



SIERRA LEONE 2015 POPULATION AND HOUSING CENSUS ENUMERATORS' MANUAL

SUPPORTED BY:



STATISTICS SIERRA LEONE

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FOREWORD

On behalf of the Council, Management and staff of Statistics Sierra Leone, I welcome your participation in this 2015 Population and Housing Census field enumeration.

This manual has been developed to guide you through the training programme and also to serve as your reference during the field enumeration. You must refer to it if you have the slightest doubt about completing the questionnaire. If the doubt persists consult your immediate supervisor.

Remember your individual performance will add up to that of thousands of other enumerators to make the census exercise a success, so we expect your best at all times.

Mohamed King Koroma
Statistician General and Chief Census Officer

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PART I: INTRODUCTION

A. Census Information

1. The population and housing census is a complete count of the country's inhabitants. The census also collects data on the population's socio-economic characteristics and housing conditions.
2. It is designed to generate statistics that are essential for policy and planning purposes. It is therefore of the greatest importance to every person living in Sierra Leone. Census information is **NOT** used for identifying people for taxation or punitive purposes.

B. The Census Organization

3. Statistics Sierra Leone, with the Statistician General as the Chief Census Officer, is responsible to Government for the census as a whole. The country is divided into 14 Districts in each of which there is a District Census Officer, a District Publicity Officer, and a Publicity Assistant. They will be assisted by a number of Field Officers, Supervisors and Enumerators in carrying out the Census.
4. The Districts are divided into chiefdoms and the chiefdoms into sections. Each section is divided into Enumeration Areas (EAs). Each enumerator shall be responsible for one EA and shall visit every household in it and record the information required of all persons.

C. Recruitment and Training

5. You have been selected to participate in this training because you have partly fulfilled the requirements of being an enumerator. You will undergo seven (7) days of intensive training. The training will involve classroom training, field practice and tests. If you succeed in all these, you will be appointed as an enumerator for the census exercise.

D. Your Job as Enumerator

6. Your job is to ask questions about everyone who slept in the household on census night (December 4/5 2015) and to record the answers. It is the single most important job in the census. **You must make every effort to obtain complete and accurate answers and to record them carefully and correctly.**
7. The success of the census depends upon the public's willing cooperation and it is your job to obtain this by being polite, tactful and patient always.

E. Confidentiality of Information

8. The information you obtain is **CONFIDENTIAL** and will only be used to compile statistics. You are not permitted to disclose it to anyone who is not an authorized officer, nor should you leave it where others may have access to it. You will make all the entries on the questionnaire personally. On no account should you allow any unauthorized person to fill in any part of the form. You may only ask such questions as are necessary to enable you complete the questionnaire.

F. The Law

The Census Act of 2002 empowers Statistics Sierra Leone to conduct periodic censuses of the country. The Act also makes it obligatory for every household head to give information relating to their households as required.

9. The law may be summarized thus:
 - i. Persons are required to furnish the information asked at the census;
 - ii. Any person who fails to do so or who knowingly makes a false statement, shall be guilty of an offence;
 - iii. Any person authorized to do so by the Chief Census Officer may enter any house and interview the members of the household provided that he or she, observes the customs of the people in doing so.
10. Every person occupying a house shall allow authorized persons access to the house.
11. The Statistics Act also provides for severe penalties against authorized persons who are found guilty of improper conduct. In undertaking the work of an enumerator you have become an authorized person and the provisions of the law apply to you.

G. The Oath of Secrecy

12. You will be required to take an oath of secrecy in which you will promise to fulfill your duties as an enumerator faithfully and honestly and you will promise not to disclose any information, which comes to your knowledge by reason of your employment as an enumerator. If you break your oath, you will be guilty of an offence and liable to punishment.

PART II: GENERAL INSTRUCTIONS

A. *Aim of the Census*

13. The aim of the census is to determine the number and certain other characteristics of all persons in Sierra Leone at the time of the enumeration.

B. *Your Equipment*

14. When you have completed your training successfully, you will be issued with the following materials:
 - i. Ball point pens (blue),
 - ii. Enumerators' Manual
 - iii. Household Questionnaires (Returnable, used, spoilt and unused),
 - iv. Special Population Questionnaires(Returnable, used, spoilt and unused),
 - v. Map of your Enumeration Area (Returnable),
 - vi. Adhesive dwelling stickers,
 - vii. Identity card,
 - viii. Torch Light and Batteries
 - ix. Bag
 - x. Work jacket with Census logo
 - xi. Exercise book (Returnable)
 - xii. EA Summary sheet (Returnable)
 - xiii. Structure listing forms (Returnable)
 - xiv. Chalk
 - xv. Call back Sheet
15. You should keep your equipment carefully, because at the end of the enumeration you will be required to return some of them, and you **WILL NOT BE PAID** until all returnable items have been accounted for by your Supervisor.

C. *Your Supervisor*

16. Your Supervisor is your immediate superior in the census organization. His/her job is to help you do your work efficiently, to help you in case of difficulty and to make certain checks designed to ensure that your work is accurate. He/she will be required to report on your work before you are paid.

D. *The Enumeration Area (EA)*

17. You will be allocated an EA and you will be responsible for visiting every household in it and recording the information required of every person in the area within the stipulated duration of the census.
18. You must not miss any household in your area or count any household twice.

19. You will be given a map of your enumeration area showing the boundaries and the localities within it. A locality is an inhabited place. The localities in your area have been listed in order to make it easier for you to plan your work and make sure that you visit every household.
20. See more details about map reading guide in Part VI.

E. *How to Approach the Public*

21. Act as though you expect to receive friendly co-operation and behave so as to deserve it.
22. Make yourself known to the people and explain who you are and what you are doing.
23. You should at all times wear your Work Jacket with the Census Logo, and carry your Identity Card so as to be able to show that you work for the census.
24. You should start work only when you have exchanged the proper greetings, briefly explained what the interview is about and answered any questions about the census that the people may ask. You should however, avoid becoming involved in lengthy conversation – your time is limited and your job is to collect information.
25. During the interview let people take their time, never put answers in their mouths, work steadily and make sure that the answers are clear to you before you write anything down. Do not accept at once any statement that you believe to be wrong but tactfully ask further questions in order to obtain the correct answer.
26. If a person refuses to co-operate and answer the questions, maintain a courteous manner. Stress the importance of the census, that it has nothing to do with taxation or politics and the fact that the information is treated confidential. If he/she is still reluctant to help, make a note of the household number and report the matter to your Supervisor as soon as possible. You are not expected to engage in any hot argument neither do you have to use any threaten remarks.
27. When leaving the household, remember to thank the head and the other members for their help.

F. *The Census Night*

28. The census night is the night of 4/5 December 2015. The information you will collect for the census will refer to this date.
29. You must enumerate everyone in your EA. You will do this by visiting every household in it and enumerating every person who stayed there on census night.

G. *The Household*

30. A household is defined as a person or group of persons who normally eat and live together and recognize a particular person as the head.
31. A household may occupy a whole building, part of a building or many buildings.
32. A man with several wives might maintain separate living quarters for his wives and their children. In such cases each wife and her children should be enumerated as a separate household.
33. You should use a separate questionnaire for each household you enumerate.

H. *Institutions*

34. Sometimes groups of people live together but do not belong to a household. Those in hospitals, colleges, hotels, barracks and prisons are examples of this. Such places are called institutions.
35. The enumeration of those persons living in institutions and floating population is the responsibility of the District Census Officers, the Field Officers and the Supervisors who will make special arrangements for the purpose. You may be instructed to participate.
36. Those working in institutions but live in their own households (but physically located inside the institution perimeter) should be enumerated as households and not as part of the institution. Thus a teacher or lecturer living in a household but within the school or college perimeter should be enumerated as a member of the household where he/she lives. However, a nurse living in a hostel should be enumerated as a member of the institution (the hostel).
37. Persons who spent the census night in work places should not be enumerated in their work places. They should be enumerated in their usual households. These include, nurses and doctors spending night at hospitals, security on night duties, fisher men, etc.

I. *Who Should Be Enumerated?*

38. You will enumerate everyone who stayed at the household in your EA on census night.
39. Sometimes there are persons who would **normally** have slept in the household who were absent on census night and did not sleep in any other house. For example, night watchmen, police officers on night duty, persons working on night shift, persons on fishing expeditions and persons working in hospitals, hotels or prisons throughout the night. Such persons should be enumerated with their usual households, as long as you are sure that they were not enumerated where they spent the census night.

40. Persons staying in hotels, hospital patients, prisoners and the like will be enumerated in their institutions. They should not be enumerated with the household.
41. Those that are secluded in the bush, as initiates of secret societies should be treated as belonging to institutions. You should approach the person in charge and obtain from him/her the particulars relating to all the initiates in the group.
42. If a person belongs to a household but spent the Census night in another household, that person should be enumerated in the household where he or she spent the census night.
43. There may be occasions when someone says that they have already been enumerated at another house. To ascertain whether this is true, probe by asking what information was elicited, and where he/she was enumerated.
44. Record the details in your note book of where and when they were first enumerated and pass on the information to your Supervisor.

J. *Who Should Be Interviewed?*

45. Your aim is to obtain information about all members of the household. However, you do not have to interview all of them. You should interview the Household head, or in his/her absence any responsible adult who is knowledgeable about the affairs of the household.

K. *What happens if there is no one at home?*

46. It may happen that when you visit a house that is inhabited, you are unable to obtain information, either because nobody is at home or because the adult occupants are away at the time. You must enquire from those you find at home the best time to call back. If there is no one at home, ask the neighbours when they are likely to be at home. Then you can arrange your next visit so as to find them at home, even if it requires meeting them at night.
47. In a case where you find no one at home on your first visit you should make a note of the date and the address, and make two more visits.
48. As you make each call back, write the date on which you made the attempt and finally, the date on which you succeeded in completing the interview on your enumerators' call back summary sheet. If you find no one in after your third attempt you should note the fact, and inform your supervisor.
49. On no account should you leave a blank questionnaire for a household in a structure you are to make a call back for. Continue with households in the next structure and the numbering should continue from the last household you completed in the previous structure.

50. It may be that no one slept in the house on census night, in which case you should enter the household details on the questionnaire and write “NO ONE SLEPT HERE ON CENSUS NIGHT” in the population section of the questionnaire. Then tick in the box ‘Structure Vacant’ on the structure sticker. Mark the house with the structure sticker.

L. The Structure Sticker

51. The structure sticker is to ensure that no house is enumerated twice and that none is missed. It is to be used to mark those structures which have been visited and whose occupants have been enumerated.
52. Before you affix the structure sticker make sure that you have written the structure number on it. The number written on the structure sticker should correspond with the structure number on the questionnaire.
53. The structure sticker should be placed where it will be easily visible to your Supervisors and others checking your work, preferably on the door post and out of reach of small children. Ask the people to leave it up for at least one month so that they may be spared the inconvenience of unnecessary visits by census staff.
54. You will be provided with a sheet where in you are to document information of “**call backs**” in your EA. This sheet will serve as a reminder to you and must be kept neat for inspection by your supervisor or any census official visiting your EA.
55. On no account is the structure sticker to be fixed to any structure unless a questionnaire has been completed for every household in the structure. If your call backs have failed to find anyone, mark the house with the structure sticker as you complete the call back report on your final visit. Your final visit should be the last day of enumeration. If no one is found in the structure when you make your final visit, write on the population section of the questionnaire “**STRUCTURE VACANT**”.

M. The Questionnaire

56. All the information required for the census is to be recorded on the questionnaires. The household questionnaire is on two pages. Page one deals with the Population Characteristics and page 2 deals with the other sections. For each household, the Enumerator should complete both pages of the questionnaire. The household identification should be written on both pages.
57. The questionnaire will be issued to you in bound pads of 25 households per booklet. None should be detached or destroyed. You will have to account for all of them. Summaries of each booklet should be done on the front page of that booklet.
58. There will be two sets of questionnaires, one for the enumeration of households and another for the enumeration of institutions.

N. Check your Work

59. Before you leave an enumerated household check the questionnaire you have completed and make sure that you have done it accurately and fully. It is better to check your work on the spot than have to revisit the household. It will save you time, trouble and perhaps a long walk.
60. In particular you should make sure that:
- You have recorded the household identification on both pages of the questionnaire,
 - Others can read what you have written,
 - Questions have been asked for the correct persons and filters and skips followed,
 - All the columns have been filled in where they should be, the answers are correct, the household number has been entered and you have affixed the adhesive structure sticker.
61. You should ensure that your work is complete and in order for those households you have enumerated and ready for inspection at any time.

O. The Summary

62. At the end of each household enumeration, and before you move on, you must complete the summary at the bottom of the questionnaire, in respect of the household. If more than one questionnaire is used in a household, summary should be done on the first page of the pages used for that household.
63. The summary is important; as it is from this that we calculate the provisional figures of population. Also, if more than one questionnaire is used for household, sections 3, 4, 5, 6 and 7 should only be completed in the first set of questionnaire used for the household. The second page (sections 3 to 7) of the other set of questionnaire used for same household should be left blank. E.g. If there are 15 persons in a household, the first set questionnaires will have 10 persons and the second 5. In the second set of questionnaires you are to only complete information on the **“Household Identification particulars”** and those of the 5 persons in the **“Population section”**. The other sections should be left blank.
64. Summary is also done on the cover page of the questionnaire booklet. This is a summary that shows the number of households, males and females enumerated in a particular locality/street.

The summary on the cover page of the questionnaire booklet should be completed with the Supervisor in order to avoid inconsistencies. Each booklet should have its own summary.

Summaries of all booklets used, including Special Population booklets in the EA are then added to complete the EA summary sheet.

P. *At the end of the Enumeration*

65. When you are satisfied that you have completed the enumeration of your area you should report to your Supervisor with all your equipment. Your work will be checked and you will be given further instruction(s) about collecting your pay, etc.

PART III: STRUCTURE LISTING FORM

A. General Instructions to Complete the Listing Form

1. This booklet is to serve as a record of your enumeration. It is designed to assist you in ensuring that you do not miss any house/structure or any person (who qualifies to be enumerated) in your EA during the period of enumeration.
2. List every house, compound, structure, hut, kiosk, pan-body or any location of outdoor sleepers in the order of your visit (i.e. in a SERPENTINE ORDER) whether you find anybody in the building or not.
3. Write boldly on the wall of the structure **PHC/EA/STR**
Where EA is the 2-digit EA Number and STR is the 3-digit Structure Number. For example, structure number 3 in EA 15, you would write: **PHC/15/003** on the wall of the structure.
4. USE A NEW LINE (i.e. one row on the Listing Form) for each structure, house, compound, or block/unit in an Institution.
5. Start a new page for each locality within your EA but continue with the serial numbering of structures/houses/compounds, etc.
6. **Details in columns 1, 2 and 3 should be entered during the structure listing operation** whilst columns 4 and 5 should be completed after enumeration in each structure.
7. On your first visit to a house (i.e. after listing of the structure) if you do not find anybody, inquire from neighbours whether anybody slept in the house on Census Night. If nobody slept in the house, write down "EMPTY" in column 5 for the serial number of that house/ structure. If however, the neighbours are not able to give you information as to whether or not anybody slept in the house you must make further visits to the house to ascertain the facts.

