinate, supervise and facilitate all human and material resources for the successful training of 2023 Census functionaries across the 36 states of the Federation and FCT.

They provide support for the planning, execution and ensuring free flow of communication, conduciveness and comfort of the trainees throughout the training period. They help to meet training goals by mitigating and carrying out core processes in the training venues.

20.2.1 Roles and Responsibilities

1. Ensuring the prompt opening of classrooms/centres.

2. Liaise with Cleaners to ensure they clean and tidy classrooms.
3. Ensure that toilet and environment are sanitise on daily basis
4. Support the centre leads in maintaining daily attendance registers.
5. Ensuring all materials needed for the daily work are available and assist in the Distribution
6. Sending daily reports on activities across various centres to the headquarters through Online Google Form.
7. Ascertaining performance and deliverables by facilitators.
8. Ascertaining that quality teaching aids are provided at each training centre.
9. Ensure that quality meals are served and liaise with accounting officers for the payment of meal allowances where meals are not served.
10. Liaising with security officers for the safety of census materials and personnel.
11. Liaising with the Legal unit and centre lead to arrange for the “Oath of Secrecy” swearing.
12. Keeping time and maintain orderliness in the training centres
13. Taking and maintaining record of daily proceedings (briefing sessions).
14. Filling the incident form in case of any causality(ies)

20.3 Training Centre Management and Administration

The management of training centres focuses on resource management, trainer and trainee deployment, quality assurance of the training process and application of information and communication technologies. The TCMA unit provides the management and operational staff with administrative support in their training function during the census.

The training Centre will be the distribution units of the census to the lowest levels. A training centre will be manned by a Training Centre Administrator (TCA)and will have 3 centre assistants to support the process. Each centre will have a maximum of 12 classes, each class will consist of 53 persons i.e 50 trainees and 3 trainers, thus making a centre to have a total of 640 functionaires (including the TCA and TCAAs).

The TCMA unit will focus on 9 areas - training centre environment, standards of performance, risk management, attendance tracking, sanitation and cleanliness, logistics and material distribution, daily reporting of work progress, coordinating of facilitators meetings and preparation for field work.

20.3.1 Training Centre Environment

The training environment is a place where various activities are going on, where interaction takes place, social situations are enhanced and census beliefs are imbibed in instructional situations. The training environment plays a vital role in preparing the minds of the trainees for the task to be carried out in the census. To ensure that the census is successful, the training centre environment must be conducive for trainers and trainees. An ideal training centre should -

1. be well ventilated
2. have electricity within the centre
3. be conducive with good sitting arrangement
4. be easily accessible by trainees and trainers
5. have sanitary facilities like toilets/mobile toilets,dustbins etc
6. have covid materials like face masks, sanitizers etc
7. have hand washing stations
8. have first aid boxes and emergency numbers for health related issues
9. have food vendors within the centre at proper times
10. have good and secured storage facilities within the centre
11. have internet accessibility within the centre

20.3.2 Duties of Facilitators

During a training programme, the trainer's knowledge, experience in management and training, and personality are the main factors that affect the communication process between him/her and the trainees. If that communication is quickly and easily established then a well chosen training method would stimulate and facilitate the learning process.

Facilitators have a critical role to play in the management of training centres especially within their domain (**the class**). Each class will have a total of 50 students and 3 facilitators. There will be a lead facilitator who will communicate with the training centre admins in areas regarding the administration of the centre. The duties of trainers can be found under the **Standards of Performance (SOPs)**

20.3.3 Standards of Performance

Standards of performance are written statements describing how well a job should be performed. The standards of performance guides the facilitators, Centre Assistants and Training Centre Administrators to ensure that quality training experience at each centre.

20.4 Facilitators Guides

Task	Standards
Attendance Tracking	<ul style="list-style-type: none"> • Trainers should be in class by 7:45 am • Take attendance with the app at 8 am every morning • List all gate crashers in the app • Report where the number of trainers are not enough
Assessments	<ul style="list-style-type: none"> • Give all in session assessments • Ensure that all tests are taken by students • Carry out in class assessments during sessions like checking for those that can read or not read.
Management of Sensitive Materials	<ul style="list-style-type: none"> • Distribution of tablets and accessories within the class daily • Retrieval of tablets and accessories within the class daily
Sanitation and Cleanliness	<ul style="list-style-type: none"> • Trainers should ensure proper waste management in class • Trainers should ensure that they inform students who use sanitary facilities to be polite about it
Daily Reporting	<ul style="list-style-type: none"> • Trainers should attend the facilitators meeting at the end of each day • Using the incident forms for issues that are reported
Feeding	<ul style="list-style-type: none"> • Trainers should advise trainees on where to get meals and refreshments where they within stipulated time • Trainers should ensure that break time is followed strictly and managed

Task	Standards
	appropriately.

