



THE UNITED REPUBLIC OF TANZANIA

CENSUS OF INDUSTRIAL PRODUCTION 2013

HANDBOOK FOR SUPERVISOR S



Data Collection Authority

The information will be collected under the StatistCIPs Act, 2002 of the National Bureau of StatistCIPs. However, it is the responsibility of Enumerator to encourage respondents to voluntarily provide the information requested and penalties will only be applied on extreme cases as stated in the Act.

Confidentiality

The National Bureau of StatistCIPs shall strCIPtly maintain confidentiality on collected information as stipulated in the StatistCIPs Act, 2002. Respondents should be assured that information provided will be used for statistCIPal purposes only. It is also important to bear in mind that, Supervisor s who fail to comply with the confidentiality regulation will be charged for disciplinary action in accordance to PublCIP ServCIPe Regulation.

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Introduction

The Government of United Republic of Tanzania through Tanzania Statistical Master Plan (TSMP) is working on improving quality of statistics in the country, by putting in place a better infrastructure of statistical production. This involves updating of basic data from different households and establishments based surveys including Census of Industrial Production (CIP).

Historically, Census of Industrial Production 2013 will be the fourth census to be conducted in Tanzania Mainland since independence (1961). The first comprehensive industrial census was done in 1963, the second in 1978 and the third in 1989.

The National Bureau of Statistics (NBS) in collaboration with the Ministry of Industry and Trade (MIT) are responsible for conducting the census. The broad objective of this census is to generate relevant and updated industrial data that will be used to assess the contribution of industrial sector to the economy. Moreover, providing benchmark data to other subsequent surveys and analysis for planning, evidence-based policy formulation and decision making purposes regarding to the industrial sector.

1. Supervision

1.1 Supervision Levels

Census of Industrial Production 2013, will involve different levels of supervision.

1.1.1 Regional

Supervision at regional level will be done by Regional StatistCIPs Manager (RSM) and Regional Trade OffCIPer (RTO) in collaboration with member from headquarter Supervisor s. Together they will be responsible for day to day supervision of enumeration activities within the region. Before enumeration RSM will ensure all preparatory administrative arrangements are settled.

1.1.2 Quality Control

Quality control Supervisor s will be senior offCIPials from National Bureau of StatistCIPs, Ministry of Industry and Trade, Development Partners and other Government offCIPials as need may arise. Among other responsibilities, Quality control Supervisor s will assess the overall enumeration progress, advCIPe on better options and in case of any diffCIPulties they may intervene where necessary.

1.2 Role of a Supervisor s

The Supervisor 's work is vital in ensuring that enumeration is done properly. At regional level, RSM and Supervisor s from National TechnCIPal Team are required to ensure that each Enumerator perform her/his assigned duties with respect to the "Instructions Manual for Enumerators ". On their daily activities they will be responsible for:

- i. Preparing and reviewing work plan including working schedules, distribution of establishment among enumerators.
- ii. Ensuring that, each Enumerator is familiar with location of her/his assigned establishment some few days before interview and assists Enumerators in solving arising problems in locating establishment.
- iii. Ensuring that, each Enumerator has all necessary materials as listed in the "Instructions Manual for Enumerators ".

- iv. Satisfying herself or himself that, Enumerators understand their job and respective timetables are well prepared and adhered to.
- v. Contacting with the Enumerators all the time, to assess their performance and provide additional guidance where necessary.
- vi. Liaising with community leaders and where necessary higher authorities in case of problems whCIPh are beyond his/her capacity.
- vii. Positioning to solve any problem that may arise during enumeration such as shortfall of materials, replacement of an Enumerator when one fall sCIPk, etc.
- viii. Checking, correcting and collecting completed questionnaires.
- ix. Using Control Forms effectively for quality control checks and movement of Census documents.
- x. Briefing each other on daily basis, submitting weekly written report to Project Desk OffCIPer and preparing any other progress reports as required.

A Supervisor should be well informed about all details and procedures contained in this manual as well as "Instructions Manual for Enumerator's ". Make sure that, Enumerators are equipped with knowledge to complete both **Short and Long Questionnaires**.

Remember:

The supervision of enumerators' work is an integral and important part of Census of Industrial Production 2013, in ensuring thorough coverage of all listed establishment and high data quality.

2. Enumeration Instructions

2.1 Before Enumeration

2.1.1 Training

Supervisors will be trained together with Enumerators for fourteen days. The training will be facilitated by trainers from National TechnCIPal Team. Combinations of Supervisors and Enumerators approach aim at creating a common understanding on census instruments and enumeration issues. A parallel session will be done to Supervisors on areas relating to quality assurance and supervision mechanisms.

Regional Supervisors will be required to attend the training to acquire a comprehensive knowledge on how to control the whole enumeration exercise including supervision of Enumerators and general assessment of data quality.

After the training, each Supervisor will arrange a meeting with Enumerators in his/her Supervisory area to ensure that all Enumerators have received all the necessary materials required for enumeration including records in the Control Form – checklist of distribution of materials to Enumerators and each Enumerator is familiar with the coding system.

