# 16. Checklist for planning a digital Population and Housing Census in Africa

## 16.1 Introduction

At the eighth session of the Economic Commission for Africa Statistical Commission (STATCOM) for Africa held in Addis Ababa, Ethiopia, 24–26 October 2022, it was noted that South-South cooperation was a good way for countries with experience with censuses to share their knowledge and experience with other countries from the 2020 round of censuses and to continue working with the Economic Commission for Africa and other partners to build collective knowledge that can be used as a resource during the 2030 round. It called on ECA, the United Nations Population Fund (UNFPA) and other development partners to continue supporting countries in the implementation of the 2020 round of censuses and in preparation for the 2030 round.

In response to the 8th STATCOM recommendation, ECA through the African Centre for Statistics (ACS) that has a core function of contributing to setting up and undertaking digital censuses in Africa with the aim to implement modern data collection practices using new technology and methodologies has made progress.

During the 2020 census round, information and communication technology across the globe has changed how routine statistical business processes are being done. Therefore, a systematic planning approach needs be used to achieve the best intended gains from the PHC. The ACS, in strengthening innovative approaches by countries during the 2020 censuses, identified the need to streamline the census planning process to inform the 2030 census round.

## 16.2 About this planning checklist

A Planning checklist has therefore been developed to provide guidance on timing and scheduling of activities and tasks when implementing a digital census in Africa. This planning checklist is intended for use by national census implementing agencies and should be used alongside the UN Principles and Recommendations for Population and Housing Censuses (UN P &R) Revision 4 together with the UN Handbook on the Management of Population and Housing Censuses. Series 2020. Revision 2. It should be one of key aspects of the digital [census planning](#_CHAPTER_TWO:_Digital) processes.

Despite the existence of guiding documents, there were notable challenges with activity and task scheduling in the 2020 round, which this checklist aims to address. The checklist is developed based on a review of lessons learned from progress made in the 2020 round as documented in the e-census handbook[[1]](#footnote-1). Some of these challenges that arose from absence of a systematic task and time scheduling include:

* **Incomplete plans:** Some of the countries did not factor in their budgets and plans early enough for certain activities that arise from the use of technology in data collection like multiple pretests of applications before the pilot; pilot the cartographic application among others. They only realized the need for additional tests after or before implementing the pilot census.
* **Time estimation:** some countries underestimate the time allocated to selecting activities leading to delays and interruption of the subsequent phase.
* **Comprehensive list of activities and tasks:** lack of a proper integrated plan for each phase and for activities therein leading to a disconnect in task implementers causing some cross cutting components of the census not to be covered such as absence of publicity during the mapping, pilot etc. in some countries.
* **Milestones and outputs**: Lack of clear knowledge of the specific outcomes of each activity within a census phase and how it links and when it should be available for the subsequent phase.

### 16.3 Census calendar

In conclusion, these challenges all point to the development of a census calendar which is a crucial step in the planning phase of a census. It serves as a guide to measure the progress of each stage of the census operation. It is designed to show the census activities, the amount of time required and in addition, show the sequence, interdependency, and timing of all the various steps in the census programme.

A check list of what is required to populate a census calendar has been developed based on the UNFPA Step-By-Step reference guide (Gant Chart) in combination with a typical country workplan used during the 2020 round of PHC.

### 16.4 Objective of the checklist

Given the challenges experienced in the 2020 round, this checklist aims to provide a systematic planning approach to guide stakeholders in ensuring that the plan for a digital PHC is coherent, coordinated and focused on efficiently meeting national development priorities, as well as maintaining and reinvigorate momentum for a census undertaking in preparation for the 2030 round. The specific objectives are to:

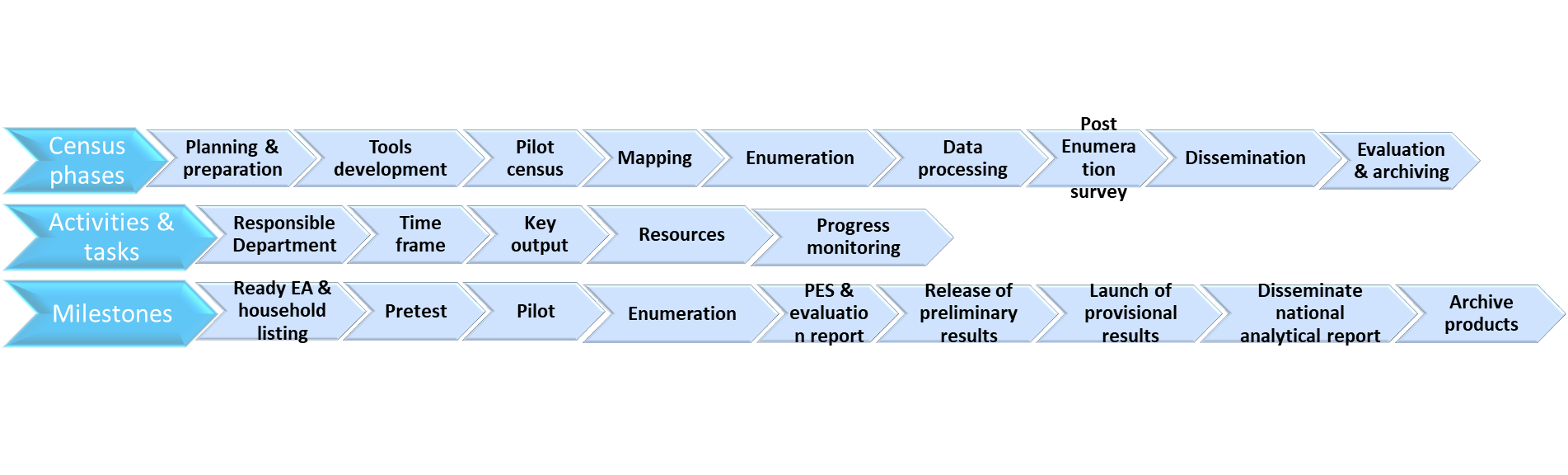
* Guide member states on how to prepare for a digital census undertaking.
* Provide support to the planning process for the 2030 Round.
* Serve as a checklist for successful census project management.

