

## **Session 13**

### Management Information System and other tools for management and monitoring of field enumeration

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**During the data collection**

**phase:** It is essential for enumerators and supervisors to be able to see the enumeration status of each housing unit in real time, to ensure as complete an enumeration as possible.

**In addition:** Supervisors should be able to control the quality of the work of enumerators and require them to revisit households for making any necessary corrections, before transferring data to headquarters.



- ❑ Management and monitoring system is the key factor for successful field of enumeration , using an electronic data collection methodology such as CAPI.
- ❑ The information required can be more easily collected and transmitted by management modules on electronic devices.
- ❑ Performance indicators for the evaluation of the field enumeration can be generated from the data transmitted from the field in real time.



*The supervisors program are basically responsible for high level of field staff and for monitoring administrative and operational activities to ensure that they are implemented as scheduled. They also have a responsibility for monitoring operational and IT-related performance during the field enumeration. The system should allow supervisors to perform the following duties:*

- Monitor daily progress of the enumeration based on operational performance indicators and reports generated by the system;
- Monitor the changes in the number of the enumerators and electronic devices to ensure that there are no problems affecting the performance;
- Monitor the work of the field staff at EA level, using other modules developed for the enumerators and their immediate supervisors.
- Follow up non-response and refusals;
- Display the entered data at aggregate and individual levels for checking purposes;
- Control data transmission to headquarters



*The system developed for enumerators should provide information(daily) on the status of the enumeration at the housing unit level, showing which have, and which have yet to be, covered.*

Main duties of enumerators:

- Attending the training courses and studying the instructions
- Identifying the boundary of their EA and updating the address list
- Visiting each and every living quarters and enumerate all individuals
- Enumerating the homeless in the given EA
- Reporting the progress to supervisor periodically
- Transmitting data regularly
- Ensure that all living quarters visited and people are covered
- Submitting all census materials to supervisors



- ❑ User Management to identify field staff according to hierarchical structure and provide information on the handheld devices type and features used by each member of the field staff
- ❑ Tasks distribution: through which the work is assigned from the regional coordinator to the local supervisors and then to the enumerators according to the various tasks assigned to them.
- ❑ Data transmission: to view data transmission between the handheld devices and the central database.
- ❑ Work approval and review: to review and approve or reject the work submitted by the enumerators. If rejected, the work is returned to the enumerator to make any appropriate changes.
- ❑ Gps tracking to monitor each enumerator's progress in his/her area, tracking their daily movement, in either an accumulative or real time mode, and to display that on electronic maps.



The Census Unit (composed of the Census Technical Group and Census Operations Group) is the main entity in charge of the planning, organization and execution of the enumeration in the field. The structure includes the Regional Census Offices, and the Municipal Field Offices and their field staff.

## Usually are three levels:

- 1.National -Central
- 2.Regional
- 3.Local



# 1. The central level

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- ❑ The central level has a critical role with the responsibility of monitoring the enumeration of the entire country.
- ❑ With the use of CAPI, managers at central headquarters can evaluate the progress of the enumeration and make decisions on problematic issues which cannot be resolved at the local or regional level.
- ❑ For the purpose, a special team ‘field Operational control’ can be set up for daily monitoring the field enumeration and informing the central level managers.



## 2. The regional level

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- ❑ The regional level is usually focused on preparing and conducting the data collection process. Establishing a dedicated management team at the regional level is necessary for the management and monitoring of field operation.
- ❑ In general, the census regional team's duties include implementation of the activities necessary for the recruitment of the field staff, training, organization of the work of field staff and logistical issues
- ❑ With the use of the CAPI, setting up regional offices requires attention and maybe more time to build technical capacity at the regional level.