B. How to Fill Out the Structure Listing Form

Before you start recording details on the inside pages, you should complete information on the front page of your SLF. All the required information should be copied from your EA Description (Geographical Identification Table) attached to the EA map provided.

Province Name& Code:

District Name& Code:

Chiefdom/Ward Name& Code:

Section Name& Code:

EA Number:

Local Council Name& Code:

Urban/Rural Code:

EA Type Code:

Enumerator's Name: - Write your full name in block letters in the space provided.

Field Supervisor's Name: - Write also in full the name of your Field Supervisor in block letters.

Date listing started: - You should write in this space the date you started your actual structure/house listing operation i.e. when you started making entries in the inside pages of this booklet. The date format is DD/MM/YYYY.

Date listing was completed: - You should also write in this space the date you completed your structure/house-listing, format: DD/MM/YYYY.

The columns provided in the inside pages of this booklet should be completed as follows:-

Column 1. - Enter the serial number of each house, compound, structure starting from 001, 002, 003, etc. This should be the same 3 digit serial number you assign to the house/compound/structure. Continue this series of numbers throughout the EA irrespective of a change in the locality. This means that **YOU SHOULD NOT START AGAIN FROM 001 WHEN YOU MOVE TO A NEW LOCALITY IN THE SAME EA.** The last serial number (for the last structure listed by you) in the EA should therefore be equal to the number of houses/compounds or structures and locations of outdoor sleepers in the whole of your EA.

Column 2. - If the streets are named and the houses are numbered, write down in this column the house number and the name of the street. You can also write down the name of the house owner or the area name if there are no house numbers. Otherwise, write a brief description so that anyone can find the house easily. For example, (i) Pa Shembu's house, (ii) on main motor road directly opposite Mama Julie's shop; or (iii) Chief's palace on the way to the market.

Column 3. - In this column enter the **use** to which the building is put. Write R for Residential if the structure serves as a residence or sleeping place only; otherwise, write such entries as "Worship", "Business", "Dilapidated", etc. If it serves as a residence and also some other purpose write both uses, e.g. R + shop; this is very important. Make sure that there is an **R** entered for every place where people live. For places like "Veranda", "Market place", and "Lorry Parks" where outdoor sleepers are found; write "**sleeping place**" in the column.

Remember columns 1, 2 and 3 should be completed during house/structure listing operation.

Column 4. – Enter in this column the total number of households in each structure or house or compound and location of homeless households. This should only be done after you have enumerated every person in the house/compound/structure.

Column 5. - In this column you should record all cases or problems which require special treatment or attention by your Supervisor. You may also write any general remarks you will like to make about that particular house or compound/structure.

PART IV: HOW TO FILL IN THE QUESTIONNAIRE

A. *General Rules*

66. You will fill in the questionnaire yourself. Here are some general rules:
 - a. Use the pens provided (blue). In no circumstances use any other coloured pen or pencil.
 - b. Keep the questionnaire clean and the booklet intact.
 - c. Write legibly so that others can read what you have written.
 - d. Leave no space blank where applicable.
67. Complete a separate questionnaire for each household. If there are more persons in the household than the spaces provided, you should continue on the next set. If one set was used to enumerate a household, the questionnaire number will be '01'. If two sets are used, the first set will '01' and the second set will '02'; and so on. Use as many sets as may be necessary.
68. **DO NOT ENUMERATE** two households on one set of questionnaires.
69. On arrival at the house, greet the occupants and identify yourself as a census enumerator. Ask for the head of the household. If he or she is not present speak to the next senior person. Explain that you must record particulars of each person who spent census night in the household even if they are not present at the moment of the enumeration.
70. Remember to enquire about night workers and others mentioned in paragraphs 40 and 41, and enumerate them as necessary.
71. There may be others present who did not stay with the household on census night. Make it clear that you are not enumerating them.
72. Note that some questions are applicable for all respondents, some others are applicable for persons aged 3 years and over, some for persons aged 10 years and over, some for females aged 10 years and over, and others for females 10 to 54 years. For each category, make sure that you get response for all eligible persons.
73. All persons fall within the first category and you must make a written entry for each person in all columns (*P1*) to (*P20*). However, note the skip instruction on (*P15*) that is, if the respondent has no form of disability; skip to *P20*.
74. If a person does not fall within a specific category, in this case, and in **this case only**, you should put a **DASH** in the appropriate space. Examples:

- A person aged less than 10 years is not concerned with questions on economic activities (Questions P28 to P31).
- If a person is aged above 5 years you should put a dash in P21 (Immunization).
- If a person is less than 3 years you should put a dash in P22 (School Attended) to P24 (Highest Level Attended and grade completed).
- If a person is aged less than 10 years you should put a dash in P25 (Literacy) to P33 (Use of Internet in the last one week).
- If the person is male (all ages) or a female aged less than 10 years you should put a dash in (P34M) to (P40F).
- If the person is male or a female less than 10 years or older than 54 years, you should put a dash in (P38M) to (P40F).

NOTE: You should put a dash **in all the above cases and not zeros “000”**

75. If an answer is given to a question, write the appropriate code where it is stated. For example, if the person has no disability, the correct code in column (P15) is ‘2’.
76. If you make a mistake do not rub it out or write on top of it. Cross it out neatly with 2 lines across and correct it. If there is no room to make the correction, cross out the whole line, write along it “MISTAKE”, and complete a new line.
77. If you make a mistake involving a whole household, draw a diagonal line across the questionnaire, write along it “SPOILT” and complete a fresh questionnaire for the household.
78. Never tear a used, spoilt or unused questionnaire out of the booklet. You have to account for any missing pages.

B. Detailed Instructions for Filling Questionnaire Items

79. It is important that you complete the questionnaire in the right order.

SECTION 1: GEOGRAPHICAL IDENTIFICATION

- **Question I1: Province:**
Enter the Province code (provided on your EA map). For example, Eastern Province is '1'.
- **Question I2: District:**
Write and record the District name and code (provided on your EA map). For example; Kailahun is code '1', Kenema is code '2', etc.
- **Question I3: Chiefdom/Ward:**
Enter the code of the Chiefdom or Ward (provided on your EA map). For e.g. Samu in Kambia is code '06'.
- **Question I4: Section:**
Enter the Section name and code (provided on your EA map).
- **Question I5: EA Number:**
Enter the EA number (provided on your EA map).
- **Question I6: Local Council:**
Enter the Local council code (provided on your EA map).
- **Question I7: Urban/Rural:**
Enter the Urban/Rural code (provided on your EA map).
- **Question I8: EA Type:**
Enter the EA type (provided on your EA map).
- **Question I9: Locality:**
Write the Locality name and code (provided on your EA map).
- **Question I10: Street Address:**
Write the Street address. E.g. 35 Kissy Road, Freetown
- **Question I11: Structure Type:**
Enter the code for structure type (refer to the code list). For e.g. Single unit 1 storey is code '01'.

- **Question I12: Structure Number:**
Record the Structure number – The structure number should be the same assigned to the structure whilst doing the structure listing. Structure numbering starts from '001' upwards to the last structure in the EA. All households within the same structure will have the same Structure number.
- **Question I13: Household Number within the Structure:**
Write the household number within the structure. For example; in a structure of 2 households, the first household interviewed will take the number "01" and the second one "02", etc. This numbering terminates within a structure.
- **Question I14: Household Number within the EA:**
Write the household number within the EA. For example; the first household you interview within the EA is household number "001", the second one is household number "002", the third "003", etc. This numbering continues on to the last household in the EA.
- **Question I15: Type of Residence:**
Record '1' if the residence is occupied and '2' if it is not occupied and follow the skip.

Note: To ensure that you properly record the Structure number, and Household number correctly in a serial manner, always check the number you assigned to the last structure and household enumerated.

SECTION 2: POPULATION CHARACTERISTICS

Columns (P01) to (P20) – These should provide particulars of all persons who slept in the household on census night. The questions therefore apply to all persons irrespective of age or sex, except P13 which applies to persons 5 years and above.

Column (P01) – Serial Number:

80. The second digit of the serial number is already in the questionnaire. Enumerators will have to fill in the first digit of the serial number.

Columns (P02 and P03) – Name:

81. Ask the head of the household or other responsible person: “Who slept here on census night (December 4/5 2015)?”
82. Enter the names of everyone who slept in the household on census night, starting with the head if he/she slept there. Include visitors who slept there. Write First name in (P02) and Surname in (P03). Do not use Nicknames.
83. Include all babies born who slept in the household on census night. These include babies born on the night of 4th to 5th December 2015 and slept in the household. This night (Census night) spans from 7PM of the 4th December to 7AM of 5th December 2015. If they have not yet got a name write “BABY”. Children born after census night will NOT be included. However, persons who were in the household on census night, but died before the interview should be included.
84. Include persons normally belonging to the household but who were away from home on census night to some place where they could not have been enumerated, for example, out fishing, on night duty, persons spending the census night travelling, etc.
85. When you have written all the names ask; “Was there anyone else who slept here on census night (December 4/5 2015)?” This is to ensure that you do not miss out anybody who should be enumerated. Remember! After listing all members of the household, you should fill in the details of each and every member of the household starting with the head. “You should ask all questions applicable to the household head and when you are done with him/her, you ask for the next person in the household listing and complete his/her details. Do this until you have asked questions for all members in the household.
86. Note that questions on Name also apply to the Special Population Questionnaire. List names of all persons who spent census night in institutions.

Column (P04) – Relationship

87. Ask, “Who is this person to the head of household?” and ask further questions as necessary, making quite sure that you understand the relationship correctly before you make an entry. If you ask the question wrongly, you may for example have a situation in which a ‘son/daughter’ is recorded as ‘father/mother’.
88. Enter the relationship of each person to the head of the household. Enter the code as appropriate (refer to code list) against the name of the person to signify his/her relationship to the head. There will be cases wherein respondents might want to include step or adopted children as their own children. Be tactful in making them understand that you are asking for their biological children and that all information they give you will be treated confidential.
89. There are cases when persons spent census night with a household but are not related to the members of that household. In such a case, enter the code “13” in the relationship column against the names of such persons indicating a “not related” case.
90. When you are sure that the list of names and relationships is complete and correct you may go on to complete the rest of the questionnaire.

Column (P05) – Age

91. This is one of the most important questions in the questionnaire. It is also one of the most difficult to answer correctly. Take particular care with it.
92. Ask, “How old is this person?”
 - If the age is not known, ask for the year of birth. If this is provided, use it to get the person’s age.
 - Record the age of the person in completed years; i.e. age as at last birthday. (For example, a person aged 26 years and four months should be entered as “26”.
 - For children under one year of age write “0”. For example, a child aged 11 months should be entered as “0”.)
 - For persons 120 years old and above write ‘120’.
93. Many people will not know their ages. If neither the person’s age nor the year of birth is known, you must refer to the “Events Calendar” and try to relate the person’s age to an event in the calendar. For example, ask the person what time linked to the event calendar he/she was born. If he/she says by the time of Rebel incursion in Sierra Leone (March 1991), then probe further and ask, ‘how big were you at that time?’ This way, his/her age will be estimated. Note you may not know the exact month and day; hence, it is an estimate.

94. When you have made the best estimate you can, you should check that it is compatible with the person's position in the family. (For example, a child cannot be older than his/her father; a mother aged 22 cannot have a child aged 14, and a woman aged over 50 is unlikely to have a child aged '0').
95. Some people have fixed and wrong ideas about their ages. Do not accept any answers that are obviously wrong. Try and get accurate answers. Be careful to probe if you observe a tendency for people to consistently give ages ending in digits 0 and 5.
96. Note that question on Age also applies to the Special Population Questionnaire. Write the age of all persons who spent census night in institutions.

Column (P06) – Sex

97. Ask "Is this person male or female?"
Write '1' for male and '2' for female.
98. It is important that you ask the respondent to specify the sex of a household member before you record it. However, avoid asking the sex of a person where it is obvious. Do not guess from the name and relationship, which sex the person is. You must be careful in dealing with names that are shared by both sexes such as '**Ayo**', '**Gina**', '**Sao**', '**Gbessay**', '**Omo**', '**Oseh**', '**Femi**', '**Aina**', '**Bola**', '**Dowu**', '**Remi**', '**Tunde**', '**Joko**', '**Taiwo**', '**Kainde**', etc.
99. Be particularly careful to get the sex of very young children right. Don't guess.
100. Note that question on sex also applies to the Special Population Questionnaire. Record the sex of all persons who spent census night in institutions.

Column (P07) –Religion

101. This question seeks to find out the religious beliefs of respondents. You should therefore ask, 'what is (Name's) religion?' Record the appropriate code from the code list. Probe for the denomination. For example, a person says he/she is Christian, ask for the denomination, i.e. whether Catholic or Anglican etc. For Muslims record code "07".

Columns (P08) – Nationality

102. This question asks about the nationality of all persons in the household. Write the appropriate code for each person in the household. Use code list.
103. Note that question on Nationality also applies to the Special Population Questionnaire. Record the appropriate nationality code of all persons who spent census night in institutions. Use code list.

Columns (P09) – Ethnicity

104. Answers to this question will differ depending on whether the respondent is Sierra Leonean or a foreign national. For Sierra Leoneans, record the code of the ethnic group, for example, Mende is '02', Temne is '03' Limba is '07' etc.

105. The question on ethnicity does not apply to foreign nationals.

Column (P10) - Primary Language

106. This question refers to the respondent's first language spoken. The question you must ask is, 'what is the main language that (NAME) speaks?' Enter the code of the primary language. For e.g. Krio is code '01', Kono is code '09' etc.

107. Note that some people may belong to an ethnic group but their primary language would be different.

Column (P11) – Secondary Language

108. A secondary language is one that is acquired through learning and is spoken as a second language. It could be any language, Sierra Leonean or a foreign language. Write the appropriate code for the secondary language spoken. Some people may not have a secondary language because apart from their primary language, they do not speak any other language. In such a case, record code '20, for 'none'. The aspect of speaking the secondary language fluently must be stressed.

109. The question you must therefore ask is, 'Apart from your primary language, what other language do you speak?'

110. Some people are gifted and can communicate in more than one secondary language. The question requires only one answer and the respondent should choose which of the secondary languages he/she communicates in best. Refer to the code list and record the appropriate code.