The checklist provides an outline to clarify the relationships between phases. Given that each phase of the census cycle is dependent on the preceding phase and the quality and timeliness of the output from each phase has a direct effect on the success of the next and subsequent phases.

### 16.5 Compilation approach

The checklist is grounded in the values of the UN P &R Rev 4 as well as the application of project management principles to each phase as an effective business practice. Adopted a project management approach based on the UN Handbook on census management-section II B 3: *Developing project plans* Para. 2.32 -2.70. Adopted a hierarchical framework to a census project starting with the broad census phases each showing the corresponding component activities and tasks while highlighting the key milestones as shown in figure 1.

**Figure 1: Hierarchical framework adopted to achieve a census project.**



The approach used to arrange the activities and tasks is in sync with the Generic Statistical Business Process Model (GSBPM) and a project approach in each phase. It therefore presents each phase (critical step) with its corresponding key activities and tasks from beginning to end and in chronology of achievement of census milestones (see annex table). Figure 2 shows the critical census steps as outlined in the UNFPA Step-By-Step reference guide (Gant Chart) and their alignment to the GSBPM and the three census phases.

**Figure 2: Relationship between census phases, the GSBPM and critical census steps**

**Pre-enumeration phase**

**Enumeration phase**

**Post-enumeration phase**

**GSBPM**

**Critical steps**

\*GSBPM is Generic Statistical Business Process Model

ECA is automating this checklist to clearly show the interlinkages between phases and activities.

**Note:** The checklist is indicative and by no means exhaustive. It is intended to illustrate how the details of the census-related activities could be arranged and documented for implementation. Member States can adapt to their national circumstances but should ensure that the plan captures the full range of the census process – from beginning to end. Member states should use the information in this toolkit that is relevant to their country's situation. Census planning should be dynamic and flexible; the implementing agency will need to react to changes in the environment as they occur and hence adapt the checklist.

