

Questionnaire de l'Enquête Post-Censitaire Post Enumeration Survey (PES)**Questionnaire:**

1. For question B04, *Situation du Résidence*, Living Situation, the terms « Au moment du recensement » should be included (at the time of the census).
2. For question B11, *Statut d'Appariement* (matching status), it's not necessary to have response number 5, *Omis au recensement* (omitted during the census). Those persons omitted during the census are obtained by subtracting from the population enumerated during the census and PES, those who did not leave between the census and PES, and those who arrived after the census. This resulting number is taken as an estimate of those persons who were omitted during the census.
3. For question C7, *Statut d'Appariement* (matching status), it's not necessary to have response number 4, *Omis au recensement* (omitted during the census). If a person has left the household after the census then they could not have been omitted during the census. If they were omitted, how would the enumerator know that they were omitted?
4. For question D11, *Statut de dénombrement censitaire* (census enumeration status) the responses must be changed. For persons enumerated during the census but not during the PES, there are only two categories for the census enumeration status :
 - *Correctement dénombré* (enumerated correctly)
 - *Inclus incorrectement* (included incorrectly)
5. To pull the sample for the PES it is necessary to have a sampling base. Since the census cartography was completed some time ago, the population estimates for each enumeration area (DR) must be updated. The only way that this can be accomplished is by the capture of the summary population information from the *cahiers des visites* (listing notebooks). Since the PES is scheduled for one month after the census enumeration, it will be necessary to complete this data capture by the middle of January. If not, the PES is in danger of being delayed and the more it is delayed the poorer the quality of the PES.
6. An alternative to the planned PES would be to conduct a PES at the level of Dakar only. This would reduce the work and expedite the pulling of the sample for the PES. It would also still provide a measure of the quality and coverage of the census, as most changes will probably take place in Dakar.

Questionnaire pour la Population Comptée A Part Population Counted Apart**Questionnaire:**

1. For question B08, *Ethnie ou Nationalité*, Ethnicity or Nationality, there is space for a 2-digit code instead of a 3-digit code as on the other questionnaires (*Questionnaire Ménage* – Household Questionnaire and *Questionnaire Enquête Post-Censitaire* – Post Enumeration Questionnaire)

Guide de Formation Training Guide :

1. In the *Manuel de l'Agent Recenseur* (enumerators manual) in *Annexe II. Instructions Relatives au Remplissage du Cahier de Visites* (completion of the listing notebook) there is no line called “*REPORT DE LA DERNIERE PAGE*” (Report of the last page). This may possibly refer to the shaded line at the bottom of each page. Explanation could be given in the training guide as to what the “*REPORT DE LA DERNIERE PAGE*” refers to exactly on the 6th day of training, when the *cahier de visites* is discussed.
1. There is no mention of *Annexe I. Lecture de la Carte de DR* or Map reading in the training guide. This could be included on page 7, before beginning instructions on how to complete the questionnaire or on page 11, before practice interviews. If enumerators are to update their maps during enumeration, they will also need to receive instructions on how to do this systematically.
2. There is no mention of *Chapitre V. A la Fin de Dénombrement* or At the End of Enumeration in the training guide. This could be included on page 11, before practice interviews.
3. There is no mention of *Annexe II. Fiche de Transhumance* or Nomadic Population Form. If the enumerator is to complete this form, then it should be mentioned during the enumerator training.
4. There are no instructions in the training guide or in the enumerator manual concerning the *Population Compté Apart* or the Population Counted Separately, which includes the institutional and homeless population for which there is a separate questionnaire comprised of a subset of questions from the household questionnaire. If the enumerator is to enumerate these populations, instructions should be given.
5. One change that could save a considerable amount of time would be to have the enumerators assign the identification codes in the field, as well as write the place names. The codes could be assigned at the end of training under the supervision of the contrôleur and superviseur. Having the enumerators write the names as well as the codes on each questionnaire can offer a measure of control by which the coding staff can simply verify these codes at Dakar instead of having to code them all. The likelihood of enumerator error increases at the lower levels of geography and is practically non-existent at the higher levels. In the cases where villages have disappeared, been created, or renamed – enumerators could be instructed to write the name and note in the observations that they don't have a code for the village due to “X” reason and notify their Contrôleur of the problem. This change, if adopted, will have to be added to the training guide.