Column (P12) - Place of Birth

111. Ask, "Was this person born in Sierra Leone?" If the answer is 'Yes' ask, in which District and Chiefdom/Census Ward. If the answer is 'No' ask, "In what country was he/she born?"

112. If the person was born in Sierra Leone, record the appropriate Chiefdom/Census Ward code provided in the code list. For example, Dibia in Port Loko district is '2403', Yawei in Kailahun is '1114', Central 2 in Western Area Urban is '4202' etc.

113. If the person was born outside Sierra Leone, record the appropriate code of country of birth. Use codes provided on the code list under 'Country of Citizenship for Non Sierra Leoneans'. For example, Nigeria is '6002', Guinea Republic is '6004' etc.

114. Note that question on Place of birth also applies to the Special Population Questionnaire. Record the appropriate code for place of birth of all persons who spent census night in institutions. Use code list.

Column (P13) – Place of Residence in 2010

115. For this question ask, ‘where was (NAME) living in 2010’? Use the codes on the code list for Place of Birth/Place of Residence, and ‘Country of Citizenship for Non Sierra Leoneans’.
116. Note that a Sierra Leonean may have been living outside Sierra Leone, and a Non Sierra Leonean may have been living in Sierra Leone.
117. For persons less than 5 years, put a dash in P13.

Columns (P14) - Orphanhood

118. These questions refer to the biological mother and father of the respondent and the answer should be in respect of the person’s biological mother and father.
119. You should therefore ask, “Is this person’s biological mother alive – the one who bore him/her?” Write “1” if only mother alive, “2” if both parents alive, “3” If only father alive, “4” If both parents dead and “5” if the respondent does not know.

Columns (P15 to P19) Disability

120. It is absolutely important that this information is collected as accurately as possible. These questions apply to everybody in the household. You must be particularly careful to distinguish between actual disability and other forms of illnesses.
121. For example, you may be told that a member of the household has had tuberculosis or has been suffering from backache or stomach pains for a very long time. These are not disabilities for the purpose of these questions. It may be necessary to see the persons who have been reported as being disabled. This will give you an opportunity to determine whether the person(s) is/are disabled according to the specifications below.
122. Somebody is disabled if he/she is blind, crippled, deaf, dumb, mentally retarded, lost limb(s), speech impaired, is an albino, etc.

P15 – Person Disabled?

123. Ask, ‘Does (Name) suffer from any form of disability?’ If the answer is ‘Yes’ ask the second question relating to the main type of disability in(P16) and the second type if any in P17. Before you make any entry be sure that you are satisfied that the type of disability falls within the prescribed categories.

P16 and P17 - Type of Disability

124. Ask for the type of disability and record the appropriate code (refer to the code list). For example, 'Physical disability (Polio) is 01; 'Physical disability (Amputee) ' is 02, etc.
125. Some people may have more than one disability. In such cases, record the most serious one as main in P16 and the other as 2nd in P17.

P18 – Cause of Main Disability

126. Ask for the cause of the main disability and record the appropriate code (refer to the code list). For example, 'congenital' is 1, 'disease/illness' is 2 etc.

P19 – Assistance/Treatment

127. Ask, 'is (Name) receiving any kind of treatment?' If 'yes' ask what kind and record the appropriate code (refer to the code list). For example, 'surgical operation' is 1; 'Medication' is 2 etc. If 'None' write code '0'.

P20 – Birth Registration

128. Ask if the person has a birth certificate and record the response given. Note that this question is for all members of the household irrespective of age. The possible codes are '1' for YES, '2' for NO, and '3' for Don't Know.

P21– Immunization of child

129. This question refers to the immunization status of all children under the age of 5 years. The code list provides the ages at which certain vaccines should be administered to the infant. The possible codes are '0' for NEVER, '1' for YES PARTIALLY, '2' for YES FULLY, '3' DON'T KNOW.
130. For example, if a baby under 6 weeks old has received all the prescribed vaccines for his/her age, then code '2' should be used. If only some vaccines, the code will be '1'. If none has been administered, then write code '0'.

Columns (P22– P24) – Education (For all persons 3 years and over)

131. Persons aged less than 3 years are not concerned with questions P22 to P24.

P22 – School Attendance

132. In this case school means Pre-Primary School (Nursery), Primary School, Secondary School, University, Teachers Training College, Technical Institute and Trade Centre in fact any educational establishment where formal instruction is given on a full time basis. It also includes Arabic Schools where formal instructions are given.

133. Ask, “Has (Name) ever attended school?”
 If the person has ever attended school enter ‘1’ for ‘YES’ and ask P23 and P24. If the person has never attended school enter ‘2’ for ‘NO’ and skip to P25.

134. Remember that questions on Education relate to persons aged 3 years and over. For those less than 3 years, put a dash in questions P23 and P24.

P23 – School Enrollment

135. This is to ascertain the number of people that are currently going to school. Ask if persons who said they have attended school in P22 are still going to school and record ‘1’ for ‘YES’, ‘2’ for ‘NO’ and ‘3’ for ‘don’t Know’.

P24- Highest Level Attended and Grade Completed

136. This question is applicable only to respondents who, in P22, answered that they had been to school. It does not apply to persons who never went to school.

137. Ask, “What the highest level (Name) attended and grade that (Name) completed?” (I.e. highest level attended and grade completed). Record the appropriate code (See codes below).

| Highest Level and Grade Attained(P24) | |
|--|---------------------|
| <u>LEVEL</u> | <u>GRADE</u> |
| 0= Kindergarten | 0- 3 |
| 1= Primary | 0- 6 |
| 2=JSS | 0- 3 |
| 3 = SSS | 0- 4 |
| 4= Vocational/Tech/Nursing/Teacher | 0- 3 |
| 5=Higher(First degree) | 0- 4 |
| 6=Tertiary(Post-graduate) | 0- 2 |
| 6 = Post-graduate PHD | 05 |
| 7= Koranic | 81 |
| 8=Other | 92 |
| 9=Don't Know | 98 |

138. If a person went to a Primary School or is still attending Primary School, state the grade or highest class he/she has completed. His or her present class is NOT the highest class completed. For example, if a respondent is in class 4, the highest grade attained is class 3 and therefore enter '1' for the level, followed by '3' for the grade completed in the appropriate column.
139. A respondent who is in JSS 1 will have 2 (JSS) recorded for the level and "0" for grade completed at that level.
140. Similarly, a University undergraduate with no other qualification other than completed secondary and currently in his/her first year at University will have '4' recorded for the level and '0' for grade completed at that level. A student in year '2' at the University should have '5' and '1' recorded for him/her. A University graduate (First Degree) should have '5' and '04' recorded for him/her, and a Masters degree holder should have '6' and '2' recorded. A P.H.D. holder should have '6' and '05' recorded for him/her.

Columns (25) – Literacy (For all persons 10 years and over)

141. Persons aged less than 10 year are not concerned with questions P25 to P40F.

P25 – Literacy

142. One of the objectives of collecting information on education is to stretch the definition of literacy to cover persons who can read and write with understanding in any language irrespective of the fact that they never attended a formal educational institution.
143. Informal education is now a widespread phenomenon in the country. It means that some persons might not have gone to formal educational institutions, but have gone through informal education and can read and write. Therefore, if the respondent says that he/she never attended school in P22, you still have to ask about literacy in P25.
144. Ask 'can (Name) read and write in any language with understanding?' in (P25) and enter the response as appropriate.
145. This question is for all persons 10 years and over, irrespective of whether they attended school or not.
146. Note that a person can be literate in more than one language. Use codes below to record the appropriate response:

Literacy Codes

- 01 Local Language only
- 02 English only
- 03 Local language and English only

| | |
|----|--|
| 04 | French only |
| 05 | Local language and French only |
| 06 | English and French only |
| 07 | Local language, English and French only |
| 08 | Arabic only |
| 09 | Local language and Arabic only |
| 10 | English and Arabic only |
| 11 | Local language, English and Arabic only |
| 12 | French and Arabic only |
| 13 | Local language, French and Arabic only |
| 14 | English, French and Arabic only |
| 15 | Local language, English, French and Arabic only |
| 16 | Other language only |
| 17 | Local language and Other language only |
| 18 | English and Other language only |
| 19 | Local language, English and Other language only |
| 20 | French and Other language only |
| 21 | Local language, French and Other language only |
| 22 | English, French and other language only |
| 23 | Local language, English, French and Other language only |
| 24 | Arabic and Other language only |
| 25 | Local language, Arabic and Other language only |
| 26 | English, Arabic and Other language only |
| 27 | Local language, English, Arabic and Other language only |
| 28 | French, Arabic and Other language only |
| 29 | Local language, French, Arabic and Other language only |
| 30 | English, French, Arabic and Other language only |
| 31 | Local language, English, French, Arabic and Other language |
| 00 | None |
| 99 | Don't Know |

These codes are also on the Code List.

P26 – Tobacco and or Alcohol Intake (For persons 10 years and over)

147. This question asks about current Tobacco and Alcohol status of the person. Ask, Does (Name) currently take Tobacco and or drink alcohol? Record the response as given.

P27 – Marital Status (For persons 10 years and over)

148. This is a very sensitive issue and you must avoid going into arguments with respondents. Ask what is (Name's) current marital status? The options for an answer are provided in the code list. If never married write '01', if engaged write '02', if married monogamous write '03', if married polygamous write '04' etc.

Definitions of marital status are found below:

- **Single/Never married:** Never married” applies to those who had never been legally married.
- **Engaged:** This is when prospective couples made their intentions known to their respective families.
- **Married Monogamous:** is the legal union between two persons of opposite sex. The legality of the union may be established by civil, religious, or other means as recognized by the laws of the country.
- **Married Polygamous:** is when a man is married to more than one wife at a time. The legality of the union may be established by civil, religious, or other means recognized by the laws of the country.
- **Cohabitation Less than 5 years:** This is a situation wherein 2 persons of opposite sex live together as if married for less than five years.
- **Cohabitation more than 5 years:** This is a situation wherein 2 persons of opposite sex live together as if married for five years or more.
- **Separated:** is the disunion of married persons, according to the laws of the country.
- **Divorced:** is “a final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions, according to the laws of the country”.
- **Widowed:** A **widow** is a woman whose spouse has died, while a **widower** is a man in that situation. The state of having lost one's spouse to death is termed **widowhood**. The word “**Widowed**” refers to both sexes.

Columns P28 to P31 – Economic Activity (For persons 10 years and over)

149. Questions on economic activity relate to respondents who are aged 10 years and above. Note that the reference period is 12 months prior to the census; you must therefore concern yourself with the person's economic activities within that period and not beyond.

P28 – Employment Status

150. This question seeks to establish whether the respondent did any work regularly during the last 12 months to the census. The appropriate codes are provided in the code list. The definitions of current employment status are:

Employment Status Definitions

- **Paid employee:** is a person who works for a public or private employer and receives remuneration in wages, salary, commission, tips or pay in kind.
- **A Self-employed person without employees** is an economically active person who is working on his or her own economic account without a partner in the last 12 month for profit or family gain.
- **Self-employed person with employees** is a person with one or a few partners, who holds a *self-employment* job and, in this capacity, has engaged on a continuous basis (in the last 12 months) the services one or more persons to work for him/her as employees. The incumbent makes the operational decisions affecting the enterprise, or delegates such decisions while retaining responsibility for the welfare of the enterprise.
- **Apprenticeship** is a system of *training* a new generation of practitioners of a *trade* or *profession* with on-the-job training and often some accompanying study (classroom work and reading). Some Apprentices are paid and some are not paid.
Paid Apprentice are those paid in cash or in kind.
Unpaid Apprentice are those that are not paid in cash or in kind.
- **Looking for work for the first time:** These are economically active persons who have never worked before but who were seeking work for pay or profit for the very first time.
- **Worked before but currently looking for work:** These are economically active persons who during the reference period (last 12 months) were working but currently not working. They are seeking work for pay or profit.
- **Household worker:** These include persons not economically active, who are engaged in household duties in their own homes. For example, housewives and other relatives responsible for the care of their own home and children.
- **Not working and not looking for work:** These are individuals without jobs who are not currently looking for work. They are classified as discouraged workers.

Discouraged workers report they are not currently looking for work for one of the following types of reasons:

- They believe no job is available to them in their line of work or area.
- They had previously been unable to find work.
- They lack the necessary schooling, training, skills, or experience.
- Employers think they are too young or too old, or

- They face some other type of discrimination.
- **Full time student:** These are persons that are not economically active who attend regular educational institution, public or private, for systematic instruction at any level.
- **Retired/Pensioner:** These include persons not economically active, who receive income from property or other investment, royalties, or pensions from former activities.
- **Other:** These include persons not economically active, who are receiving public aid or private support, and all other persons not falling under any of the above categories, such as children not attending school.
- **Don't know:** this should be the very last option an enumerator should use. An enumerator will only use this option when with all efforts made the respondent does not know the economic status of the person in question.

IF THE RESPONSE IS '8' TO '14', DO NOT ASK 'P29' 'P30' AND 'P31'.

P 29– Employer

151. This question seeks to establish the person the respondent works for. Ask for whom are you doing this work for? (Use code list to record the response).

P30– Occupation

152. Occupation means the main work a person does, irrespective of what is actually produced. Ask as clearly as possible the kind of work the person is doing or did in the last 12 months to the census. Occupation refers to the type of work done in a job by the person employed (or the type of work done previously, if the person is unemployed), irrespective of the industry or the status in employment in which the person should be classified.

153. Ask, “What is this person’s work?” If the answer is “None”, ask, “What work has this person done during the last 12 months?” If the answers are vague ask further questions such as, “What does this person actually do?” Use the appropriate code in the code list. For example, a clerk is ‘clerical’, and would be given code ‘4’, a teacher will be treated as ‘professional’ and given code ‘2’ and so on.

154. Note that only a single response is required. Therefore for those with more than one occupation, ask and record the main one. If the person worked for a day in the last 12 months that person is considered employed.

P31- Industry

155. Industry (branch of economic activity) refers to the kind of production or activity of the establishment or similar unit in which the job(s) of the economically active person (whether employed or unemployed) was located during the last 12 months.
156. Ask, “Where does (Name) work?”
“What happens there?”
What is made or produced?”
OR
“What services are provided?”
OR
“What is sold?”
157. Ask this question for each economically active person. The main products and services produced or the main functions carried out at the establishment or enterprise in which their job(s) was located.
158. **Note:** Below is a guide on the classification of Economic Activities

The individual categories of the International Standard Industrial Classification (ISIC) Revision 4 of all economic activities have been aggregated into the following sections:

INDUSTRY

1. Crops production: (the production of rice, maize, cassava, potato, orange, coffee, rubber, cocoa, groundnut etc.)
2. Animal production: (Rearing of cow, goat, sheep, pig, chicken, duck, etc.)
3. Forestry, Logging and Hunting: (timber, fire wood, charcoal, honey, wild life animals, etc.)
4. Fishing and aquaculture: (fish pond, streams, rivers sea/ocean etc.)
5. Mining and quarrying: (diamond mining, gold mining, sand mining, salt mining, stone breaking, etc.)
6. Manufacturing: (soap making, bakery, carpentering, manufacturing of food product, sugar, beverages, tobacco, textile, printing, rubber and plastic production, yoghurt, butter scotch making, weaving, rice milling, repairs of machineries and equipment except motor vehicles and computers, welding, etc.)

