



NATIONAL INSTITUTE OF STATISTICS



PROJECT DOCUMENT

ESTABLISHMENT CENSUS, 2014

CENSUS UNIT

I. INTRODUCTION

The national Institute of Statistics of Rwanda is planning to conduct the second establishment census in 2014 following the one conducted in February 2011. The establishment census consist of enumeration all establishment operating in Rwanda. Establishments Census is a valuable source for information on all economic activities number of employed people and size of establishments in the Country. The previous establishment enumerated 127,662 establishments we expect to enumerate more than 150,000 establishments.

II. PERIODICITY

The establishment census takes place in every 3 years

III. SCOPE OF ESTABLISHMENT CENSUS

The establishment census consists of complete counting of every operating establishment which has a fixed location and is practicing a specific economic activity in Rwanda. In other words the establishment census will be held in country wide.

IV. MAIN OBJECTIVES OF THE ESTABLISHMENT CENSUS

- To provide detailed information about the establishments' characteristics and their geographical distribution
- To provide detailed information about the economic activity of all establishments operating in Rwanda.
- Establish the employment level desegregated by sex, nationality and type of contract (permanent/ temporally)
- To help in establishing a business register that can be utilized in carrying out the economic sample survey.

V. SPECIFIC OBJECTIVES OF THE ESTABLISHMENT CENSUS

- To provide economic data that meets the planning & development needs.
- To provide economic data that meets the needs of the private & public sectors, planners, researchers and analysts.
- To provide a modern and comprehensive frame to be utilized in all specialized economic surveys based on sample technique.
- To provide a broad database to be used in carrying out studies and surveys needed for economic development programs.
- To compare the survey's results with the previous economic series in the measurement of economic growth rates.
- To study the size of the employed by gender and nationality and distribute them by the economic activity.

VI. INSTITUTIONAL FRAMEWORK

To be successful in the implementation of the establishment census and to ensure the ownership of the results by stakeholders, different institutions will be involved in the implementation of the census. At the National level the activity will be monitored, at the high level, by a steering committee which will be chaired by MINICOM on the one hand; and on the other the Technical committee which will be chaired by the National institute of Statistics of Rwanda (NISR).

VII. STEPS OF IMPLEMENTATION

7.1 Recruitment of enumerators

The enumerators will be selected among teachers who used to be team leaders during the 4th Population and Housing census in 2012. As their number is higher than the needed, the selection will be based on their performance, and it will be done by Human resource officer in collaboration with the Census unity. This activity has to be finalized by end of September 2014.

7.2 Recruitment of Team leaders

Team leaders will be coordinating the census activities at District level. They will come from PSF staff who led BDS at the District level. The high level consultations will be conducted to make sure about the availability of those staff and the necessary requirements to be fully involved in the census activities from the training till the end of the data collection.

7.3 Procurement of material

The material to be procured includes training and field work material, questionnaires, instruction manuals, reporting forms, vehicles, etc. All needed material will be obtain by the usual administrative method used at NISR. To ensure that the material is obtained on time, requesting procedures must start as soon as possible. All field material as well as data collection tools will be available before the training of enumerators.

7.4 Training of trainers.

Trainers will come from the NISR staff or employees from stakeholder's institutions who will play a role of supervisors and coordinators during the period of data collection. The two days training will be conducted at NISR and will focus on census tools, field work organization, attributions of census staff, reporting system and supervisions tips.

7.5 Training of fieldworkers

Training of field workers will be conducted just few days before the field works. To facilitate the enumerators, five training centers will be put in place in different provinces of the country. The training at each center will be conducted by two NISR employees. To make sure that the training is conducted in the harmonized way, communication among centers coordinators, during the training will be very important. Training centers will be selected among boarding school that have been used during training of enumerators in the 2012 Population and Housing Census

At the end of the training, a test will be organized in order to assess the level of enumerators. They will also ensure that all administrative requirements are fulfilled. These are: the signing of contract, social security number and the valid account number.

7.6 Distribution of material and field work organization

The procurement of material as well as census tools will be done before the training of enumerators in order to allow their distribution during the training. The material will be requested by the census department from NISR stock and distributed to five responsible of training centers who will distribute them to the district team leaders and then to each enumerator.

The field work organization will be deeply discussed during the training. A rigorous and systematic approach will be used to make sure that all establishments regardless the economic activity will be covered.

7.7 Reporting system

Besides the written weekly report that will be provided by the district team leader to the supervisor, an SMS daily report will be sent to the national coordinator every evening. This report will show the number of enumerated establishments in each village, to allow the monitoring of progress.

7.9 Repatriation and archiving of questionnaires

Filled questionnaires will be repatriated at the NISR just one week after the commencement of data collection. Questionnaires will be brought back either by supervisors or team leader and they will be handed to the archivist. The archivist should register the number of received questionnaires and their provenance. He will arrange questionnaire in the appropriate place in the way that will allow the easy search of a questionnaire if it is needed. He will be also responsible of dispatching questionnaires to the coders and data entry clerks and make the progress reports on those activities.

7.10 Data processing

7.10.1 Coding of questionnaires

The coding of questionnaires will be done by coders who will be selected from the NISR database of coders and trained to accomplish that activity. A coding manual will be developed before the training. The two days training will be conducted in Kigali and the coding will start 2 weeks after the data collection.

7.10.2 Data entry

The data entry will be done by data entry clerks who will be selected from the NISR database based on their performance. One - day training will be delivered to them to be familiar with the questionnaire before the starting of data entry activity. The data entry will start 2 weeks after the coding. The data entry will be done using CSpro program and to minimize data entry error, double data entry technique will be used.

7.10.3 Data cleaning and tabulation

Data cleaning will be done by the NISR staff before the production of tables. To avoid systematic errors and to minimize errors, the data cleaning will start before the end of the data entry. A data cleaning syntax will be developed and it will be applied to the whole file, after the end of the data entry. The tabulation will follow immediately the data cleaning and it will be done using SPSS or STATA software.

7.10.4 Data analysis and report writing

The data analysis and report writing will be done by NISR staff in collaboration with stakeholder's ministries, especially MINICOM.

VIII. MAIN OUTCOMES.

We expect to have the specific results about employment in the private sector, the ownership, the gender of the owners and managers of establishments, the size of establishments as per the number of employees and per the amount of employed capital, the classification in formal and informal sector.

IX. PARTNER INSTITUTIONS ACROSS GOVERNMENT

The establishment census is huge and important activity that involves many institutions. To undertake this project NISR will work hand in hand with:

- MINICOM
- National Bank
- MIFOTRA
- PCF
- MYICT
- RCA