## ANNEX: Digital census planning checklist

HAVE THE PLANNING CHECKLIST AS A SEPARATE TAB AND JUST LINK TO IT FROM HERE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Output** | **Responsible party(ies)** | **Duration (Months)** | **Years to enumeration** |
|  | **Census Planning and Preparation** | | | | | |
| 1 | **Setting strategic objectives for the entire census programme - developing the census project document** |  |  |  |  |
|  | Overall census planning | Census project document | Census office | 17 | 3.9 |
|  | Preparation of the Census Strategic Documents | Plan for publicity, data processing, PES, enumeration etc | Census task team | 17 | 3.9 |
| 2 | **Statistical capacity assessment** | Report on training needs | Census task team | 17 | 3.9 |
| 3 | **Develop a census calendar** | Detailed census calendar | Census task team | 17 | 3.9 |
| 4 | **Administrative organization and management structure** |  |  |  |  |
|  | Establishment of an internal census task team | Letter indicating appointment of the National census Coordinator (NCC) | NSO management team | 3 | 3.9 |
| 5 | **Convening government stakeholders** |  |  |  |  |
|  | Presentation of Census Plan and Budget to the Ministry of Finance | Endorsement of the Census plan and Budget by the Ministry of Finance | Statistical Planning (SP) & Analysis Team | 2 | 3.2 |
| 6 | **Organization of commissions and committees** |  |  |  |  |
|  | Establishment of Census Organizational Structures, Steering and Technical committees | Letter indicating appointment of the NCC | Census task team | 8 | 3.2 |
| 7 | **Consultation with users** |  |  |  |  |
|  | Convening stakeholder meetings | meeting minutes | Census secretariat | 31 | 3.2 |
| 8 | **Financial management** |  |  |  |  |
|  | Budgeting, mobilization of funding for census to kick start mapping and other preliminary activities | Funding status of budget | Steering committee | 2 | 3.2 |
| 9 | **Quality assurance** |  |  |  |  |
|  | Decision to use a census monitoring dashboards, issues tracker and other methods |  | Census task team | 2 | 3.2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Output** | **Responsible party(ies)** | **Duration in Mths** | **Years to enumeration** |
|  | **GIS, Mapping and Enumeration Area delineation** | | | | | | |
| 1 | **Decision on technology and methods for cartographic work** |  |  |  |  |
|  | Development of the GIS and Mapping Strategic Plan | Work plans, Procurement plans, Budgets, training plans | GIS team | 17 | 3.9 |
| 2 | **Procurement of mapping Software and Hardware** |  | Procurement | 9 | 3.3 |
| 3 | **Development of data collection tools and Instruments** | Training tools & manuals | GIS team | 2 | 3.0 |
| 4 | **Recruitment of Census mapping staff** | Office and field Staff recruited | HR | 7 | 3.0 |
| 5 | **Briefing of Stakeholders on the census mapping tools** | Input from stakeholders | GIS team | 0 | 2.4 |
| 6 | **Training of Census mapping staff (Office and field Staff)** | Trained mapping staff | GIS team | 0 | 2.4 |
| 7 | **Office cartographic work and other preparations for field work** | Office cartographic work | GIS team | 0 | 2.4 |
| 8 | **Develop Census mapping Advocacy and Publicity** | Mapping Advocacy & Publicity | PR | 23 | 2.4 |
| 9 | **Gathering point data, satellite imagery** |  |  |  |  |
|  | Cartographic Field Work and Map updating (including M&E & QA) | EA data points & satellite imagery | GIS team | 23 | 2.3 |
| 10 | **Identifying number of households by small area** |  |  |  |  |
|  | Compilation household listings from local Governments | Household listings | GIS team | 23 | 2.3 |
|  | Data editing/ compilation | Edited data points | GIS team | 23 | 2.3 |
| 11 | **Demarcation of Enumeration Area (EA) boundary** | Demarcated EAs | GIS team |  |  |
| 12 | **Creating a GIS database -** Digitizing EA Maps | Digital EA maps | GIS team | 23 | 2.3 |
| 13 | **Verifying GIS database** | Clean GIS database | GIS team |  |  |
| 14 | **Release of census mapping products** | Digital maps, listings released | GIS team | 22 | 2.3 |
|  | ***Milestone 1: Ready Administrative Area, EA and Household Listings for internal use*** | | | | | |
| 15 | **Production of base maps and EA maps** |  |  |  |  |
|  | Development, labelling & print (if needed) of the final NPHC maps | Final EA maps | GIS team | 21 | 1.9 |
|  | Production of the census mapping Report | Mapping Report | GIS team | 5 | 0.3 |
|  | Training in Map reading and Interpretation of EAs | Trained data collection staff | GIS team | 1 | 0.2 |
| 16 | **Support to data analysis in production of Census Reports** | Data visualizations - maps | Demography | 7 | -0.2 |
| 17 | **Production of the Census Atlas** | Census Atlas | Demography | 6 | -0.2 |

