



تعداد السكان والمساكن الخامس  
5<sup>th</sup> SUDAN POPULATION & HOUSING  
CENSUS



كن مستعداً وعد نفسك  
STAND UP AND BE COUNTED

# Republic of the Sudan

## Fifth Population and Housing Census

### Census Enumerator's Manual

### Long Questionnaire

December 2007



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# 1 Population and Housing Census

A Population and Housing Census is a complete count of all persons and households in a country at a specific date. Interviewers, called census enumerators, visit all persons and households in the country, conduct interviews, and record answers on questionnaires. The census provides information on the number, geographical distribution, social, economic, and demographic characteristics of the population.

## 1.1 Fifth Population and Housing Census of Sudan Overview

This is the Fifth Population and Housing Census to be conducted in Sudan. According to the Comprehensive Peace Agreement (CPA), the Central Bureau of Statistics (CBS) is responsible for overseeing census activities in the 15 Northern States of Sudan and the Southern Sudan Commission for Census, Statistics and Evaluation (SSCCSE) is responsible for overseeing census activities in the 10 Southern States of Sudan.

The Fifth Population and Housing Census of Sudan is a national census that will be conducted in both Northern and Southern States at the same time. Both the North and the South will use the same tools, methodologies, and procedures.

The Sudan Census will capture all the people that are present in Sudan at a single moment in time – like taking a snapshot of the entire country of Sudan. **This moment of time will be at midnight on census night, also known as the census reference night.**

As an enumerator, you report to a Supervisor. The Supervisor reports to the Field Officer. The Field Officer reports to the Field Coordinator. There will be many census staff in the field and you may encounter observers and other, higher level census staff during your work.

## 1.2 Why is this Census important for Sudan?

The Population and Housing Census will provide data on the population and housing situation of every person in every town and village in Sudan. This information will enable policy makers, the government and international agencies to make informed decisions when planning the services that *will improve the lives of all people in Sudan.*

# 2 Enumerator Responsibilities

Your appointment as an enumerator is a privilege. A complete and accurate census depends on the cooperation of the people of Sudan and the hard work of enumerators. You must study hard during training and read this manual to understand how to do your job. The success or failure of the Sudan Census is in your hands.

As a census enumerator, you will be assigned a geographical area called an Enumeration Area or EA. You are responsible for gathering complete and accurate information for all persons and households in your EA.

## 2.1 Duties of an Enumerator

### Duties Prior to Enumeration:

- Attend all the training classes, study the questionnaires, listing book, and manual carefully and understand them thoroughly. If any part of instructions is not clear, ask your trainer for an explanation.
- Obtain all the material needed for enumeration before you leave the training centre at the end of training.
- Familiarize yourself with your EA:
  - Check the boundaries of your EA with your supervisor, using your EA map.
  - Travel around each block or village in your EA until the entire EA has been traversed.
- Make notes on your EA map of landmarks and features to help you find your way, such as boreholes, streams, and buildings.
- Mark each building/compound with a number using marker pen or spray paint. List the building/compound number and other identifying information in the Census Listing Book.
- Knock on the door of each building/compound and ask if someone is living there. If so, give a number to each household in the building/compound, and write this number and the name of the household head in the Census Listing Book.
- Prepare an enumeration plan with your supervisor to show the path you will take when enumerating your EA.

### Duties During Enumeration:

- Wear your ID-Card, Census Cap and Apron at all times.
- Visit each building/compound/household registered in your Census Listing Book. Knock on the door of each household.
  - If an acceptable respondent is home, conduct an interview using a census questionnaire.
  - Complete all questions for all persons who spent **census night** with the household.
  - If no one is home or there is no acceptable respondent present, fill out a Household Callback Form and tell a neighbor when you plan to return.
  - Record the date of the visit in the Census Listing Book.
- Meet with your supervisor to review your work and your progress.

### Duties After Enumeration:

- Verify that you have listed and visited every building/compound and interviewed every household in your EA.
- Look through your questionnaires to ensure that all questions are completed and correctly marked.
- Turn in completed work and materials to your supervisor.

You must always follow your supervisor's instructions. Your supervisor may ask you to complete certain duties in addition to those listed above. It is your duty to complete the tasks assigned to you by your supervisor to ensure that all persons are counted in the Sudan Census.