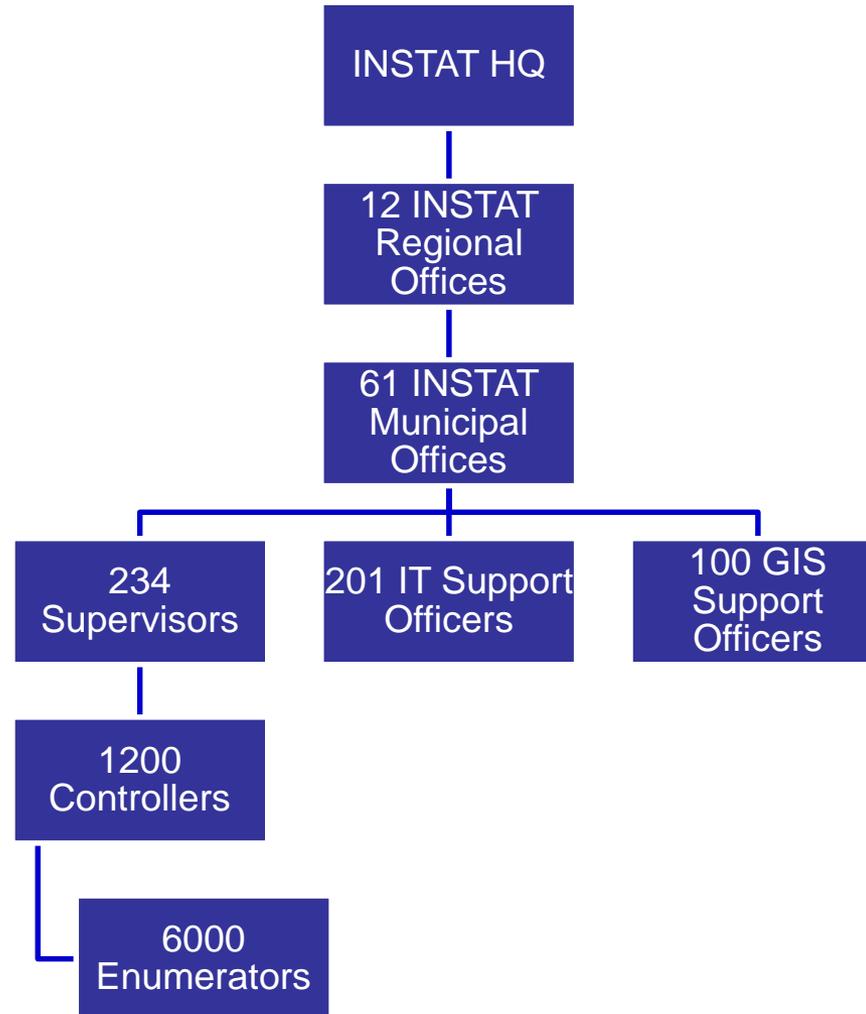
## 3. The local level

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- ❑ The local level is necessary for providing census enumerators and controllers with direct and immediate assistance.
- ❑ Especially with the use of CAPI, the local level should have a capacity to provide data transfer capabilities with collection stations at the local level.
- ❑ In areas where lack of cellular networks, provide data transfer capabilities with collection stations at the local level.
- ❑ Controllers and supervisors may also use handheld devices for undertaking their own responsibilities such as assigning the work to the field staff, evaluating the quality of the work of the enumerators, and monitoring progress.



# Organisation of the enumeration



# IT support to enumerators and supervisors during field work

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Considering the complex structure of the field enumeration and the involvement of many field staff, the success of the data collection operation will largely depend on the effective use of CAPI. Therefore, potential IT-related risks should be identified early in the planning to recruit sufficient numbers of technical staff and train them appropriately for working in the field.

The main tasks of the IT support will be to:

- ✓ *Maintain the handheld devices;*
- ✓ *Configuring the device as required;*
- ✓ *Take a back-up copy of the collected data;*
- ✓ *Act as the first line of support in the field to resolve technical problems;*
- ✓ *Fix faults related to the handheld devices and their operating system;*
- ✓ *Fix faults and operational difficulties related to data transmission.*

***A more specialized support should be provided by expert staff at headquarters with the aim to resolve serious IT problems that cannot be solved by the IT Support Team.***

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Thank you for attention!

***Based on: Albanian Population and Housing Census 2020  
Strategy and Planning Document***