|  | **Activity** | **Output** | **Responsible party(ies)** | **Duration in Mths** | **Years to enumeration** |
| --- | --- | --- | --- | --- | --- |
| **DESIGN OF CENSUS QUESTIONNAIRES, MANUALS AND PROCEDURES** | | | | | |
| 1 | **Selection of topics for questionnaire** |  |  |  |  |
|  | Consultation on topics required by users | Outline of indicators | Demography | 2 | 3.7 |
| 2 | **Questionnaire design and testing** | Questionnaire types |  |  |  |
|  | Development of Draft Zero of the Census Questionnaire | 1st draft questionnaires | Demography | 2 | 3.7 |
|  | Review of 1st draft of questionnaire by the NSO Technical Team | Agreed edits | Demography | 7 | 3.5 |
|  | Draft the census Dictionary from the census Questionnaire | 1st draft data dictionary | IT | 5 | 2.5 |
| 3 | **Consultation with users** |  |  |  |  |
|  | Review of the Questionnaire by the census taskforce (includes other departments in NSO) | Data needs to be met | Demography | 0 | 2.2 |
|  | Review of the Census Questionnaire by External Stakeholders | Justification for extra questions | Demography | 0 | 2.1 |
|  | Review & update the questionnaire based on the comments of external stakeholders | Final questionnaire | Demography | 0 | 2.1 |
|  | Translate the Questionnaire into [xx] Local Languages | Translated questionnaires | Demography | 2 | 2.0 |
| 4 | **Data collection application development (CAPI)** | Data collection App | IT | 3 | 2.0 |
| 5 | **Design manual for enumerators** |  |  | 3 | 2.0 |
|  | Develop a verbatim training guide | Enumerator's manual | Demography & IT | 3 | 2.0 |
| 6 | **Development of census tabulation and analysis plan** |  |  |  |  |
| 7 | **Develop supervisors manual and data transmittal procedures** | Supervisor's manual | Demography & IT | 3 | 2.0 |
| 8 | **Design manual for editors** |  |  |  |  |
|  | Develop guidelines that will be used to qualitatively and quantitatively evaluate the questionnaire | Editing guidelines | Demography & IT | 3 | 2.0 |
| 9 | **Selection of areas where to test the questionnaire** | Pretest sample EAs | Demography & GIS | 1 | 1.8 |
| 10 | **Upload and test the CAPI Questionnaire using the pretest tablets** | Test reports | Demography & IT | 1 | 1.8 |
| 11 | **Reproduce materials and identify NSO staff for pretest** | Pretest teams | Demography & HR | 1 | 1.8 |
| 12 | **Train NSO staff who will conduct the pre-test** | Training issues that arise | Demography & IT | 0 | 1.7 |
|  | ***Milestone 2: Carry out Census Questionnaire Pre-test*** | |  | ***0*** | 1.6 |
| 13 | **Data processing (coding, data entry, tabulations)** | Clean pretest dataset | Demography & IT | 0 | 1.6 |
| 14 | **Analysis and evaluation of pretest data and information** | Tabulations | Demography & IT | 0 | 1.6 |
| 15 | **Preparation of the detailed pretest report** | Report format for field staff | Demography & IT | 0 | 1.6 |
|  | Questionnaire pre-test review meeting | Detailed pretest report | Demography & IT | 0 | 1.6 |
| 16 | **Update of census tools based on feedback from pretest** | CAPI application & enumerator's manuals | Demography & IT | 0 | 1.6 |
| 17 | **Determine if there is need for another pretest** | If yes, repeat steps 9 to 18 | Demography & IT | 0 | 1.6 |
| 18 | **Update of the data editing instructions** | Final data editing guide | Demography & IT | 1 | 1.6 |
| **PILOT CENSUS** | | | | | |
| 1 | **Development of concept note for pilot census** | Work plan, Procurement plan, Budget, training plan | Demography | 4 | 1.5 |
| 2 | **Selection of EAs (type and size) for Pilot census** | Pilot testing EAs | Demography & GIS | 1 | 1.5 |
| 3 | **Setting up field operations for the pilot census** |  |  |  |  |
|  | Determine field operation’s needs (tablets/smartphone and other field materials) | Field work checklist | Demography & IT | 1 | 1.5 |
|  | Determine data processing needs (Procedures, quality, or operational controls, editing, Tabulation) | Data processing guide | Demography & IT | 3 | 1.5 |
|  | Selection of data processing software and appropriate NSO training | Staff trained on all necessary software & App | Demography, IT, GIS | 2 | 1.3 |
|  | Development of the field operations plan/ logistical plan for deployment of personnel, devices, and materials | Piloted field operations plan | Demography, IT, GIS | 2 | 1.3 |
|  | Procurement and Installation of Tablets and other DP devices/Equipment to use in the pilot census | All electronic devices in place | Demography, IT, GIS | 2 | 1.3 |
|  | Procurement of other field materials and accessories | Printed related & training materials | Demography, IT, GIS | 2 | 1.3 |
| 4 | **Recruiting and training supervisors** | supervisors and enumerators appointed |  | 0 | 1.2 |
|  | Identification of subnational Pilot Census Trainers/supervisors | District supervisor available | Management & HR | 1 | 1.3 |
|  | Orientation of Pilot census subnational staff on census activities (recruitment, publicity etc) | District supervisors oriented | Demography, IT, GIS | 0 | 1.2 |
| 5 | **Recruiting and training enumerators** | Test reports |  | 0 | 1.1 |
|  | Recruitment of field staff (supervisors and enumerators) | Training report | Management & HR | 0 | 1.1 |
|  | Test run questionnaires, tablets, census monitoring dashboard | Robust questionnaire apps and dashboards | Demography, IT, GIS | 0 | 1.0 |
|  | Training of field staff (supervisors and enumerators) | Clean pre-enumeration HH listing | Demography, IT, GIS | 0 | 1.0 |
| 6 | **Pilot pre-enumeration listing, familiarization of EA boundaries** | Piloted field operations plan | Demography, IT, GIS | 2 | 1.3 |
|  | Cleaning of the results from pre-enumeration listing and uploading | All electronic devices in place | Demography, IT, GIS | 2 | 1.3 |
|  | ***Milestone 3: Pilot Census enumeration*** | | | | |
| 7 | **Identification of pilot census data editors** | Data editors identified for training | Demography & IT | 0 | 1.0 |
| 8 | **Receipt of pilot enumeration devices and materials at NSO HQ** | Devices and materials retrieved | Demography & IT | 0 | 1.0 |
| 9 | **Data processing (coding, data entry, tabulations)** |  |  |  |  |
|  | Training of pilot census data editors | Data editing report | Demography & IT | 1 | 1.0 |
|  | Editing of pilot census data | Pilot census data | Demography & IT | 1 | 1.0 |
| 10 | **Data Analysis and Report Writing** |  |  |  |  |
|  | Debriefing meeting and review of District Technical Officers reports | Feedback from sub national level | Demography & IT | 1 | 0.9 |
|  | Analysis and evaluation of the pilot census with a report | Revised questionnaire, Apps & manuals | Demography & IT | 1 | 0.9 |
| 11 | **Update of questionnaire & other operations from pilot findings** | Final data collection tools | Demography & IT | 2 | 0.8 |
| 12 | **Submission of Questionnaire to Cabinet for approval** | Approved data collection tools | Management | 0 | 0.8 |
| 13 | **Update of CAPI system based on findings from Pilot Census** | Tested CAPI application | Demography & IT | 0 | 0.5 |
| 14 | **Gazetting of Census dates if not earlier done** | Census reference night | Demography & IT | 0 | 1.0 |