7. Electricity, gas, steam and air conditioning supply: (electricity power supply from hydro, sun, and wind, thermal plant e.g. EDSA / BKPS / Solar, gas supply e.g. Afrigas etc.)
8. Water supply; sewerage, waste management and remediation activities: (water treatment and supply e.g. Guma Valley/SALWACO, Massada, Clean Salone, Toilet disposal, etc.)
9. Construction: (construction of roads, bridges, rail ways, schools, air fields, etc.)
10. Wholesale and retail trade; repair of motor vehicles and motorcycles: (selling in large quantity, selling in bits, mechanics, etc.)
11. Transport and storage: (LAND/AIR/SEA E.g. taxi, podapoda, okada, boat/ferry, airplane, warehouse, etc.)
12. Accommodation and food service activities: (Hotels, guest house cookery shops, bars, restaurant, hostels, and ice cream truck vendor's etc.)
13. Information and communication: (mobile communication, print media, electronic media, social media, internet providers, etc.)
14. Financial and Insurance activities: (bank, micro-finance, insurance, etc.)
15. Real estate activities: (buying, renting and selling of houses and other properties etc.)
16. Professional, scientific and technical activities: (legal services, examiners, bailiffs, accountants, researchers, consultancies, engineering, advertising, marketing, experimental work, Auditing, etc.)
17. Administration and support service activities: (security agencies, traveling agencies e.g. IPC Travel, rental and leasing of household goods and services and motor vehicles, surveyors, and office support staffs, etc.)
18. Public administration and defense; compulsory social security: (purely government e.g. Local government, MDAs, Armed Forces, Police.)
19. Education: (Kindergarten, primary, junior secondary, senior secondary, tertiary, university, etc.)
20. Human health and social work activities: (primary health care, medical and dental activities, nursing care activities, mental care and substance abuse, care for elderly and disabled people, Traditional Healers.

21. Arts, entertainment and recreation: (designers, musicians, actors, actresses, concerts, gambling and betting, sport activities, etc.)
22. Other service activities: (hairdressing, barbering, funeral and related activities, repairs of shoes, religious organizations, political organizations, personal service activities.)
23. Activities of households as employers; production activities of households for own use: (gardeners, domestic workers, etc.)
24. Activities of extraterritorial organizations and bodies: (International organizations like, UN, ECOWAS, Embassies, AU, IMF, World Bank, ADB, High Commissions, etc.)

P32 – P33 Information Communication Technology (ICT)

159. These questions are asked to know the access level and usage of internet services in the country.
160. In P32, persons 10 years and above are asked if they have access to internet. In P33 the same category of persons are asked if they have used internet facility in the last one week in their homes, at internet cafes, on phones or other devices. Note that question P33 is only asked if the response in P32 is “1”.

Columns (P34M) to (P37F) – Fertility.

Questions P34M to P37F apply to all women aged 10 years and over. For all males and for girls aged less than 10 years, put a dash in each of these spaces as appropriate.

161. These questions must be answered for all women aged 10 years and over, irrespective of their marital status, and whatever their relationship to the head of the household is.

P34M and P34F – Total Children Born Alive

162. In these columns you must record the number of children born alive by women aged 10 years and over, even if the child(ren) is/are dead.
163. A child born alive is one who cries or who shows some other signs of life after being born.
164. Make sure you record all children the woman gave birth to, including all children who have died, even if they died shortly after birth; children who have grown up and left the house; children born to other men as well as to the present husband/partner.

165. DO NOT INCLUDE children who were born dead and did not show any sign of life (Still Births), adopted children, children born to the present husband by another woman (Step children), grandchildren, nephews/nieces, etc.

P34M – Total Male Births

166. Ask, “Has (Name) given birth to any child?” if the answer is ‘YES’ then ask, “How many MALE children ever born alive to (Name)?”. Write the number in column (P34M). Record ‘00’ if (Name) has not had a male live birth. .

P34F- Total Female Births

167. Ask, “How many FEMALE children ever born alive to (Name)?” Write the number in column (P34F). Record ‘00’ if (Name) has not had a female live birth.

P35M – Male Children Living in Household

168. Ask, “How many of the MALE children born to (Name) are LIVING in this Household?” Write the answer in column (P35M). Record ‘00’ if she has no male child living in the household. .

P35F – Female Children Living in Household

169. Ask, “How many of the FEMALE children born to (Name) are LIVING in this Household?” Write the answer in column (P35F). Record ‘00’ if she has no female child living in the household. .

P36M – Male Children Living Elsewhere

170. Ask, “How many of the MALE children born to (Name) are living ELSEWHERE?” Write the answer in column (P36M). Record ‘00’ if she has no male child living elsewhere.

P36F – Female Children Living Elsewhere

171. Ask, “How many of the FEMALE children born to (Name) are living ELSEWHERE?” Write the answer in column (P36F). Record ‘00’ if she has no female child living elsewhere.

P37– Male Children Dead

172. Ask, “How many of the MALE children born to (Name) are dead?” Write the answer in column (P37M). Record ‘00’ if she has no male child dead. .

P37F – Female Children Dead

173. Ask, “How many of the FEMALE children born to (Name) are dead?” Write the answer in column (P37F). Record ‘00’ if she has no female child dead. .
174. Sometimes a woman may forget to mention children who died in infancy and does not wish to be reminded of painful events; you must therefore put this question tactfully and sympathetically.
175. If a woman has never given birth to a child, record “00” in each of the eight columns. Similarly, if a woman has children in one or two categories only enter the numbers as appropriate and record ‘00’ in the remaining column or columns. NEVER leave them blank.
176. You have to be careful when you record answers pertaining to the total number of children born to a woman in her lifetime. The total number of children ever born by a woman will not likely exceed 17 and use that number as a guide. You must therefore probe further if the total number of children recorded for a woman in P34M and P34F exceeds 17.
177. When you have recorded the responses, check the following:
P35M + P36M + P37M = P34M
P35F + P36F + P37F = P34F
The sum of P35M to P37F = P34M + P34F

Columns (P38M) to (P40F) – Particulars of Most Recent Live Birth (Last 12 months).

178. These columns must be completed for all women aged between 10 to 54 years who have at least one live birth recorded in P34M and P34F.
179. If each of columns (P34M) to (P37F) contains “00”, put a dash in P38M to P40F.

P38 – Total Births in the last 12 months

180. Ask “Did (Name) bear a child in the last 12 months?” If the response is ‘Yes’, ask for the number of males and/or female children and record the answer in (P38M) and (P38F) respectively. If ‘No’, record ‘0’ in each of columns P38M and P38F.

181. Some respondents may not know the date on which the last child was born. You must help determine the date and record the answer as accurately as possible. Ask for a Birth Certificate or an Immunization Card.
182. These questions are asked to women whose last live birth took place in the last 12 months before the census. For births taking place in that year, it is important that you get the exact month the child was born so that you do not include births that occurred outside the last 12 months.
183. Check that the child's information shown in columns (P38M) and (P38F) agrees with the child's age as stated in column (P5) if the child spent the census night in the household.

P39 – Place of Delivery

184. **Ask “Where did (Name) deliver her baby(ies) in the last 12 months?”**
Record the answer ‘1’ for “Yes”, ‘2’ for “No” and ‘3’ for “Don’t know”.

P40M and P40 F – Child Survival

185. This question is only asked for births in the last 12 months .Ask if the child(ren) born to (Name) in the last 12 months is/are alive’? If the answer is “Yes” Ask how many of the males in P40M and Females in P40F are still alive. Record the number of males still alive in P40M and Females still alive in P40F.

SECTION 3: HOUSING FACILITIES

186. Columns H01 to H19 relate to specific questions concerning the household. They are questions that relate to the household as a whole and not to individual members.

H01 – In what Type of Dwelling Unit does the household live?

This question refers to the place where the household lives (living quarters) i.e. the space occupied by the household. A **living quarter is a structurally separate and independent place of abode**. It could be a building or some form of space or shelter arranged for human habitation which was occupied at the time of the Census (e.g. a hut or group of huts). Living quarters originally intended for habitation and used wholly for other purposes at the time of the census must be excluded from the census coverage, while shelters not intended for habitation but occupied at the time of the census must be included. It may contain one or more households.

Types of Dwelling

Categories of dwellings have been provided for this question. You should record the appropriate response for each dwelling.

01. ***Separate House*** - refers to a building, which consists of a single detached housing unit (two or single storey) or a single detached living quarters.
02. ***Semi-detached House*** - refers to a single housing unit that is attached to another single housing unit. The adjoining housing units would usually have a common dividing wall which extends from ground to the roof. Row houses are included in this category. This could be single or storey building.
03. ***Flat/Apartment*** - It is a dwelling/living quarters located in a building, which contains several sets of housing units. The Flat/Apartment building usually consists of several floors. The housing units are accessed by a common stair way.
04. ***Compound House (Rooms)*** - refers to living quarters (room or set of rooms) which are located within a compound, typically referred to as compound house. (A compound need not be surrounded by a wall, fence or hedge).

05. **Huts/Buildings (Same Compound)** - refers to living quarters made up of a group of huts or buildings located on the same compound which are being used as the place of abode by **one or more households**.
06. **Huts/Buildings (Different Compounds)**-refers to living quarters made up of a group of huts or buildings located on different compounds which are being used as the place of abode by **one or more households**.
07. **Tent**- A moveable shelter made of cloth supported by a framework of poles and ropes, used especially by campers, Red Cross men/women or refugees.
08. **Improvised Home (Kiosk/Container, etc.)**- An improvised housing unit is an independent makeshift shelter or structure built of materials such as wood, metal, cardboard or plastic sheets and without a predetermined plan, for the purpose of habitation, which is used as living quarters at the time of the census. Included in this category are squatters huts, kiosks, containers, etc. as well as any similar premises arranged and used as living quarters, which does not comply with generally accepted standard of habitation. This type of housing unit is usually found in urban and sub-urban areas, particularly at the peripheries of principal cities.
09. **Uncompleted building** -This is a building or structure that has not been completed but which provides shelter for some households.
10. **Living Quarters attached to/inside the Shop, Office, etc.** - This category comprises housing units that are located in buildings that have not been built/constructed for human habitation but which are actually in use as living quarters at the time of the census. They include housing units in corn milling structures, warehouses, offices, shops, etc.

Premises that have been converted for human habitation, although not initially designed/constructed for this purpose must not be included in this category e.g. an old school block or cocoa shed which later on is converted into living quarters, etc. This should be classified in category 11, other (*specify*).

11. **Other (Specify)** - If a type of dwelling/living quarters does not fall into any of the above categories you must specify it in the space provided for **Other (Specify)**. Dilapidated buildings marked for demolition but which are still inhabited, caves and other natural shelters fall within this category.

H02 – (Tenure Status)

Ask “**how was this dwelling acquired**” and record the appropriate code provided in the code list.

H03 – Current Repair Needs of Dwelling Unit

187. If one household occupies the whole structure, it is one dwelling unit. Recording the status of the dwelling structure can be done by observation but you must rely on the response of the household head. Note that only one option is allowed. Use the drawings in Annex as a guide.

H04 – Number of Rooms Occupied

188. This includes sleeping rooms and the sitting rooms (parlour). It does not include kitchens, stores, etc.

H05– Beds With Mosquito Nets

189. Find out how many beds in the household have mosquito nets.
190. Then ask, ‘**how many beds have Impregnated nets (ITNs)**’? Record the answer as given, using two digits. If the household has no ITNs, write “00”.
191. Ask, ‘**how many beds have regular mosquito nets**’? Record the answer as given, using two digits. If the household has no regular nets, write “00”.
192. Ask, ‘**how many beds have no mosquito nets**’? Record the answer as given, using two digits. If the household has no mosquito nets, record the total number of beds without mosquito nets in the space provided.

Columns H06 to H08 – Major Materials of Construction of Dwelling Units.

193. You are required to record answers to H06 to H08 by observation. For example, having observed that the dwelling unit has zinc as the material of construction of the roof, cement as the material of construction of the wall and floor, there is absolutely no reason asking the respondents questions relating to them. Only ask them in circumstances where you are not sure which material of construction the house is made of. Ask for major material of construction in order to capture structures that are made of mud but plastered with cement.
194. Record the answer to each of the columns i.e. columns H06 for Roof, H07 for wall and H08 for Floor.

H09 – Disposal of Household Refuse

195. Ask, 'how do you dispose of household refuse'? Record only one code from the list provided, i.e. the code of the most commonly used method.

H10 – Principal Source of Fuel Supply for Cooking

196. Some households have more than one source of fuel supply for cooking. A household may use Kerosene, Charcoal and Wood interchangeably depending on the circumstance and the occasion while another household may use Electricity, Gas or Kerosene, also depending on the circumstance. In each of these cases, you must find out which of the fuel is most frequently used by the household and when that is established, record the appropriate code.

H11 – Principal Source for Lighting

197. Similarly, households may have more than one source for lighting. In some urban settings Electricity could be one source and is supplemented by either Kerosene or candles. In rural settings, it could be Kerosene, Candles or Wood. In each of these cases, therefore, you must find out which of the source the household uses most frequently for lighting and record the appropriate code.

H12 - Principal Source of Water Supply for Drinking

198. Some households rely on more than one source of water supply for drinking. In a case like this, find out which of the source they get their supply from most of the time. It is that source which is the principal source that should be recorded. For example if a household has piped water into the house or compound but also have a well (ordinary or mechanical), find out from which of the two sources they get most of their drinking supply from. Record the appropriate code from the list.

H13 - Source of Water Supply for household use

199. Ask for the source of water supply for household use. This includes all household use of water excluding drinking such as laundry, bathing, cooking etc. If there is more than one source, record the most used water source.

H14 – Toilet Facilities

200. There are instances where several households share the same toilet facility and in this case, the toilet facility is used in a COMMUNAL way. Where only one household uses the toilet facility, we say it is PRIVATE.

201. Ask, **‘What kind of toilet facility do you have?’** For example, if the answer is ‘Pit latrine’, you also want to find out if his/her household uses the pit latrine exclusively. If the answer to the question is ‘Yes’, then the toilet facility is ‘24’, but if the answer indicates that other households share the facility, you record it as ‘14’.
202. Some communities use the Bush/Riverbed. Here, the use of the bush or riverbed is communal and therefore should be recorded as 16.