2.1.2 Documents and Materials

a. Census questionnaires

This is the basCIP document to be used in the field and Supervisors should be familiar with the document. There are two types of census questionnaires; detailed and short questionnaires whCIPh will be used for data collection and each type will be administered in specified establishments. The detailed questionnaire will be administered to establishments engaging more than ten (10+) persons and special establishments that qualify to be administered. Short questionnaire, will be administered to sampled establishments that engage less than ten (1 – 9) persons. The Supervisor therefore, has to make sure that Enumerators adhere to the given list that distinguishes these categories to maintain the desired coverage.

b. Instructions Manual for Enumerators

This is a working tool which guides Enumerators on how to collect the required information. Supervisor is obliged to fully comprehend all components of the manual so as to assist Enumerators for better understanding and interpretation of manual in case of difficulties.

c. Quality control guidelines

Is the document that outlines quality control actions to be undertaken at each stage of the Census of Industrial Production 2013, aimed at minimizing errors in all data production processes and ultimately produce quality statistics. Moreover, the document is intended to guide survey implementers in effective quality control at all stages. Supervisors are required to use the document to avoid problem of poor data quality in all stages of data collection in order to attain a reasonable level of accuracy.

d. Control form for data collection

Materials will be received from NBS and the Supervisor is supposed to check the kind of material received. The Supervisor (RSM) is expected to sign the Dispatch Form of CIP Materials from Headquarters. Three copies of dispatch form (**CIPCF – 1**) should be filled and original copy will be sent to NBS Headquarters, the first copy should be kept by RSM and the other copy by Supervisor. The Original copy should be submitted to the Headquarters for recording purposes.

The RSM will distribute materials to Enumerators and Dispatch Form of CIP materials from RSM to the Enumerators should be filled and signed. Three copies of dispatch form (**CIPCF – 2**) should be filled and original copy will be sent to NBS Headquarters, the first copy should be kept by RSM and the other copy by enumerator. The Original copy should be submitted to the Headquarters for recording purposes.

e. Enumerator's checklist for visits

During data collection exercise, Supervisors should always check whether Enumerators have duly filled the visiting checklist when visit the establishment as required.

f. Coding specifications

This involve the ISCID, Regional, District, Ward and Village codes, Supervisors should ensure that Enumerator had filled the correct code in the questionnaire.

g. Introduction letters

This is the letter that will be sent to establishment to request the establishment to collaborate with the team of Enumerators and Supervisor s to complete the questionnaire. Supervisor s should ensure that each establishment has received this letter before the enumeration exercise start.

2.2 During Enumeration:

Supervisor s should observe at least one interview of each Enumerator in her/his assigned establishments. During interview the Supervisor will observe whether the Enumerator explains correctly the purpose of the census, asking question in desired sequential order and maintaining the intended meaning of questions.

Supervisor s should arrange meetings with Enumerators in routine bases to track the progress of data collection. The meeting will focus on discussing any irregularities observed and pointing out the correct procedures and instructions to make the necessary corrections immediately. If required, Enumerator should go back to the establishment to make the corrections. In case Enumerator continues to make mistake repeatedly without improvement, the Enumerator should be replaced by a reserve.

It is important to make a note in Supervisor's notebook whenever discovering inconsistencies. Contact the respective Enumerator to make the necessary corrections immediately.

As a general rule, Supervisor should carry additional materials such as questionnaires, control forms etc. when visiting enumeration sites. If Supervisor gives out extra questionnaires to an enumerator, the serial numbers of extra questionnaires should be recorded in the checklist for distribution of materials to enumerators.

Supervisor should check the complete questionnaire in the field to oversee the clarity together with the enumerator. The Enumerator is allowed to make some instant corrections if need be before handing over the questionnaire to Supervisor for further scrutiny. At this stage Supervisor should fill control form to acknowledge receipt of questionnaire taken from field for further editing. When Supervisor is satisfied that the questionnaires are in good order, the same should be arranged serially followed by filling the Control Form to acknowledge receipt of completed and edited questionnaires.

At the end of enumeration, the Supervisor should tick in Supervisor's checklist form for receipt of questionnaire and Census materials from enumerator. It is of particular importance that Supervisor receives all questionnaires (used, unused and damaged) and other Census materials from Enumerator to prevent misuse of the same.

2.3 Post Enumeration

2.3.1 Packing of Questionnaires and Other Census Materials

Supervisor should make sure that, the Census Questionnaires and other materials are packed in boxes, marked with summary of content packed in and addressed to the National Bureau of Statistical Head quarter. Within the box, separation should be observed between detailed and short questionnaires by marking the packages. In the package, questionnaires should be arranged in categories of complete, damaged and unused questionnaires. All Control Forms should package together with Questionnaires and well marked.

2.3.2 Delivery of Materials

After the supervisor is satisfied that all materials have been well packaged, the questionnaires are now ready to be handed over to the NBS Head Quarter for further processing. The following procedures should be use when preparing the materials for handover. Boxes containing questionnaires must be clearly labeled. When transporting the materials to NBS Head quarter offices great care must be taken to avoid loss of any of the materials. If it happens that materials are transported by public transport, materials should be protected and should not be allowed to be put on the roof of the bus as they may get damaged or fall off.

IT CAN BE DONE, PLAY YOUR PART

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“To become a one-stop centre for official statistics in Tanzania”

MISSION

“To produce quality official statistics and services that meet needs of national and international stakeholders for evidence-based planning and decision making”