Manuel de l'Agent Recenseur Enumerator Manual:

2. The Enumerator Manual makes reference to a *liste de correspondance des niveaux d'école* or list of corresponding educational levels. Has this list been completed?

Guide de Contrôleur Enumerator Supervisor Manual:

1. The instructions given on the set-up and use of the *cahier de terrain* or field notebook seem to indicate that this notebook is only for the management of materials. The *Gestion du materiel* (control of materials) is well explained. However, in Section 5.3

Clôture du dénombrement the contrôleurs are supposed to total the number of people enumerated in their zone (*récapitulation de votre SD dans votre cahier de terrain*) column and row headings could be provided as a guide on how to do this in their notebooks as was done for material control. (*le cahier de visites est différent du cahier de terrain*)

2. Is it the responsibility of the *Contrôleur* to complete all the questionnaires other than household questionnaires (5.13 *Fiche de Transhumance* & 5.2.1 *Population Compté Apart*)? If so, then maybe the instructions for completion of the *Population Compté Apart* could be included in this manual.
3. Does the contrôleur have a sac in which they place the forms, *Fiche de Transhumance*, *Questionnaires de Transhumance*, & *Population Compté Apart*?
4. It's unclear who is responsible for updating the maps (5.13). If it is the responsibility of the *Contrôleur* to update his/her map (*SD*) then further instructions should be included on how to do this systematically.
5. In section 5.2 *Votre travail pendant le dénombrement* (your work during enumeration) there are no instructions given on how to control the quality and coverage of the enumeration.
6. In section 5.2.3 *Suivi des Agents Recenseurs* it might be good to mention that the contrôleurs should sign the *cahier de visites* of each *agent recenseur* at each visit.
7. In section 5.2.4 *Contrôle de qualité des questionnaires* instructions are given to verify the information between columns C3, B23 and B04. It seems that C3 needs to be removed from this reference.
8. The *Manuel de l'Agent Recenseur* (enumerators manual) indicates that the contrôleur is responsible for completing the front page of the *cahier de visites* (listing notebook). Instructions could be provided as to where the contrôleur should find the appropriate geographic codes (maps?) and how to complete the 11 box district code, when the district code on the front of the questionnaires only has 4 boxes.

Guide de Superviseur District(?) Supervisor Manual:

1. Section 3.2.1 *Matériel* could column headings be provided for completion of the *cahier de transmission*?
2. Section 3.3 *Tâches de Contrôle* or Control Activities is a bit confusing and could use further clarification. More instructions should be provided on how to set-up and use the *cahier de tournées* or field visit notebook. An example could be included or at least the column and row headings that the DPS wishes the superviseurs to use should be given. **(A revoir)**
3. The manual references a *Fiche de circulation de dossiers* – Material control form, has this form been created? **(A revoir)**
4. The manual references a *Fiche de contrôle de vos contrôleurs* – Enumerator Supervisor control form, has this form been created? **(A revoir)**
5. More detailed instructions could be given on how to verify correct completion of questionnaires on a sample basis, such as when to do this and how much of a sample to review for each enumerator?

6. More detailed instructions should be provided on approximately how many questionnaires to verify for each enumerator.

***Manuel de Réception des Documents de Collecte* Receipt of Enumeration Materials Manual:**

1. This manual in its present form serves more as a hiring guide, which is good, rather than a guide of the duties and operations of receipt of enumeration materials. The question is raised of available space and assumptions are made in the absence of knowledge of the space that will be used for coding, storage, and data entry. These questions should not be left unanswered any longer. A building must be chosen and readied for operations as soon as possible.
2. A control list of geocodes needs to be created as soon as possible and updated with the population information taken from the *cahiers de visites* – listing notebooks, which will be captured first. This capture could be expedited through the use of a computer and a simple program (Excel, Access, etc.) and this updated control list would then be used to track individual documents or work lots throughout data processing.
3. Some thought needs to be put into the organization of the storage rooms before the operation begins. Will there be shelves, how will they be organized, and who will manage it. I would suggest that there be shelves and that the sacs be organized according to geocodes. This will help to find a particular DR when necessary. There should also be an electronic record of the location of every sac/DR at any moment. Sacs/DRs should be returned to the storage room when not in use, thereby limiting the amount of storage required in the coding/data entry rooms and limiting the chance that sacs/DRs are misplaced.