H15 – Facility for Bathing

203. Ask, **‘what is the household’s main facility for bathing?’** Record the appropriate code from the list.

H16 – Main Source of Information

204. Ask, **‘what is the household’s main source of information?’**
 Different members of the household may have different sources of information, but only one response is required for the household as a whole. Therefore probe and elicit information about the MAIN source the household relies on for information, and record the appropriate code. Only one code is required.
 Note that we are not interested in the ownership of the medium.

H17 – H19 Distance from Home to the Nearest Facility

Ask for the distance from the household to the nearest Health facility, Primary school and source of water. Record the appropriate response.

H17 – Health Facility

205. Ask, **‘what is the distance from your house to the nearest health facility?’**
 A health facility in this case is a ‘Modern Facility’ like a clinic, a health centre, a dispensary, a hospital, etc. and not an alpha-man, or herbalist, or spiritualist, or drug peddler, etc.

You may have to ask for the location of the facility in certain cases in order to visualize the distance and get as accurate an answer as possible.
 Record the appropriate code provided in the column H17.

H18 – Primary School

206. Ask, **‘what is the distance from your house to the nearest primary school?’** You may have to ask for the location of the school in certain cases in order to visualize the distance and get as accurate an answer as possible. Note that the nearest school might be different from the school the kids in the household are attending. Record the appropriate code provided in the column H18.

H19 – Source of Water

207. Ask, **‘what is the distance from your house to the nearest source of water?’** You may have to ask for the location of the source in certain cases in order to visualize the distance and get as accurate an answer as possible. Record the appropriate code provided in the column H19.

NOTE THAT FOR VACANT HOUSING UNITS; COMPLETE ONLY H01, H06 AND H07.

SECTION 4: OWNERSHIP OF DURABLES

QUESTIONS 01 – 16

208. For each item, ask if any household member owns it.
If the item is owned, write ‘1’.
If the item is not owned, record ‘2’.
209. Record for only items in working condition.

SECTION 5: AGRICULTURAL MODULE

210. This section asks questions of major agricultural activities undertaken by household members. Ask if any member in the household is engaged in agricultural activities like the cultivation of crops and the rearing of animals such as sheep, goats, chickens etc. If any member is engaged in Agricultural activity (ies) record '1' for "YES" in A1. If no member is engaged in agricultural activity (ties) record '2' and skip to section VI.
211. If there is only one member engaged in agricultural activity, the household is considered as being engaged in Agricultural activity. Always make sure that you verify that no member in the household is engaged in agricultural activity before doing you entries. Some people may think that being engaged in agricultural activity means doing large farming or only has to do with the planting of crops. Explained to the respondent what '**being engaged**' in agricultural activity really means in order to get the correct response.

A3- Acreage (Area)

212. If any of the crops listed in the questionnaire is grown, ask for the acreage cultivated and record the answer as given against the crop. For crops not grown, record '0'.
213. Use the conversion table in annex to estimate the cultivated area in acreage.

A4- Production

214. Ask for the quantity produce and the unit of measurement. Record the quantity produced and describe the unit of measurement against the crop produced.
215. Do not write in the space provided for unit code. This variable will be coded at the office.
216. Below are units of measurement and codes

Agricultural Production

| Unit of Measurement | Unit Code |
|--|------------------|
| Bushel (Rice, Groundnut, Maize, Cashew) | 1 |
| Bulgur Bag (60 Kg) (For Cassava, Sweet Potato, Citrus) | 2 |
| Rice Bag (50 Kg) | 3 |
| Rice Bag (25 KG) | 4 |
| Bucket (34 Cm) | 5 |
| Butter Cup | 6 |
| Jute Bag/Banga bag (Coffee, Cacao) | 7 |
| Onion Bag (25 Kg) (Vegetables) | 8 |
| Batta (Palm Oil) | 9 |

A5 – Sales

217. This is to ascertain if some of the produce is sold. Write '1' if all the produced is sold, '2' if part is sold or '3' if none is sold.

A6 - Number of Livestock Owned

218. For each of A6, ask for the total number of the livestock owned by all the household members and record as given. If none is owned, write '0', If 15 is owned, write '15', if 120 write '120', etc. If different members in the household own livestock, write the sum of all livestock owned by the household members.
219. Do not leave any space blank.

A7– Fishery Activities

220. Ask if any member of the household is engaged in fishing activities. Record '1' for Fish pond, '2' for Artisan fishing, '3' for Coastal fishing or '4' for None in the space provided.

A8 - Access to Agricultural Facilities

221. These questions are asking about access to the facilities AND NOT ownership. Ask 'do household members have access to (Name of Facility)?' taking each facility in turn.
222. The answer is either '1' for yes, or '2' for no.
223. See more details and table of conversion in Annexes 3 and 4.

SECTION 6: DEATHS IN THE HOUSEHOLD

224. Questions D1 to D9 are asking about deaths of usual members of the household, which took place in the 12 months prior to the Census Night, i.e. deaths that occurred after the night of 4/5 December 2014. Include children who died when they were very young but exclude stillbirths.

D1 - Occurrence of Death in the Last 12 Months

225. Ask, 'did any usual household member die in the last 12 months'? If a death occurred in the household, record '1' in the box, and then ask *D2 to D6*.
226. If nobody died in the household, record '2', and move to section VII.
227. It is important that you know that questions relating to death are very sensitive. You should know how to handle the person who has lost somebody by sympathizing with him or her and at the same time informing him or her that the information you are collecting is necessary for the census.
228. Questions D7, D8 and D9 are about maternal mortality. Only one of these questions should be answered. If the response to D7 is '1' (**Yes**) skip D8 and D9; if it is '2' (**No**), ask D8, if D8 is '2' (No) ask D9.

Interviewer should probe if there was death of a baby in the household as well

D2 – Name of Deceased

229. Ask for and record the name (s) of the deceased person(s) in the space provided.
230. In cases where babies died before they are given a name, record as 'baby boy' or 'baby girl'.

D3 – Sex of Deceased

231. Ask for and record the sex of the deceased. '1' for Male and '2' for Female

D4 – Age at Death

232. Ask for and record the age of the deceased person when he/she died. Always write age in completed years.

D5 – Cause of Death

233. Ask for the cause of death for each deceased person and record the appropriate Code provided in the code list. Here you may have to probe to get adequate responses. If the cause of death is not known, record code '12'.

D6 - Death Reported

234. The government of Sierra Leone under the State of Public Health Emergency passed a law that all deaths should be reported to authorities or hospitals for "Safe" burial. This was done in order to curb the EVD in the country. This question seeks to bring out if households are reporting deaths or not. Remember that this question is asked for the last 12 months before census night.

D7 – D9 Maternal Mortality

235. These questions will be asked for usual female household members who died between the ages of 10 – 54 years in the last 12 months. These questions seek to find out if the woman died during pregnancy, during childbirth or up to six weeks after giving birth. All deaths occurring to women in such circumstances are considered to be maternal deaths.

Note: Do not ask D7 to D9 if the person that died is a man, a woman below 10 years or a woman above 54 years.

SECTION 7: EBOLA SOCIO-ECONOMIC IMPACT

236. Enumerators should ensure that questions in this section are asked in a polite and skillful manner in order to get cooperation from the respondents.
237. Remember that this section is administered at household level and not at structure level. There is the tendency for respondents to give you information about the structure and not their households.

E1- Members of the household that were confirmed positive of contracting the EVD

238. Ask how many members of the household were confirmed positive of contracting the Ebola Virus Disease. Record responses in the appropriate space. For example; if 3 persons were confirmed positive of contracting the EVD, record "03". If 10 household members were confirmed positive, record "10" in the space provided. If no member was confirmed positive record "00" and skip to E3.

E2- Age, Sex and Current Status

239. Ask for the Age, Sex and the Current Status of each person that was confirmed positive of contracting the EVD. Record responses in appropriate space provided. If E1 has 4 persons confirmed positive, all those 4 persons' age, sex and status must be captured. For the current status of the person confirmed positive of contracting the EVD, use the codes on the questionnaire (i.e. 1 "Dead", 2 "Survived" and 3 "On treatment").

E3- Children who became orphans because of the EVD

240. This question seeks to get information on the number of children below the age 18 years who became orphans as a result of the EVD. By orphan it means 'a child who has lost **one or both parents**'. If no child became orphaned as a result of the EVD, record "0". **Children who became orphans not as a result of the EVD should not be captured here.**

E4 - Main Economic Activity before Ebola, Current Economic Activity and Ebola Impact on Economically active Persons in the household in the last 12 months.

241. These questions on economic impacts seek to bring out changes that might have happened to members of the household who are economically active.

242. Start by identifying the economically active household members from the Population Characteristics Section. An economically active member is a member who responded 1 to 7 in **P28** of the Population Characteristics Section.
243. For each economically active individual in the household, ask for the Main occupation **BEFORE** Ebola outbreak and write the response. Refer to code list.
244. For each economically active individual in the household, ask for the **CURRENT** occupation and write the response. Refer to code list.
245. For each economically active individual in the household, ask for the **Ebola impact** on the person's **REVENUE** and write the response referring to the codes on the questionnaire. If the person was not employed before the Ebola outbreak record '99'. Similarly, if the person was not employed after the Ebola outbreak, record '99'.

E5- Sick household members who did not seek medical treatment at a health facility for fear of Contracting the EVD.

246. This question seeks to find out behaviours of households in seeking medical treatment at health facilities for fear of getting infected with the Ebola Virus Disease.
247. Ask if there was any person in the household who was sick since the outbreak of the Ebola Virus Disease in the country but did not seek medical treatment in any Health facility because he/she feared getting infected with EVD. If the answer is 'YES', write "1". If the answer is 'NO', write "2". If the respondent does not know, write "3".
248. If the answer to E5 is '1', for each member who did not seek medical treatment at a health facility for fear of Contracting the EVD, write the sex and age of the person. For females aged 10 to 54 years who did not seek medical treatment at a health facility for fear of contracting the EVD, write the pregnancy status using the codes on the questionnaire.

NOTE: The first case of Ebola in Sierra Leone was reported on 25 May 2014.

At the End of the Interview

- 249. Check everything you have written.
- 250. Make sure that no column has been left blank.
- 251. Make sure that the information you have recorded agrees item by item, and that you have not written anything that cannot be correct.
- 252. Correct any mistakes.
- 253. Sign and date the questionnaire.
- 254. Affix the adhesive dwelling sticker to the household dwelling unit.
- 255. Then enter the number of persons you have enumerated in the summary.
- 256. **Date of interview:** Write the day of interview
- 257. FINALLY thank the members of the household for their help, take your leave and move on to the next household.

PART V: EA SUMMARY SHEET

Filling in the Enumeration Area Summary Sheet

258. All Enumerators should complete the Enumeration Area Summary Sheet after enumerating all households in the EA. The information should be entered as follows:
- a. The Enumerator should write his/her complete name
 - b. Write the name of the locality or localities covered
 - c. Write the Province name and enter the code
 - d. Write the District name and code
 - e. Write the Chiefdom/Ward name and code
 - f. Write the Section name and code
259. Complete table from the summaries in the front page of the household questionnaire. Count the number of books used and record the information in the second row of the table. **Remember** that each Household Questionnaire booklet is designed for the canvassing of 50 households. If 2 of these books are used record '02' in the boxes that correspond to "**Number of Books Used**". Do the same for the other information in the table.

PART VI: MAP READING GUIDE

A. What Is an Enumeration Area (EA)

1. A census Enumeration Area (EA) is a geographical statistical unit created in the SLPHC 2015, containing an average of about 100 households and the size may vary from 80 to 120 households.
2. However, owing to other factors, mainly population density, geographic terrain and distances to be traveled, households and vastness of the area concerned the size may be lower or more than the prescribed range.
3. An EA is usually a city block in urban areas; a locality, or a part of a locality, or a group of localities in the rural areas, with its location and boundaries well defined and recorded on census maps.

B. Enumeration Area Map Interpretation

1. Enumeration areas are to a large extent consistent with the boundaries of administrative divisions and other existing natural or built reference features like roads, rivers and other landmarks. This is done so that EAs can be recognized without ambiguity. Each enumerator will be given a map to clearly identify his/her assigned EA.
2. The EA is highlighted to show clear delineation from other EAs and a legend is provided to explain the features on the map.
3. The Geographic identification table provides the information required to be filled on the identification particulars on the questionnaire.
4. Enumerators should ensure that the names and codes information is entered on the questionnaire exactly as they are shown on the identification table on the map.

C. Enumeration Areas (EAs) in the Urban Areas

1. In the urban areas (with dense population) the EAs are delineated following clearly identifiable boundaries such as streets, rivers, streams, roads, tracks, footpaths, swamps and other landmarks such as dwelling units, mosques, churches etc.
2. The EAs are often a block of structures along streets, streams or footpaths.
3. Where the EA boundary is imaginary, such as unplanned areas, the names of dwellings on each side of the EA boundary have been plotted.
4. EA boundary descriptions are provided on the maps in situations of insufficient landmarks.

D. Enumeration Areas (EAS) in the Rural Areas

1. In the rural areas (with sparse populations) the EAs comprise of distinct villages whose locations are clearly marked on the maps.
2. The EAs are delineated purely on the basis of localities and the boundaries are fixed arbitrarily.
3. The EAs often comprise: part of a village; a whole village or group of villages.
4. The localities are shown on the map and on the identification table.

E. Locating the Enumeration Area (EA)

1. The Enumerator will be provided with a map showing the extent of the EA assigned to him/her.
2. Upon arrival in the EA, the Enumerator should identify its boundaries and get general information of the EA.
3. In most cases, the EA boundaries follow easily recognizable natural features such as streams or rivers, and construction features such as roads or buildings.
4. In some cases, the boundaries may not be marked with visible features especially in rural areas.
5. Attention should be paid to make as precise as possible locations according to the detailed description of the EA.
6. The Enumerator should be careful to locate hidden structures within the boundaries of an EA. Especially in rural areas, structures may be hidden by tall grasses and trees.
7. In some areas, structures have been built so haphazardly that they can easily be missed. If there is a pathway leading from the enumerated structure, check to see if the pathway goes to another structure.
8. Talking with people living in the area may help in identifying the hidden structures.