20.5 Training Centre Administrators Guide

Task	Standards
Preparation of Training Venue	<ul style="list-style-type: none"> • Electricity • Well ventilated room • Good Classroom condition • Good chair spacing • Ease of Access to venue • Network Availability • Sanitation Facilities • Visual Aids facilities • Storage Facilities for Census Materials • Registration of trainees to class and distribution of materials for training
Distribution of classes	<ul style="list-style-type: none"> • Class codes must be easy to reference • Label all classes in the centre • Trainees should be in the allocated class • Trainers should be in the right class

CHAPTER TWENTY-ONE

ADMINISTRATION AND LOGISTICS

This chapter will discuss key aspects of the logistics for the 2023 population and housing census. It is important field functionaries are made aware and understand the logistics arrangement for the census to help in the performance of their functions. Logistics arrangement for the 2023 PHC will enable an efficient workflow of forecasting, inventory management, distribution planning, reporting, equipment maintenance, and retrieval and incorporate routine data management processes.

21.1 Work Flow Forecasting

Workflow forecasting will enable projection on sequence of activities involved in the census. This involves identification of the activities, their timing, material and personnel needs and the required coordination mechanisms.

21.2 Inventory Management:

A comprehensive list of the materials, equipment and other resources needed for effective implementation of the census was made. This has facilitated their acquisition, deployment and effective use. Inventory management for the 2023 PHC has taken care of the materials required at each stage of the census process as well as their storage and security

21.3 Planning for Material Distribution

A well-orchestrated plan is in place for the distribution of materials acquired for the 2023 PHC. This includes plans for the distribution of PDAs, its accessories and other field materials required for effective conduct of the census. A clear line of distribution from points of acquisition to storage facilities in the States and Local Government Areas has been mapped out.

21.4 Logistics Administration

A number of functionaries are involved with the administration of logistics for the 2023 PHC namely national logistics officer, State logistics officer and LGA logistics officer.

21.5 Logistics Committees

Logistics committees exist at all levels of census administration, namely National, States and Local Government Areas.

21.5.1 National Logistics Officer:

The national logistics coordinator is overall head of logistic operations during the census. S/he liaises with the Department of Procurement for

21.5.2 State Logistics Officer:

The State Logistics Officer is in charge of logistics at the State levels. S/he collects materials from the headquarters and distributes the same to the Local Government areas through the LGA logistics officer.

21.5.3 Local Government Area Logistics Officer:

The function of the LGA Logistics Officer is to coordinate logistics of human resource and materials within the assigned area. S/he is to ensure the collection, proper storage, security, distribution of materials during the various stages of census. This will include distribution of training materials to training centres during training and during house listing and enumeration.

CHAPTER TWENTY-TWO

MONITORING AND EVALUATION

22.1 Introduction

This chapter will introduce the enumerators and other census functionaries to Monitoring and Evaluation in census. To ensure that programmes or activities proceed as planned and to ensure the success of activities M&E is required. There is no better place where M&E is required than in census taking. The Commission has recognised the importance of M&E and has accorded it the pride of place in the 2023 PHC. Census functionaries are required to understand the principles of M&E and its conduct for the success of the 2023 census.

22.2 Concept of Monitoring and Evaluation

Monitoring is a periodic assessment of the progress of a project towards achievement of its planned activities and results. It starts with the implementation of the first activity, and continues as long as all activities are accomplished.

Monitoring is useful for the management to know the status of the project. This is why it is considered as a basic and universal management tool. Project management always remains interested to know if the activities are carried out as per plans, and the activities produce expected effect on the target beneficiaries of the project.