|  | **Activity** | **Output** | **Responsible party(ies)** | **Duration (Months)** | | **Years to enumeration** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CENSUS COMMUNICATION, PUBLICITY AND ADVOCACY** | | | | | | | |
| 1 | **Communication and publicity strategies** |  |  |  | |  | |
|  | Development of the publicity & Advocacy Strategic Plan | Work plans, Budget, Procurement & training plans | PR division | 17 | | 3.9 | |
|  | Establishment of a communication & coordination centre | communication & coordination centre | PR division | 1 | | 2.1 | |
| 2 | **Definition of census theme** |  |  |  | |  | |
|  | Design the census publicity programme | Publicity roadmap | PR division | 3 | | 1.5 | |
|  | Undertake an Environment Analysis | Situation analysis report | PR division | 1 | | 1.5 | |
|  | Professional Seminar on census publicity | Publicity & Advocacy plan review | PR division | 1 | | 1.4 | |
|  | Undertake Census branding | Logo, slogan, theme etc | PR division | 17 | | 1.4 | |
|  | Census message design, developing & Pretesting | Print and electronic materials | PR division | 1 | | 1.4 | |
|  | Stakeholder Engagements- Media Consultations | Guidance from stakeholders & media | PR division | 12 | | 1.3 | |
|  | Development of Census Publicity tools and Materials | Designed & produced publicity products | PR division | 12 | | 1.0 | |
|  | Initiate procurement of publicity materials, tools & services | Goods & services delivered | PR division | 17 | | 3.9 | |
|  | Shooting and editing the Census Documentary | Census documentary | PR division | 1 | | 2.1 | |
|  | **Census homepage** | Census webpage, | PR division | 12 | | 1.0 | |
|  | **Toll-free service** | Toll-free service | PR division | 12 | | 1.0 | |
| 3 | **Conduct 1/2-day publicity workshops for Parliamentarians** | Reports affirming support | PR division | 1 | | 0.6 | |
| 4 | **Publicity campaign for Sub- County chiefs and opinion leaders** | Feedback on ideal publicity strategies | PR division | 1 | | 0.5 | |
| 5 | **Preparation of Census publicity materials (jingles, charts, etc.)** | publicity materials reviewed | PR division | 2 | | 0.5 | |
|  | Radio and TV Programs in different languages | publicity materials reviewed |  | 4 | | 0.4 | |
| 6 | **Conduct Press Conferences** | publicity materials reviewed | PR division | 4 | | 0.4 | |
|  | Publicity Channels and Message review | publicity materials reviewed | PR division | 1 | | 0.3 | |
| 7 | **Conduct a publicity workshop for district leaders** | Consolidated feedback & strategies | PR & logistics division | 2 | | 0.3 | |
| 8 | **Distribution of publicity materials** | All areas receive materials | PR division | 5 | | 0.3 | |
| 9 | **Launching of intensive publicity activities** | Launch of the intensive publicity | PR division | 2 | | 0.3 | |
|  | Carry out publicity and Advocacy programmes on social media | Reports affirming support for the census | PR division | 1 | | 0.6 | |
|  | Conduct Road shows | Reports affirming support for the census | PR division | 1 | | 0.5 | |
|  | Airing the census documentary | Reports affirming support for the census | PR division | 0 | | 0.1 | |
|  | Undertake census publicity in Schools | Publicity in Schools | PR division | 2 | | 0.1 | |
|  | Playing jingles and adverts on radio and TV on all stations | Air broadcast | PR division | 2 | | 0.1 | |
| 10 | **Carry out the "intensive" census publicity campaign** | Intensified publicity, all activities implemented | PR division | 2 | | 0.1 | |
| **PROCUREMENT AND PREPARATION OF ENUMERATION MATERIALS** | | | | | | | |
| 1 | **Use of technology** |  |  |  | |  | |
|  | Consult and decide specifications for all technological requirement | List of technological requirements | IT division | 17 | | 3.9 | |
| 2 | **Contracting out** | All accepted agreements signed | Procurement |  | |  | |
|  | Selection/contracting census office, logistic and processing centres | Office structures available | Procurement | 0 | | 2.0 | |
|  | Procurement of census furniture and other operational materials |  | Procurement | 12 | | 2.0 | |
|  | Partnership contracts to borrow equipment (if necessary) | Contract agreed and signed | Procurement | 10 | | 1.0 | |
| 3 | **Local and International Procurement** |  |  |  | |  | |
|  | Initiate processes (fill in procurement forms) | All procedures & requirements identified | All departments | 12 | | 2.0 | |
|  | International logistics and customs clearance | All procedures & requirements identified | Procurement | 12 | | 2.0 | |