F. Map reading instructions

1. You will be allocated an EA and you will be responsible for visiting every household in it and recording the information required of every person in the area within the stipulated duration of the census.
2. Ideally, an EA will be covered by one enumerator during census enumeration. However, you may be assigned an EA or part of it during the enumeration and you will be responsible for visiting each and every household/institutions and recording the particulars of all persons who spent the CENSUS NIGHT in the EA.
3. You must not miss any household in your area or count any household twice.
4. You will be given a map of your enumeration area showing the boundaries and the localities (inhabited places) within it.
5. The locality(ies) in your EA have been listed in order to make it easier for you to plan your work and make sure that you visit every household.
6. EAs have been conveniently demarcated to facilitate effective canvassing by an enumerator.
7. The EA map will assist you to identify the EA boundaries and plan your work. It should ensure that you have a complete coverage of the population.
8. Before you start your work make sure that you know which places you have to visit. If you have any doubts about the boundaries of your area speak to your Supervisor and have the boundaries made clear to you.
9. The map was made sometime before the enumeration and there may be inhabited places within your area which are not listed or marked on your map. It is your duty to discover and to visit such places as you travel around your EA and to enumerate the inhabitants.
10. Be particularly careful to enquire about and to enumerate the inhabitants of temporary camps or worrehs. Information about such places must be communicated to your supervisor who in turn should verify.
11. As you visit each locality, ask the community elders to give you the names of all villages nearby. By checking these villages on your map, you will be able to determine whether any inhabited places have been omitted.
12. Enquire also about the existence of the villages listed on the maps.

13. As an enumerator you should visit all localities in your EA, even if you are told they are deserted or inhabited.
14. Write the names of new localities on the list and mark them on the map. In the same way you should make a note of any localities, which may have been abandoned after the mapping exercise. In short all new localities found in your EA must be enumerated.
15. Spend at least one day before the CENSUS NIGHT going round your EA to find out where the houses and paths are and introduce yourself to the people so that when you begin enumeration, they already know and are expecting you.
16. Make sure you acquaint yourself with your EA before you start work. Thus, study the EA map carefully so that the boundaries are clear to you both on the ground and, on the map.
17. Liaise with enumerators working in adjacent EAs to ensure there is no confusion about the boundaries of your EAs. This way you will avoid any possible omission or double count of households along the EA boundary.
18. Use the EA map to plan your work so that you can confirm each inhabited structure in turn.
19. Work in an orderly way, by starting the enumeration from a convenient point. You will save yourself much walking time and a great deal of trouble if you do this.
20. Inform your supervisor where you will start and which paths you will follow so that he/she can easily locate you and in addition give her/him your mobile number.

G. How to Fill the Identification Table on the Questionnaire

1. You will be required to fill in the IDENTIFICATION TABLE on all the questionnaires (including the front cover of each book) by writing names and codes of the various census statistical units.
2. The names and codes are to be obtained from the IDENTIFICATION TABLE on the EA map (see figure below).
3. In I1, write name and code (1 digit) for province.
4. In I2, write name and code (1 digit) for district.

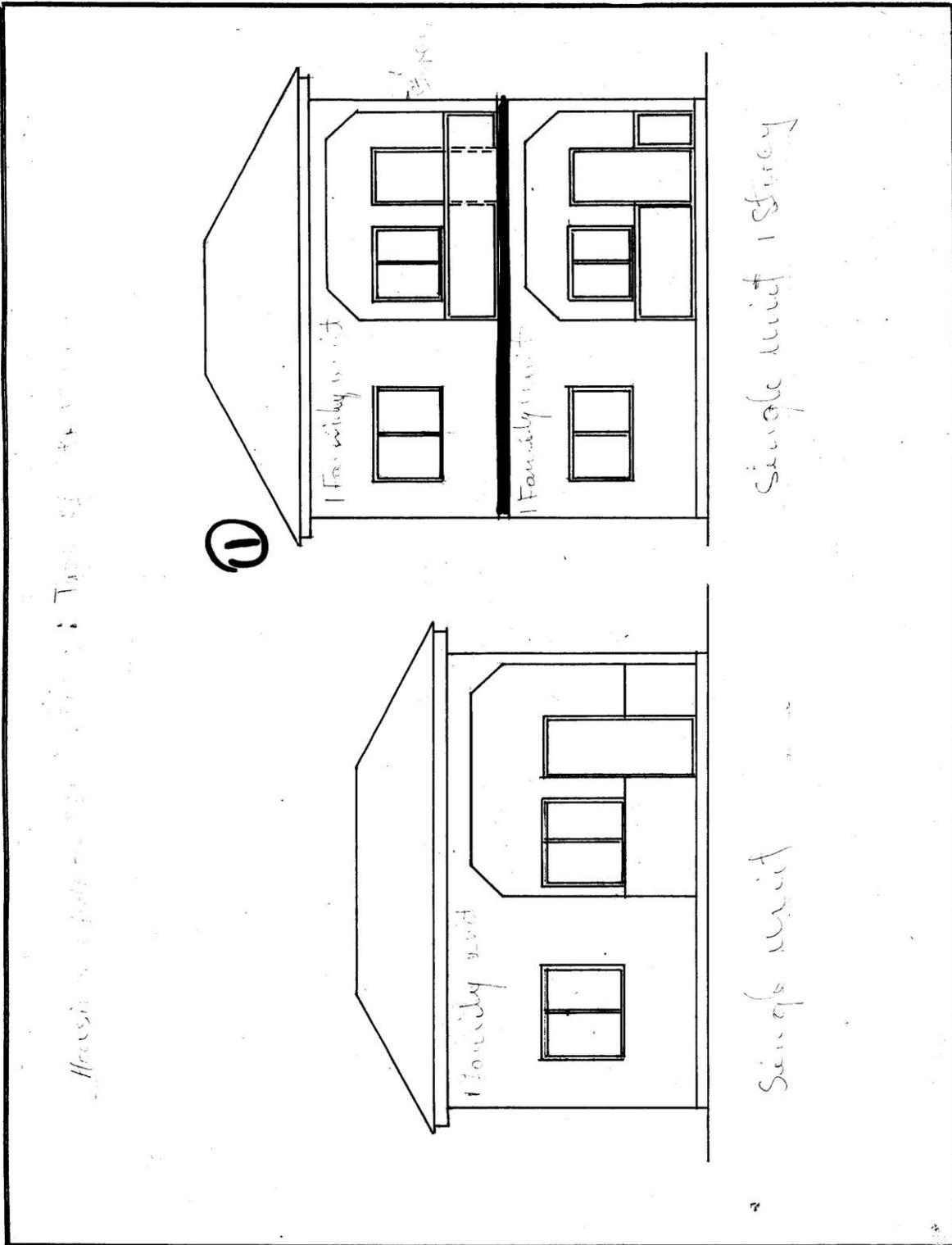
5. In I3, Write name and code (2 digits) for Chiefdom/Ward
6. In I4, write name and code (2 digits) for section.
7. In I5, write code (2 digits) for EA.
8. In I6, write name and code (3 digits) for Local Council.
9. In I7, write Urban/Rural (1 digit).
10. In I8, write EA Type code (1 digit).
11. In I9, write name and code (3 digits) for Locality.

| QUESTIONNAIRE: IDENTIFICATION TABLE | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|------------------------|---|-----------------------------------|---|---|-----------------------|---|---|-------|---|---|------------------|---|---|---|----------------|---|------------|---|------------------------|---|---|---|
| I1.Province Northern | 2 | I2.District Bombali | 1 | I3.Chiefdom/Ward Paki Masabong | 0 | 8 | I4.Section Rosanda | 0 | 9 | I5.EA | 0 | 4 | I6.Local Council | 2 | 1 | 2 | I7.Urban/Rural | 1 | I8.EA Type | 1 | I9.Locality Rosanda | 0 | 1 | 1 |

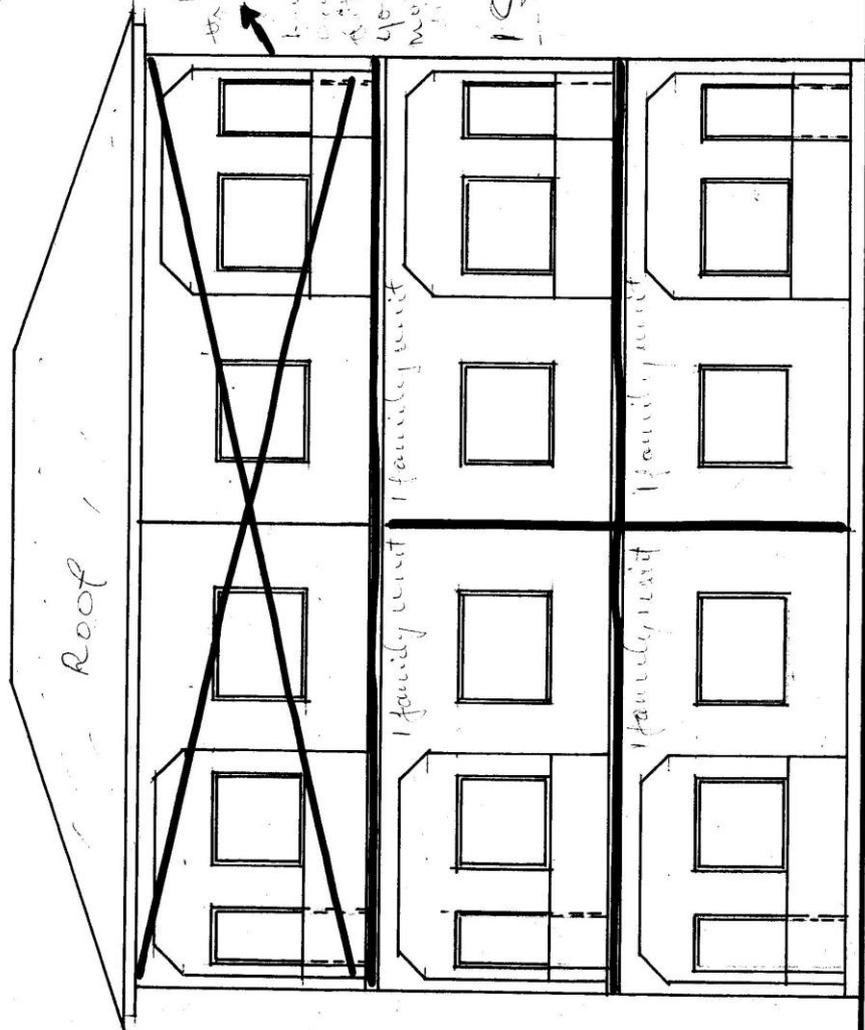
| EA MAP | | |
|---------------------------------|------------------|---------|
| GEOGRAPHIC IDENTIFICATION TABLE | | |
| CENSUS UNIT | NAME | GEOCODE |
| PROVINCE | Northern | 2 |
| DISTRICT | Bombali | 1 |
| CHIEFDOM | Paki Masabong | 08 |
| SECTION | Rosanda | 09 |
| EA | EA | 04 |
| LOCAL COUNCIL | Bombali District | 212 |
| URBAN/RURAL | URBAN/RURAL | 1 |
| EA TYPE | EA TYPE | 1 |
| LOCALITY/TOWN | Rosanda | 011 |

ANNEXES

ANNEX 1: STRUCTURE TYPE



Housing Characteristics: Type of Structure



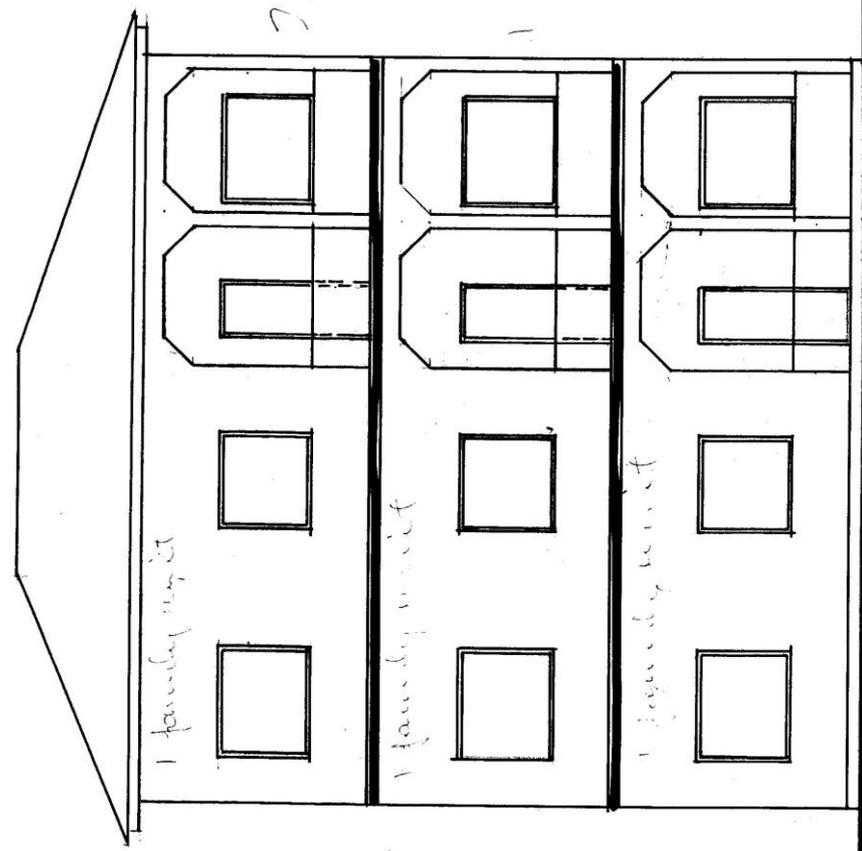
Planned roof
to be added. Consider
it as a travel
facility. After
some time, users
often in the
open space will
more storage
for 2, 4