***Manuel de Codage* Coding Manual:**

1. One change that could save a considerable amount of time would be to have the enumerators assign the identification codes in the field, as well as write the place names. The codes could be assigned at the end of training under the supervision of the contrôleur and superviseur. Having the enumerators write the names as well as the codes on each questionnaire can offer a measure of control by which the coding staff can simply verify these codes at Dakar instead of having to code them all. The likelihood of enumerator error increases at the lower levels of geography and is practically non-existent at the higher levels. In the cases where villages have disappeared, been created, or renamed – enumerators could be instructed to write the name and note in the observations that they don't have a code for the village due to "X" reason and notify their Contrôleur of the problem.

***Manuel Contrôle du Codage* Coding Control Manual:**

- 1.

***Codes Profession Occupation* Code List:**

1. There are four boxes for Activité Exercée on the questionnaire. Looking at the code list and reading the coding manual, I still do not know which codes to put in the box.

Sometimes there are three digit codes, sometimes four digit codes, and sometimes ten digit codes next to the name of the professions. Also what does a coder do if they can't find a specific profession and can only match an entry to a higher-level heading? Should they use the higher-level 2 or 3 digit code and simply add zeros at the end? Refer the entry to their supervisor?

2. It is my recommendation that the code list be simplified to display 4 digit codes next to the profession names. You can include codes for the higher levels with zeros to fill in the blanks as long as each 4-digit code is unique. This will help avoid confusion and simplify the work of the coders.
3. In the training of the coders who will code *Activité Exercée*, I would recommend that examples of difficult cases be used during training, to prepare them for the most difficult cases they will be likely to encounter. Staff from the economic statistics should be able to help provide real examples of poor quality examples. I would also include an explanation of how the code list is organized and conduct drills to help them become familiar with the organization such as asking what the code for a specific profession is and having the trainees race to provide the correct answer and explain to the class how they found the correct code.

***Lieux de Naissance, Lieux de Résidence il y'a Cinq An, et Pays de Destination* Place Code List:**

1. It's good that these codes are consistent to avoid confusion as coders will tend to memorize these lists and having the same codes used throughout will help simplify the coding process.

***Langues Parlées* Language Code List:**

1. For the 30 African languages listed, would it be possible to make the ethnicity codes of the same name the same code to avoid confusion? For example, the language code for Baïnouck is 24, but the ethnicity Baïnouck is 003. I understand that there may be some differences between *Langues Parlees Africaines* and *Ethnicité* but when they are the same, couldn't they have the same code to avoid confusion?
2. For the *Langues Parlees non-Africaines* the assignment of the same codes as for *nationalité* becomes more complex as one language cannot be assigned for each nationality. For example, French is spoken in France and Belgium, which must have two different codes to differentiate between the two different nationalities. You could keep these as different codes and should stress during training that the coders must continually check to ensure that they are using the appropriate code list.
3. I wanted to remark that the language code list is simple and well laid out – the coder only has to refer to one page which will simplify and expedite language coding.

***Liste des Codes Ethnies* Ethnicity Code List:**

1. See comment number one under *langue parlée* about making ethnicity codes equal to the language codes as appropriate.

***Liste des Codes Nationalités* Nationality Code List:**

1. This list could be laid out into two columns providing a one-page nationality code list which is easier to use, simplifying and expediting nationality coding.
2. During training, it should be emphasized to coders when to use the general codes, such as Autres Pays Africains and Autres Pays d'Afrique de l'Ouest, etc. Usually you want these codes to be used as a last resort when no other code is possible.