22.3 Scope of Monitoring and Evaluation of the 2023 Census

The M&E will focus on all the critical areas towards the 2023 PHC including but not limited to;

- Planning
- Pretesting of tools and methodology
- All levels and medium of Training
- Deployment of personnel
- Deployment of materials
- Logistics arrangements
- Building numbering and household listing
- Enumeration
- Post-Enumeration Survey
- Materials retrieval
- Advocacy and publicity activities

22.4 M&E Tools and Methods for the 2023 Census

A combination of complementing tools and methods will be employed for the M&E of the 2023 PHC.

- Questionnaires
- Field interviews and
- Observations will form key tools of M&E for the PHC.

Digital routine evaluations through online survey will also be deployed to provide immediate feedback to immediately assess progress and correct deviations will be adopted to facilitate accuracy and rapidity of the M&E process. M&E Data will be immediately analysed and feedback provided to the Census Project Management Team.

22.5 Operationalisation of M&E Plans

Based on the objectives of the 2023 PHC, M&E officers will monitor and evaluate processes and functionaries from trainings to field implementation of the projects where applicable and will specifically carry out such functions as the following;

- Daily evaluation of training workshops
- Evaluation of field practice sessions
- Routine feedback on field experience as work progresses
- Routine assessment on remedial measures taken on challenges reported
- Suggestions and recommendations for improvement

22.6 Framework and Indicators

22.6.1 Resource and Results Framework

The M&E system for the 2023 PHC will be built on the Results Framework. The Results Framework (RF) is an important tool that helps project managers to identify and focus on key objectives within a complex project environment such as 2023 PHC. The Results Framework focuses specifically on census inputs, activities/processes, outputs, outcomes and impacts built on objectives and thematic areas as shown in Figure 12.1.