|  | Put advertisements of procurements/tender notices in the Media | All procedures & requirements identified | Procurement | 12 | | 2.0 | |
|  | Procurement of field enumeration materials (printing if needed etc.) | Printed materials available |  | 2 | 0.6 | | |
| 4 | **Logistics for census materials** |  |  |  | |  | |
|  | Packing of enumeration materials using the EA master list (excluding tablets) | A clear material tracking system | Logistics | 2 | | 0.6 | |
|  | Provisioning, packing of the tablets | All tablets installed with apps | Logistics | 2 | | 0.6 | |
|  | Distribution of census enumeration materials in the field | All centers receive materials on time | Logistics | 2 | | 0.4 | |
| **FIELD OPERATIONS AND ENUMERATION** | | | | | | | |
| 1 | **Establishment of subnational census offices** | Established district offices | Administration | 1 | | | 0.7 |
| 2 | **Setup payment method for census staff in the whole country** | Accountability & finance management plan | Finance division | 1 | | | 0.7 |
| 3 | **Recruitment and training of field staff** | All categories of staff recruited & trained | Administration & HR | 1 | | | 0.7 |
|  | Recruitment of Sub- County ICT Supervisors | Sufficient supervisors | Administration & HR | 1 | | | 0.5 |
|  | Recruitment of Parish supervisors and enumerators | Sufficient enumerators | Administration & HR | 0 | | | 0.3 |
|  | Training of subnational Census Officers and assistants | Training report | Demography & IT | 0 | | | 0.2 |
|  | Training of Sub- County supervisors by District Officers | Training report | Demography & IT | 0 | | | 0.1 |
|  | Training of Parish supervisors and enumerators | Training report | Demography & IT | 0 | | | 0.1 |
|  | Pre-enumeration listing and familiarization of EA boundaries | Updated pre-enumeration household list / EA | Demography & IT | 0 | | | 0.0 |
|  | Cleaning of the Results from the listing and uploading | Clean pre-enumeration household list by EA | Demography & IT | 0 | | | 0.0 |
|  | ***Milestone 4: Census Enumeration*** |  |  |  | | | 0.0 |
| 4 | **Assembling of field materials** |  |  |  | | |  |
|  | Collection of Tablets and other documents at Sub- County and district level offices | Efficient retrieval mechanism | Logistics | 0 | | | 0.0 |
|  | Dispatch of Census Tablets and other field materials to Census Head Office | Number of tablets returned | Logistics | 0 | | | 0.0 |
| 5 | **Writing of field operations report** | Field operations report | Field operations | 1 | | | -0.1 |
| **RELEASE OF RESULTS** | | | | | | | |
| 1 | **Preliminary results** | Report on preliminary counts within 2 months | Demography | 2 | | -0.2 | |
| 2 | **Provisional census results** |  |  |  | |  | |
|  | Review of the Provisional Results Tabulation Plan | Tabulation plan for provisional results | Demography | 0 | | 0.0 | |
|  | Review of the computer programs to generate tables for the provisional results report | Computer programs for provisional results | Data processing | 0 | | 0.0 | |
|  | Generation of tables for the provisional results report | Tables of key indicators | Data processing | 0 | | 0.0 | |
|  | Drafting of the report & review of draft report by select committee | Draft report of provisional results | Demography | 0 | | -0.1 | |
|  | Finalization and printing publication of provisional results | Report of provisional results | Demography | 0 | | -0.1 | |
| 3 | **Launch of provisional results of Census** | Feedback about the results | Demography | 0 | | -0.2 | |
|  | Generation of tables for the provisional results report | Tables of key indicators | Data processing | 0 | | 0.0 | |
|  | Drafting of the report & review of draft report by select committee | Draft report of provisional results | Demography | 0 | | -0.1 | |
| **POST-ENUMERATION SURVEY** | | | | | | | |
| 1 | **Development of a comprehensive plan of procedures and processes for the PES** | Work plan, procurement plan, budget, training plan | Demography | 0 | | 0.7 | |
| 2 | **Design of the PES questionnaires and manuals** |  |  | 0 | | 0.6 | |
|  | Design of the data processing system for the PES | Questionnaire & CAPI App | Demography | 1 | | 0.6 | |
|  | Reproduction & delivery of PES materials (manuals & training guides) to Census HQ |  |  | 2 | | 0.4 | |
| 3 | **PES IT Matching System** |  |  | 0 | | 0.6 | |
|  | Finalization of the PES Matching guidelines | Matching & field reconciliation guide | Demography | 2 | | 0.6 | |
| 4 | **Drawing of the sample EAs by cluster for the PES** |  |  |  | |  | |