1 Single

Multiple unit / single

2

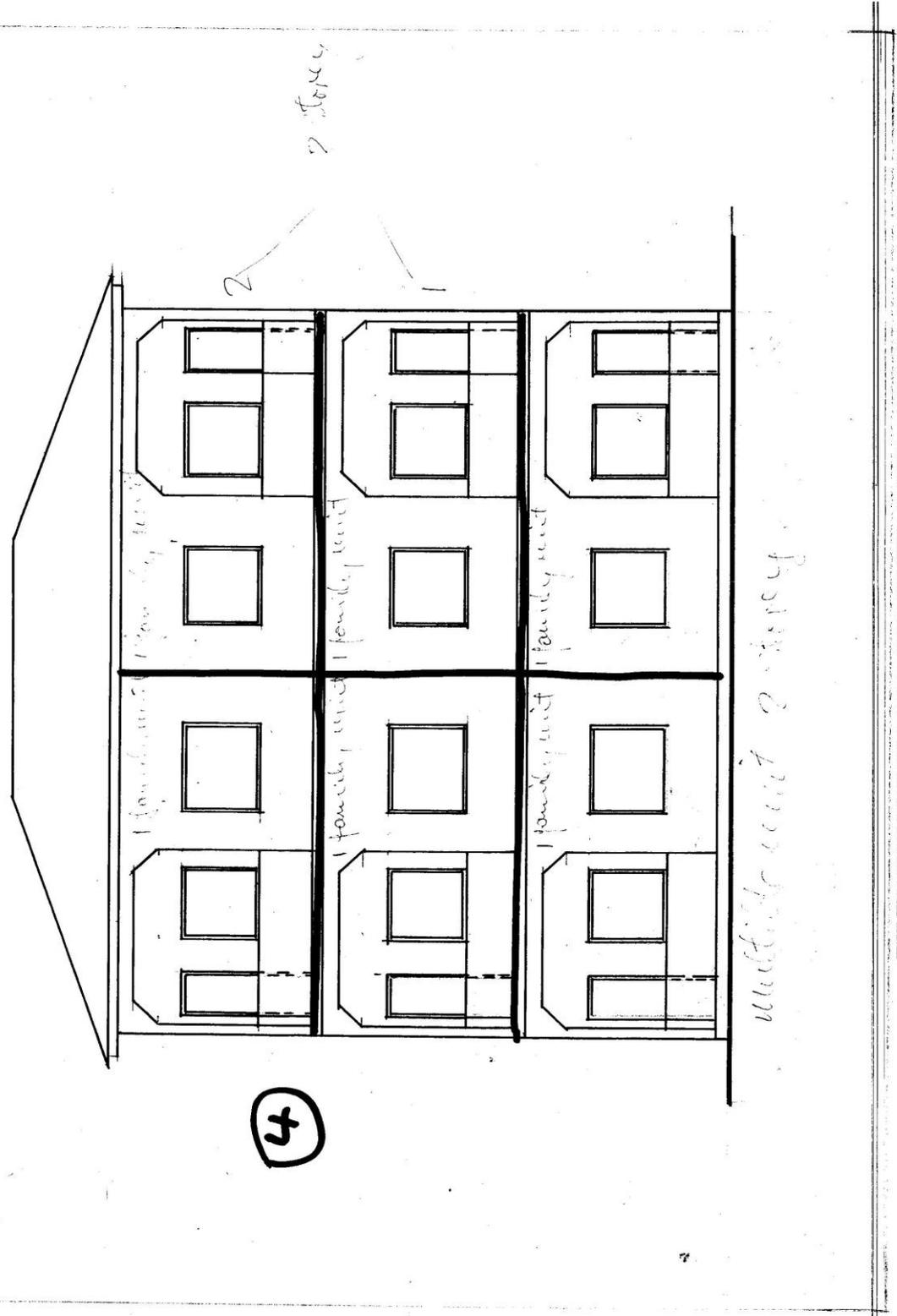
4-2000 1109' (100' x 100') Units in Type 1 (51 units)



3

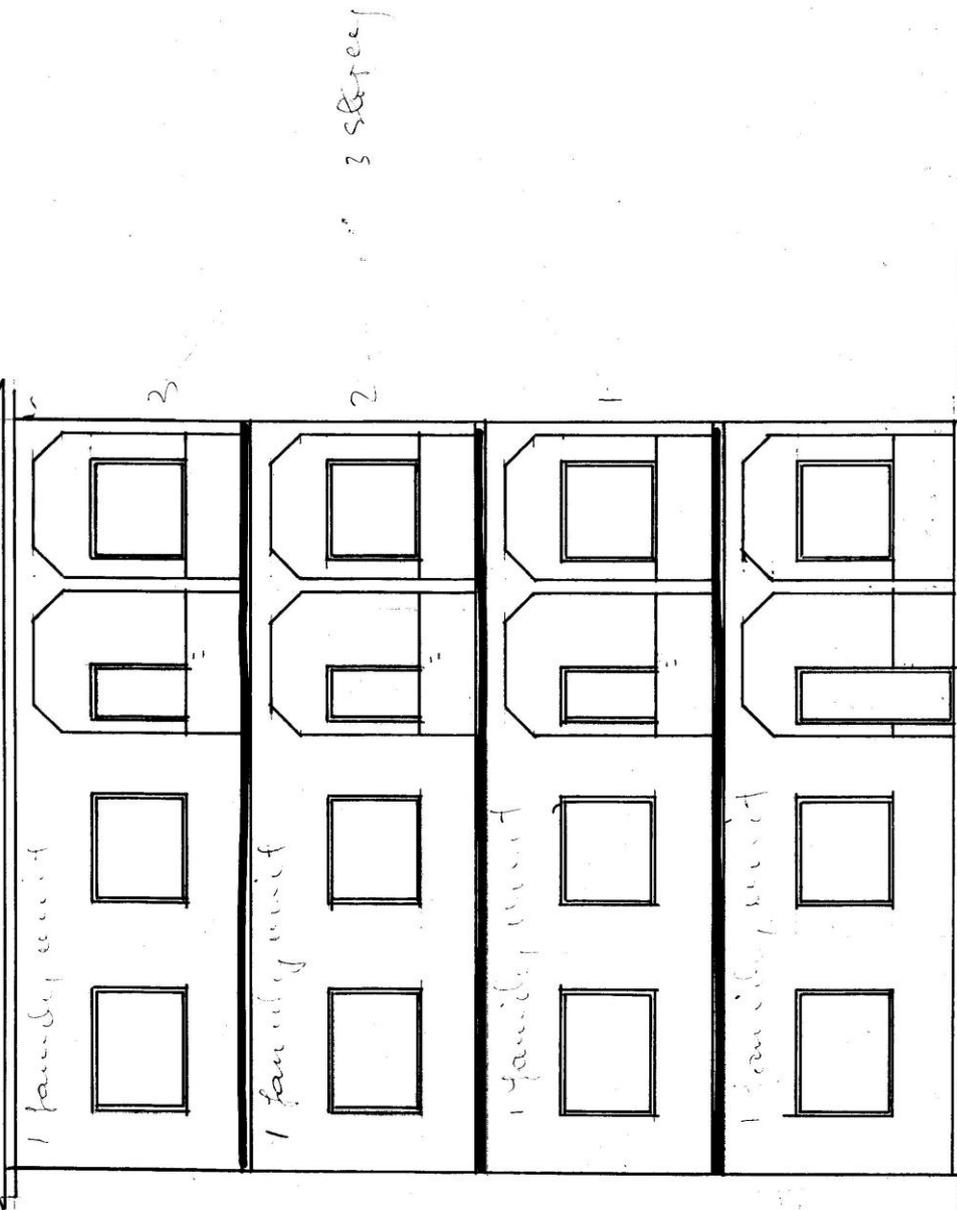
Simple unit 2 stories ✓

Assessing Characteristic
Type of structure



4

HOUSING CHARACTERISTICS
- type of structure

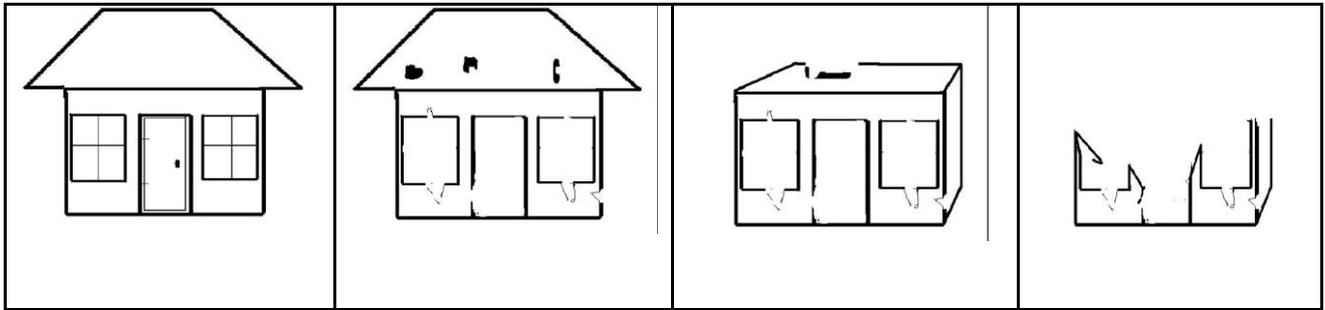


single unit
3 stories

ANNEX 2: DWELLING UNIT STATUS

This form is to be used for all building assessments including: Civil Authority structures, Schools and Health Facilities.

STATUS OF DWELLING



NO REPAIRS

MINOR REPAIRS

REHABILITATION RECONSTRUCTION

**ANNEX 3: AGRICULTURAL MODULE GUIDE (SECTION 5)
MAJOR AGRICULTURAL ACTIVITIES UNDERTAKEN BY THE HOUSEHOLD**

A1-A4: What are the major agricultural activities undertaken by the household?

A1-A2: Using three digits. E.g.

| | | |
|---|---|---|
| 0 | 0 | 1 |
| | 1 | 0 |
| 0 | . | 5 |

A1: Crop (see list on the questionnaire)

A2: Acreage-ask the farmer the quantity of seed rates he/she planted to determine the number of acres.

Note that **1 Bushel = 1 acre**. i.e 1 bushel of rice is equal to 1 acre

2 Kerosene Tins (CAN) = 1 Bushel = 1 Acre

20 Three-pence Pans =1 Bushel =1 Acre

10 Three-pence Pans = 0.5 Bushel = 0.5 Acre

For other crops: Always make reference to the rice as a yardstick to determine acreage.

Example: The enumerator may ask:

If it were rice you planted on the plot of cassava, sweet potato, groundnut or maize, how many bushels of rice would you have required?

NOTE:

(i) Groundnut: 3 Bushels (unshelled) = 1 Acre

(ii) Cassava Cuttings: 20 bundles (50 sticks/bundle) = 1 Acre small bundle

Or 10 bundles (100 sticks/bundle) =1 Acre big bundle

(iii) Maize: 50 Butter cups = 1 Acre

(iv) Vegetable seeds: 3 butter cups = 1 Acre

Or Tins of 250gm = 1 Acre

TREE/CASH CROPS

Area under fruit/cash crops can be calculated by the number of stands (trees) planted

| NO. | CROP | NO. Of stands/Tree per acre |
|-----|----------|-----------------------------|
| 1 | Oil Palm | 60 |
| 2 | Citrus | 60 |
| 3 | Cocoa | 250 |
| 4 | Coffee | 450-500 |

Citrus: Orange, Lemon, Lime etc.
Garden eggs, etc.

Vegetable: Carrot, Lettuce, Okra,

A3: PRODUCTION (Kg): Using four digits. E.g.

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | 8 |
| 0 | 0 | 0 | 0 |
| 0 | 0 | 9 | 5 |
| 0 | 1 | . | 5 |

- (i) Rice: 1 Bushel = 25 Kg
- (ii) Cassava: Weighs 65Kg per 50 kg bag
- (iii) Sweet Potato: Weighs 60 kg per 50 kg bag
- (iv) Groundnut (unshelled): Weighs 18 Kg per bushel
- (v) Maize (Cobs): Record the number of fresh cobs harvested.
If the respondent harvested 1 acre, then it weighs 280Kg
- (vi) Oil Palm (Fresh Fruit Bunch/FFB): Weighs 12-14 Kg per bunch (Head)

Note: 4 FFB/ Tree of Oil palm. i.e. 4heads per tree or stand

10 FFB = 1 Batta

1 batta = 30 Kg

Example: if the respondent/farmer says he/she produces 4 batta; then the number of FFB is 40, which is the production.

Production in weight: 40 FFB multiply by 12Kg =480Kg (for smaller FFB)
Or 40 FFB multiply by 14Kg = 560Kg (for bigger FFB)

- (vii) Citrus: Record the number of bags harvested
- (viii) Vegetables: Weighs 12-16 Kg per basket
- (ix) Cocoa: 167 .6Kg/ Acre **OR** approximately 3 bags of 50Kg bag./Acre (Dry Beans)

(x) Coffee: 90Kg/Acre **OR** approximately 2 bags of 50Kg bag/Acre (Dry Beans)

A4: Record 1 for **Yes** or 2 for **No**

A5-A10: What is the number of Livestock owned by Household Members?
Conduct a head count for each of the categories of livestock and record the totals. E.g.

If 15 is owned, write **015**, if 120 write **120**, if none is owned, write **000**.

A11: FISHERY

Record 1 if **YES** or 2 if **NO**.

Fishery: This refers to fish farming; fish pond, rearing of fish

It does **NOT** include fishing activities from streams, rivers, seas and oceans

A12-A20: Do Household members have **access to agricultural facilities?**

Record 1 if Yes or 2 if No

This section seeks to examine household members **having usage** of agricultural facilities and **not ownership**.

Agricultural Business Centers (ABCs): It has four components

1. Main Building (Office, Store room & Processing room)
2. Dry floor
3. Water Well
4. VIP Toilet

ALL THE ABOVE FOUR COMPONENT MUST BE IN PLACE TO QUALIFY AN AGRICULTURAL FACILITY TO AN ABC.

Stores: Not necessarily four components. Eg

1. Building and dry floor or
2. Building, dry floor and milling machine or
3. Only building etc.

ANNEX 4: AGRICULTURAL CONVERSION TABLE

| VEGETABLE SEED | Number of seeds per Gram | Amount of seeds, Gram/per Hectare | | | |
|------------------------------|--------------------------|-----------------------------------|-------------------|------------------|----|
| | | For Transplanting | For Direct Sowing | Duration in Days | |
| CABBAGE COPENHAGEN MARKET | 250-300 | 120gms | 400gms-800gms | 75-80 | 1 |
| CHINESE CABBAGE GRANAAT | 300-350 | 120gms | 320gms | 65-70 | 2 |
| CABBAGE COPENHAGEN GLORY F1 | 250-300 | 120gms | 400gms-800gms | 75-80 | 3 |
| CABBAGE BALASHI F1 | 250-300 | 120gms | 400gms-800gms | 65-75 | 4 |
| CABBAGE OXYLUS F1 | 250-300 | 120gms | 400gms-800gms | 65-75 | 5 |
| CARROT CHANTENAY RED CORE | 800-1000 | 400gms | 1200gms-1400gms | 70-75 | 6 |
| CARROT CHANTENAY ROYAL | 800-1000 | 400gms | 1200gms-1400gms | 65-70 | 7 |
| CARROT NEW KURODA | 800-1000 | 400gms | 1200gms-1400gms | 80-90 | 8 |
| EGGPLANT BLACK BEAUTY | 230-250 | 120gms | 800gms-1200gms | 70-80 | 9 |
| EGGPLANT LONG PURPLE | 230-250 | 120gms | 800gms-1200gms | 70-80 | 10 |
| LETTUCE GREAT LAKES | 900-1000 | 200gms | 400gms | 80-85 | 11 |
| LETTUCE BLONDE DE PARIS | 900-1000 | 200gms | 400gms | 75-80 | 12 |
| OKRA CLEMSON SPINELESS | 15-20 | | 3200gms-400gms | 55-60 | 13 |
| OKRA LADIES FINGERS | 15-20 | | 3200gms-400gms | 55-60 | 14 |
| ONIONS RED CREOLE | 250-300 | | 2400gms-3200gms | 190 | 15 |
| ONIONS TEXAS GRANO EARLY 502 | 250-300 | | 2400gms-3200gms | 170 | 16 |