Chain of efficient Monitoring Framework Linking Inputs to Impact

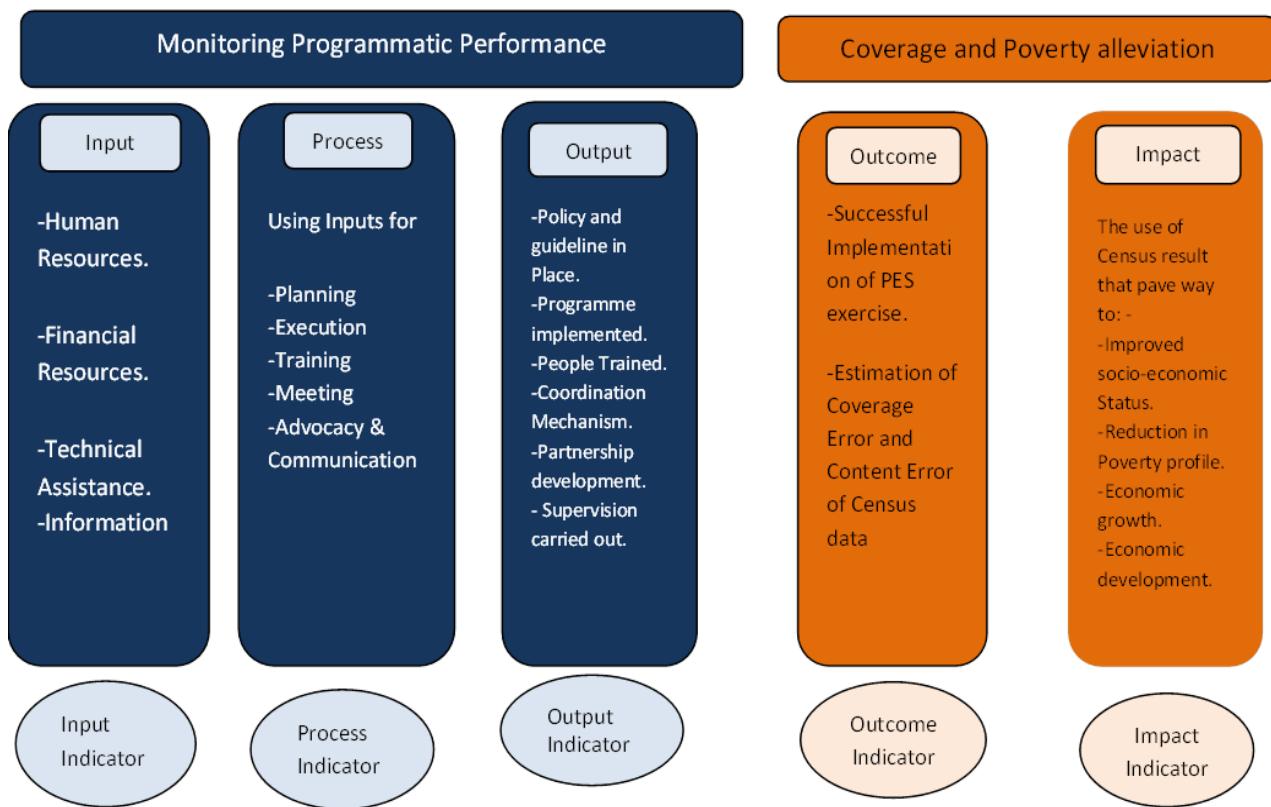


Figure 22.1: Schematic Diagram Showing a Schematic Representation of the M&E Framework Proposed for the PHC

22.6.2. Essential Component of an Indicator

The following are some of the essential features of an indicator

- Clearly stated title and definition
- Stated purpose and rationale
- Method of measurement for the indicator clearly defined, including the description of the numerator, denominator and calculation, where applicable
- Data collection methodology and data collection tools for the indicator data
- MUST BE clearly stated (Census Methodology and Data Collection tools)
- Data collection frequency clearly defined (Timeline)
- Relevant sources of additional information on the indicator
- Action focused, indicators should lead to action. If stakeholder cannot imagine what to do with the data from an indicator, then it probably isn't a good indicator

- i. It is important that stakeholders should agree that the indicator and the data it will generate will make relevant and significant contributions towards improving the Census process.
- j. An indicator should be measurable. Not only must the data collection methodology be defined, it must also be feasible to collect the data.

APPENDIX 1
MANUAL COMPILATION AND REVIEW TEAM

S/N	NAME	DEPARTMENT	DESIGNATION
1	OJOGUN OSIFO TELSON	NPC	DIRECTOR GENERAL
2	OLANIPEKUN EVEYLIN ARINOLA	CENSUS	DIRECTOR
3	DR. COLLINS OPIYO	UNFPA	CHIEF TECHNICAL ADVISER
4	DR. INUWA BAKARI JALINGO	CENSUS	CENSUS MANAGER
5	DR. MUSA SANI ZAKIRAI	POPULATION STUDIES	TEAM LEAD
6	MR. MUSA SHEKARAH	CENSUS	MEMBER
7	DR. NNAMDI I. MADUEKWE	POPULATION STUDIES	MEMBER
8	TITI HAMMED	CENSUS	MEMBER
9	TOLU OLADUN	CENSUS	MEMBER
10	TONY TSAPKA	CENSUS	MEMBER
11	ABDULLAHI IDRIS	ICT	MEMBER
12	OLAYINKA OKE	CENSUS	MEMBER
13	OLUSHOLA KAREEM	CENSUS	MEMBER
14	ONOJA G. ONOJA	CARTOGRAPHY	MEMBER
15	GIBSON CHIMEZIE	CENSUS	MEMBER
16	IBUKUN OMONIJO	CENSUS	MEMBER
17	MR. KOLAPO USMAN	TECHNICAL ADVISER (TRAINING)	MEMBER
18	MR. FASHIKU DAVID	RETIRED NPC STAFF	MEMBER
19	MR. JOEL AMAH	RETIRED NPC STAFF	MEMBER
20	MR. MARTIN MAKINWA	YORUBA TRANSLATOR	MEMBER
21	MR. CHIKE MORONU	IGBO TRANSLATOR	MEMBER

S/N	NAME	DEPARTMENT	DESIGNATION
22	MR. ROBINSON EREBI	PIDGIN TRANSLATOR	MEMBER
23	MR. DATSU CALEP	RETIRED NPC STAFF	MEMBER
24	MR. LADAN MAIAKWOI	RETIRED NPC STAFF	MEMBER
25	DR. SAM KALU	ACADEMIA	MEMBER
26	PROF. JOHN GAMBO LAAH	ACADEMIA	MEMBER
27	PROF. PETER O OGUNJUYIGBE	ACADEMIA	MEMBER
28	MR. TAIWO ADEKANMBI	CONSULTANT	MEMBER
29	MR TESLIM SALAUDEEN	CONSULTANT	MEMBER