|  | Determine the sampling and estimation procedures for the main census and post-enumeration survey | Document the PES sampling design | Demography | 2 | | 0.5 | |
|  | Draw the respective samples for the main census and the post-enumeration survey |  |  | 2 | | 0.3 | |
| 5 | **Assemble PES documents for distribution to field staff** | Training questionnaire & manuals | Logistics | 1 | | 0.1 | |
| 6 | **Recruitment and training of field staff** | Trained PES field staff | Demography & HR |  | |  | |
|  | Recruitment and training of PES district supervisors |  |  | 0 | | -0.1 | |
|  | Recruitment and training of Sub- County supervisors |  |  | 0 | | -0.1 | |
|  | Recruitment and training of PES enumerators |  |  | 0 | | -0.1 | |
|  | Deployment of PES enumerators to the field |  |  | 0 | | -0.2 | |
|  | ***Milestone 5: PES Re-Interviewing*** |  |  | ***0*** | |  | |
| 7 | **Assemble field materials** |  |  |  | |  | |
|  | Assemble and dispatch PES tablets and other materials to subcounty offices | PES tablets and other Materials available | Logistics | 0 | | -0.2 | |
|  | Assemble and dispatch of PES ablets and other materials to District Census Offices | PES tablets and other Materials available | Logistics | 0 | | -0.2 | |
|  | Assemble and dispatch of PES tablets and other materials to census head office | Retrieval plan- All materials retrieved | Logistics | 0 | | -0.2 | |
| 8 | **Receipt and checking of PES data** |  |  | 0 | | -0.2 | |
|  | Processing of PES questionnaires and compilation of tabulations | PES results analyzed | Demography | 4 | | -0.2 | |
|  | Preparation of report evaluating Census results based on PES | Report writing guidelines | Demography | 4 | | -0.2 | |
|  | Office matching procedures by matching staff. | Office matching procedures | Demography & IT | 1 | | -0.3 | |
|  | Reconciliation visits for non-matches | Proportion of matches made | Demography | 0 | | -0.4 | |
| 9 | **Draft, review, finalize and printing PES report** | Draft PES report | Demography | 0 | | -0.7 | |
| **DATA PROCESSING** | | | | | | | |
| 1 | **Develop data processing plan** |  |  |  | |  | |
|  | Appoint senior Data Processing Staff for Census operations | Skilled data processing staff in place | IT | 0 | | 2.2 | |
|  | Preparation of necessary documentation: | Manuals, data Transmission plans |  |  | |  | |
|  | Technical Skills and Capacity Enhancement | Training reports, evaluation reports for skills gained | Demography & IT |  | | 2.0 | |
| 2 | **Location of processing centers** | Office set up | Administration & IT |  | | 2.0 | |
| 3 | **ICT and Data Security** |  | IT |  | |  | |
|  | Installations & configurations: Receive, install, and field test data processing equipment | Test reports on installations & secure data transfer mechanisms | IT | 2 | | 1.2 | |
| 4 | **Processing operations** |  |  |  | |  | |
|  | Incorporate the master list of EAs into the DP system | Geographically adapted systems | IT | 1 | | 2.2 | |
|  | Determine flow of materials, operational & quality control procedures for Pilot Census | Workflow for pilot census | IT | 1 | | 2.2 | |
|  | Determine flow of materials, operational and quality control forms for main Census | Workflow for main census | IT | 1 | | 0.6 | |
|  | Determine flow of materials, operational and quality control procedures for PES | Workflow for PES | IT | 1 | | 0.0 | |
| 5 | **Finalize and manage the DP System for use in Data collection** |  |  |  | |  | |
|  | Finalization of the application for edits, checks, questionnaire flow and skip functions, data transfer | Functional data flow and processing system | IT | 1 | | 1.0 | |
| 6 | **Simulation of the data network infrastructure transmission/transfer stress, performance, availability,** |  |  |  | |  | |
|  | Evaluation of machine editing, including automatic corrections programme | Test plans, reports, simulation reports | Demography & IT | 2 | | 1.0 | |
| 7 | **Receipt and check-in of Tablets and Paper Questionnaires from the Field** | Tracking mechanism in place | Data processing | 0 | | 0.0 | |
| 8 | **Coding** – Coding of open-ended questions using machine intelligence rules | Coding scripts/codes | Data processing | 0 | | 0.6 | |
| 9 | **Edit and imputation -** Consistency checks, machine editing, & table generation | Editing checks | Data processing | 0 | | 0.6 | |
| 10 | **Establish the workforce structure and recruiting staff** |  |  | 0 | | 0.6 | |