ANNEX 4: Continued

| VEGETABLE SEED | Number of seeds per Gram | Amount of seeds, Gram/per Hectare | | | |
|------------------------------------|--------------------------|-----------------------------------|-------------------|------------------|----|
| | | For Transplanting | For Direct Sowing | Duration in Days | |
| ONIONS WITH LISBON | 250-300 | | 2400gms-3200gms | 90-120 | 17 |
| PEPPER (HOT) CAYENNE LONG SLIM | 150-200 | 160gms | 800gms-1200gms | 70-75 | 18 |
| PEPPER (HOT)FIRE | 150-200 | 160gms | 800gms-1200gms | 70-75 | 19 |
| PEPPER (SWEET)CALIFORNIA WONDER | 150-200 | 160gms | 800gms-1200gms | 75-80 | 20 |
| PEPPER (SWEET) YOLO WONDER | 150-200 | 160gms | 800gms-1200gms | 75-80 | 21 |
| TOMATO ROMA VF | 250-300 | 120gms | 400gms-800gms | 75-85 | 22 |
| TOMATO MARGLOBE IMP VF | 250-300 | 120gms | 400gms-800gms | 75-85 | 23 |
| TOMATO MONEY MAKER | 250-300 | 120gms | 400gms-800gms | 75-85 | 24 |
| WATER MELON SUGAR BABY | 20-30 | | 1600gms-2000gms | 75-85 | 25 |
| WATER MELON CHARLESTON GRAY NO 133 | 20-30 | | 1600gms-2000gms | 85-90 | 26 |
| PUMPKIN BIG MAX | | | 1600gms-2000gms | 120 | 27 |
| CORIANDER | | | 1600gms-2000gms | 70-80 | 28 |
| PARSLEY MOSS CURLED | 600-700 | | 1600gms-2000gms | 70-80 | 29 |
| PARSLEY EXTRA TRIPLE MOSS CURLED | 600-700 | | 1600gms-2000gms | 70-80 | 30 |
| PARSLEY GIGANTE D'ITALIA | 600-700 | | 1600gms-2000gms | 70-80 | 31 |
| RADISH CHERRY BELLE | 100-120 | | 20000gms-28000gms | 20-25 | 32 |

ANNEX 4: Continued

| VEGETABLE SEED | Number of seeds per Gram | Amount of seeds, Gram/per Hectare | | | |
|---------------------------------------|--------------------------|-----------------------------------|-------------------|------------------|----|
| | | For Transplanting | For Direct Sowing | Duration in Days | |
| RADISH CRIMSON GIANT | 100-120 | | 20000gms-28000gms | 25-30 | 33 |
| RADISH ICICLE | 100-120 | | 20000gms-28000gms | 27-30 | 34 |
| BEETROOT DETROIT DARK RED 2'CHRISTEL | 50-60 | | 4000gms-6400gms | 55-65 | 35 |
| POLE BEANS BLUE LAKE BLACK SEEDED | 2-5 | | 24000gms-52000gms | 65-70 | 36 |
| PLOE BEAN KENTUCKYWONDER BROWN SEEDED | 2-5 | | 24000gms-52000gms | 65-70 | 37 |
| SQUASH HYBRID F 1 CLARION | 6-10 | | 1600gms-2000gms | 45-50 | 38 |
| SQUASH HYBRID F 1 BALIZA / BB420 | 6 - 10 | | 1600gms-2000gms | 45-50 | 39 |
| SQUASH GRAY ZUCCHINI | 6 - 10 | | 1600gms-2000gms | 50-55 | 40 |
| CAULIFLOWER SNOWBALL | 300-350 | 120gms | 400gms | 65-75 | 41 |
| CUCUMBER MARKET MORE | 30-40 | 400gms | 1200gms-2000gms | 70-75 | 42 |
| CUCUMBER ASHLEY | 30-40 | 400gms | 1200gms-2000gms | 65-70 | 43 |
| CUCUMBER BETH ALPHA | 30-40 | 400gms | 1200gms-2000gms | 65-75 | 44 |
| CORN/MAIZE(Western yellow/TZSR) | 0-Jan | | 10000gms-12000gms | 75-90 | 45 |
| COW PEA | 0-Jan | | 10000gms-12000gms | 75-90 | |
| *1 Hectare=2.5Acre | | | | | |

ANNEX 4: Continued

| CONVERSION TABLE | | |
|--|------------------------------------|----------|
| 1. STANDARD FOOTBALL FIELD..... | = 1 ACRE | |
| 2. 60 BUTTERCUPS OF GROUNDNUT..... | = 1 ACRE | |
| 3. 450 TREES OF COCOA..... | = 1 ACRE | |
| 4. 60 TREES OF OILPALM..... | = 1 ACRE | |
| 5. 1.5 BUTTERCUP OF OKRA SEED..... | = 1 ACRE | |
| 6. 2 BULGUR BAGS OG UNSHELLED GROUNDNUT..... | = 1 ACRE | |
| 7. 1 BUSHEL OF SEED RICE..... | = 1 ACRE | |
| 8. 2 Kerosine TINS OF SEED RICE..... | = 1 BUSHEL= 1 ACRE | |
| 9. 1 BULGUR OF SEED RICE | = 2BUSHEL | |
| 10. 1 BUTTERCUP OF PEPPER..... | = 1 ACRE | |
| WEIGHT CONVERSION TABLE | | |
| THRESHED RICE | BUSHEL(S) | 25 |
| THRESHED RICE | CAN/ Kerosine TIN | 12.5 |
| THRESHED RICE | THREEPENGE/ TRUPENCE PAN | 1.136364 |
| THRESHED RICE | RICE(50) BAG/ BIG CHINESE BAG | 50 |
| THRESHED RICE | RICE (25Kkg)BAG/ SMALL CHINESE BAG | 25 |
| THRESHED RICE | BULGUR BAG(S) | 62.5 |
| THRESHED RICE | JUTE BAG(S)/ BANGA BAG(S) | 100 |
| THRESHED RICE | BUTTER CUP(S) | 0.25 |
| THRESHED RICE | BUCKET (34cm) | 12.5 |
| THRESHED RICE | BIG BAFPAN | 50 |
| THRESHED RICE | SMALL BAF PAN | 25 |
| THRESHED RICE | DRUM | 125 |
| CASSAVA | | |
| CASSAVA PRODUCE | CAN/Kerosine TIN | 15 |
| CASSAVA PRODUCE | RICE(50kg) BIG CHINESE BAG | 60 |
| CASSAVA PRODUCE | RICE(25kg)/BIG SMALL BAG | 30 |
| CASSAVA PRODUCE | BULGUR BAG(S) | 77.92208 |
| CASSAVA PRODUCE | JUTE BAG(S) | 120 |
| CASSAVA PRODUCE | BASKET | 20 |
| CASSAVA PRODUCE | BUCKET (34cm) | 24 |
| CASSAVA PRODUCE | BIGBAF PAN | 60 |
| CASSAVA PRODUCE | SMALL BAF PAN | 30 |
| CASSAVA PRODUCE | BUNDLES/TIES | 6 |
| CASSAVA PRODUCE | DRUM | 240 |
| CASSAVA PRODUCE | HEAPS | 6 |
| CASSAVA PRODUCE | PILES | 6 |

ANNEX 4: Continued

| | | |
|----------------------------|-----------------------------------|----------|
| UNSHELLED GROUNDNUT | | |
| UNSHELLED GROUNDNUT | BUSHEL(S) | 18 |
| UNSHELLED GROUNDNUT | CAN/KEROSENE TIN | 9 |
| UNSHELLED GROUNDNUT | THREEPENGE/ TRUPPENGE PAN | 1.636364 |
| UNSHELLED GROUNDNUT | RICE (50kg)BAG/BIG CHINESE BAG | 36 |
| UNSHELLED GROUNDNUT | RICE (25kg)BAG/SMALL CHINESE BAG | 18 |
| UNSHELLED GROUNDNUT | BUGUR BAG(S) | 46.75325 |
| UNSHELLED GROUNDNUT | JUTE BAG(S)/ BANGA BAG(S) | 72 |
| UNSHELLED GROUNDNUT | BUTTER CUP (S) | 0 |
| UNSHELLED GROUNDNUT | BASKET | 12 |
| UNSHELLED GROUNDNUT | BUCKET (34CM) | 9 |
| SHELLED GROUNDNUT | | |
| SHELLED GROUNDNUT | BUSHEL(S) | 18 |
| SHELLED GROUNDNUT | CAN/KEROSENE TIN | 9 |
| SHELLED GROUNDNUT | THREEPENGE/TRUPPENGE PAN | 1.625 |
| SHELLED GROUNDNUT | RICE (50KG) BAG/BIG CHINESE BAG | 36 |
| SHELLED GROUNDNUT | RICE (25KG) BAG/SMALL CHINESE BAG | 18 |
| SHELLED GROUNDNUT | BULGUR BAG(S) | 46.8 |
| SHELLED GROUNDNUT | JUTE BAG(S)/BANGA BAG(S) | 72 |
| SHELLED GROUNDNUT | SALTCUP(S) | 4.5 |
| SHELLED GROUNDNUT | BUTTER CUP(S) | 0.25 |
| SHELLED GROUNDNUT | BUCKET (34CM) | 9 |
| SHELLED GROUNDNUT | BIG BAF PAN | 36 |
| SHELLED GROUNDNUT | SMALL BAF PAN | 18 |

ANNEX 5: OCCUPATION (P30)

1. Legislators, senior officials and managers (Members of Parliament, Civil servants, Traditional chiefs and headmen, Chief executive officers, Managers, Directors etc)
2. Professionals (Lecturers, Teachers, Senior Nurses, Bankers, Statisticians, Engineers, Lawyers, Accountants, Imams, Pastors, Journalists, Librarians, Medical Doctor, Building Contractors)
3. Technicians and associate professionals (Technicians, Plumbers, IT specialists, Junior nurses, Traditional healers, Police officers, Prison officers, Traffic wardens, Entertainers, Tax officers)
4. Clerks (Secretaries, Data processing operators, Cashiers, Custom service officers, other office clerks)
5. Service workers, shop and market sales workers: (Waitresses, Restaurant attendants, Travel attendants, House maid, soothsayers, Fire Force officers, Models, Traders, Private security officers)
6. Agricultural and fishery workers: (Farmers, Fishermen, Animal Rearers, Hunters, Palm wine tappers, Poultry workers etc.)
7. Craft and related trade workers: (Stone breakers, Sand miners, Diamond and Gold miners, other miners, Wood carvers, Painters, Masons , Builders, Structure Cleaners, Black smith, Mechanics and fitters, Electricians, Printers, Wood cutters, Shoe makers, Carpenters, Welders, Tailors, Cookery sellers, seamstress etc.)
8. Plant and machine operators and assemblers: (Machine operators, Tractor drivers, Motor vehicle drivers, Okada riders, Printers, Binders, Potters, Crewmen, power saw operators, Boat drivers, Ferry workers)
9. Elementary workers: (Newspaper vendors, Street sellers, hawkers, Shoe cleaners, Labourers, Cleaners, Caretakers, Messengers, Garbage collectors, porters)
10. Armed Forces: (Army, Navy, OSD)

ANNEX 6: INDUSTRY (P31)

25. Crops production: (the production of rice, maize, cassava, potato, orange, coffee, rubber, cocoa, groundnut etc.)
26. Animal production: (Rearing of cow, goat, sheep, pig, chicken, duck, etc.)
27. Forestry, Logging and Hunting: (timber, fire wood, charcoal, honey, wild life animals, etc.)
28. Fishing and aquaculture: (fish pond, streams, rivers sea/ocean etc.)
29. Mining and quarrying: (diamond mining, gold mining, sand mining, stone breaking, etc.)
30. Manufacturing: (soap making, bakery, carpentering, manufacturing of food product, sugar, beverages, tobacco, textile, printing, rubber and plastic production, yoghurt, etc.)
31. Electricity, gas, steam and air conditioning supply: (electricity power supply from hydro, sun, and wind, thermal plant e.g. EDSA / BKPS / Solar, gas supply e.g. Afrigas etc.)
32. Water supply; sewerage, waste management and remediation activities: (water treatment and supply e.g. Guma Valley/SALWACO, Massada, Clean Salone, Toilet disposal, etc.)
33. Construction: (constructions road, bridges, rail ways, schools, air fields, etc)
34. Wholesale and retail trade; repair of motor vehicles and motorcycles: (selling in large quantity, selling in bits, mechanics, etc.)
35. Transport and storage: (LAND/AIR/SEA E.g. taxi, poda-poda, okada, boat/ ferry, airplane, warehouse, etc.)
36. Accommodation and food service activities: (Hotels, guest house cookery shops, bars, restaurant, hostels, and ice cream truck vendor's etc.)
37. Information and communication: (mobile communication, print media, electronic media, social media, internet providers, etc.)
38. Financial and Insurance activities: (bank, micro-finance, insurance, etc.)
39. Real estate activities: (buying, renting and selling of houses and other properties etc.)
40. Public administration and defense; compulsory social security: (purely government e.g. Arm Forces, Police etc.)
41. Education: (Kindergarten, primary, junior secondary, senior secondary, tertiary, university, etc.)

42. Human health and social work activities: (primary health care, medical and dental activities, nursing care activities, mental care and substance abuse, care for elderly and disabled people and Traditional Healers.
43. Arts, entertainment and recreation: (designers, musicians, actors, actresses, concerts, gambling and betting, sport activities, etc.)
44. Other service activities: (hairdressing, barbering, funeral and related activities, repairs of shoes, etc.)
45. Activities of households as employers; production activities of households for own use: (gardeners, domestic workers, etc.)
46. Activities of extraterritorial organizations and bodies: (International organizations like, UN, ECOWAS, Embassies, AU, IMF, World Bank, ADB, High Commissions, etc.)

KEY CENSUS MESSAGES

- ❑ ***Sierra Leone 2015 Population and Housing Census enumeration will be conducted from 5th – 18th December 2015.***
- ❑ ***Census night will be the night of 4th / 5th December 2015.***
- ❑ ***All persons who spent the census night (4th / 5th December 2015) within the borders of Sierra Leone must be counted.***
- ❑ ***During the census, officials will come to your house and only count the persons who slept in your house on the census night including visitors. They will ask questions about you and the people living in your house, as well as the facilities in your house.***
- ❑ ***It is your civic duty to be counted in the census. Remember it is illegal to be counted more than once, to refuse to be counted or to give false information to the census officials.***
- ❑ ***Census information is confidential and will not be used for any other purposes such as taxation or distribution of food.***
- ❑ ***The census will be used to plan for a better future for the people of Sierra Leone e.g. more schools and hospitals. By being counted, you will be included in this plan!***

Be counted for better planning!!!