|  | Training workshop on use of selected relevant software packages for IT Staff and Statisticians | Capacity building reports | All divisions | 0 | | -0.1 | |
|  | Training of coding/editing clerks (Occupation, Industry, Area of Specialization etc) | Trained coders | Data processing | 0 | | -0.2 | |
| 11 | **Produce preliminary district cross-tabulations on selected topics** | Tables for preliminary report | Data processing | 3 | | -0.2 | |
| 12 | **Produce final District-level cross-tabulations on selected topics** | District-level tables | Data processing | 4 | | -0.2 | |
| 13 | **Produce of national-level cross-tabulations on selected topics** | National-level tables | Data processing | 4 | | -0.2 | |
| 14 | **Generate Reference Tables, Analysis** | Reference tables for analysis | Data processing | 6 | | -0.2 | |
| **DATA ANALYSIS AND REPORT WRITING** | | | | | | | |
| 1 | **Develop plan for data analysis and report writing** |  |  |  | |  | |
|  | Selection of analysts, authors, and allocation of topics to be covered | Concept note for data analysis & report writing | Demography | 0 | | -0.2 | |
| 2 | **Training workshop(s) in census data evaluation, analysis, report writing** | Number of officers trained | Demography & IT | 3 | | -0.2 | |
| 3 | **National-level analysis and preparation of draft analytical report and other products** |  |  | 2 | | -0.2 | |
|  | First review of draft analytical report and other products | Draft analytical report & other products | Demography & IT | 0 | | -0.3 | |
|  | Second review of draft national analytical report and other products | Draft analytical report & other products | Demography & IT | 0 | | -0.5 | |
|  | Finalization & preparation of the final copy of national analytical report and other products | Final analytical report & other products | Demography & IT | 0 | | -0.6 | |
| **CENSUS PRODUCTS** | | | | | | | |
| 1 | **Broad product strategy** | A catalogue of census Product | Demography & IT | 12 | | 1.0 | |
| 2 | **Printable reports and electronic version - pdfs** |  |  |  | |  | |
| 3 | National Analytical Report, Census Chart, and Fact Sheet | Number and type to be printed | Demography & IT | 1 | | -0.6 | |
| 3 | **Public use sample data** | 1% or 10% of the data extracted for public use | Data processing | 3 | | -1.0 | |
| **DISSEMINATION OF RESULTS** | | | | | | | |
| 1 | **Dissemination strategy** | Census dissemination strategic plan | Communication | 6 | | 1 | |
| 2 | **User consultation** | Report on user consultations | Communication | 6 | | 1 | |
|  | ***Milestone 6: Dissemination of the Preliminary Results (counts)*** | |  | **14** | -0.1 | | |
| 3 | **Printing and publication of provisional results** | Provisional results report | procurement | 0 | | -0.1 | |
|  | ***Milestone 7: Launching of provisional results*** |  |  | ***0*** | | -0.2 | |
| 4 | **Generate reference Tables, and conduct Analysis** | National analytical report | Demography | 6 | | -0.2 | |
| 5 | **Production of national-level cross-tabulations: Direct Publication** | Tabulation plans | Demography | 1 | | -0.5 | |
|  | ***Milestone 8: National workshop to disseminate national analytical findings.*** | |  | ***0*** | -0.7 | | |
| 6 | **Zonal/Regional workshops to disseminate the subnational Population Profiles and District data** | Regional workshops | Demography & PR | 0 | | -1.0 | |
| 7 | **Press release, distribution of Census publications and seminars/workshops, etc.** | Stakeholder & media workshops | Demography & PR | 0 | | -1.0 | |
| **EVALUATION** | | | | | | | |
| 1 | **Process quality** | Report quality assurance | Demography & IT | 1.0 | | -1.0 | |
| 2 | **Data quality** | Report on overall data quality | Demography & IT | 1.0 | | -1.0 | |
| **UTILIZATION** | | | | | | | |
| 1 | **Use of small area data** | Small area profile to support analysis | Demography &IT | continuous | | -1.0 | |
| 2 | **Cross-cutting and emerging social issues** | Identified and analysis undertaken | Demography | continuous | | -1.0 | |
| 3 | **Promotion of and training on uses of census data** | In country regional trainings | Demography | continuous | | -1.0 | |
| **DOCUMENTATION AND ARCHIVING** | | | | | | | |
| 1 | **Documenting census operations** | A documentation file | Documentation | 2 | | 3 | |
| 2 | **Archiving individual census records** | Census archives | Documentation | 2 | | 3 | |
|  | ***Milestone 9: Production of census administrative report*** | | | | | | |

1. A publication of UNECA documenting African country experiences and lessons learnt from the 2020 PHC round. [↑](#footnote-ref-1)