## 2.2 Confidentiality of Responses

The information gathered during enumeration should be treated as strictly confidential and never shared with anyone other than sworn census workers. Sharing information includes discussing an interview with friends and family, allowing field guides to listen to interviews, or leaving completed questionnaires in a place where others can read them.

Revealing information obtained during your time as an enumerator is an offence. The policy of confidentiality encourages people to participate in the census because they know that their personal information will not be gossiped about or made public. To enforce the confidentiality of census information you will be required to take an oath of secrecy prior to enumeration.

<p><b>OATH of SECRECY</b> (To be administered by CBS/SSCCSE staff)</p> <p>I,.....(Name) do swear that I will faithfully and honestly fulfill my duties as..... . I will not disclose or make known any matter or thing that comes to my knowledge to an unauthorized person. I will record the information provided by respondents faithfully and accurately.</p> <p>Signature .....</p> <p>Date.....</p>
---

## 2.3 Falsification of Data

You are never to fill out questions based on your own opinion. You must faithfully record answers that are provided to you by an acceptable respondent during an interview. Your supervisor will be reviewing your work and will revisit households in your EA to verify the accuracy of the data you have collected. If any work you submit has been fabricated, you will be dismissed from your job and it may affect your chances for future employment.

*You must not submit falsified work to your supervisor under any circumstance.*

## 2.4 Working Hours and Duration of Enumeration

Enumeration in the fifth Population and Housing Census will be conducted over a 14-day period, beginning with the census reference night. This period will cover zero hour of the day the census enumeration starts to the last hour of the day on the 14<sup>th</sup> day.

You must arrive at your EA three days before census night. This three-day period is used to become familiar with your EA, make notes on your EA map, and list and number the buildings/compounds and households in your EA.

You will work every day until enumeration of all the persons and households in the EA assigned to you, and in the entire supervisory area, is completed.

You should visit households when you are likely to find an acceptable respondent at home, including in the morning, during early evening hours, and on weekends. Take note of the best day/time to interview a household during the listing operation.

## 2.5 Materials Necessary for Enumeration

You will be provided with the materials listed below, which are necessary to complete your duties as an Enumerator. Keep these materials with you when you are working and keep them in a safe place when you are not working. You are responsible for these materials. Check your material when you receive it at the end of training and notify your supervisor if anything is missing or broken.

Enumerator materials:	
1. Enumerator's Identity Card	11. Interview Verification Cards
2. Census Cap	12. Clipboard
3. Census Apron	13. Pens, Pencils, Eraser and Sharpener
4. Enumerator's Manual, Code list	14. Marker pen/spray paint
5. Enumeration Area Map	15. Portfolio (Satchel)
6. Census Listing Book	16. Census Publicity Messages
7. Census Questionnaires	17. Torch with Batteries
8. Plastic folder	18. List of institutions in your area
9. Household Callback Forms	19. Material transmittal control form
10. Historic Reference Calendar	20. Notebook

You must ensure that you have received all of your materials before leaving the training centre to travel to your EA. Make sure that you have the correct map for your EA and verify the map identification information with your supervisor. Review the number of questionnaires and other materials with your supervisor. Remember that you are responsible for returning your materials after enumeration so keep them together in a safe place.

## 3 Use of EA Maps in the Census

An Enumeration Area (EA) is an area that can be covered by one enumerator during **the enumeration period**. It is a statistical area that is contained within the lowest administrative unit: the boma or popular administrative unit. An EA can contain part of a village, several villages or part of an urban area.

### 3.1 Getting to Know Your EA

You will be given a map of your EA at the end of training. When you arrive at your EA, you should **get to know your EA** and understand how to **read the map** and **make notes on the map** if you find any errors. Use your map to:

- Plan the path you will walk during enumeration
- Plan meetings with your supervisor during enumeration
- Completely cover all parts of your EA so that no people are left out of the census
- Note the locations of problems that require callbacks and/or supervisor assistance

After deployment to your EA, you must first **familiarise** yourself with your area of responsibility. Check the names of the PAU / Boma, village(s) or street(s) that you will be working in with local officials and identify your EA boundary both on your map and on the ground.

#### Rural Areas

In **rural areas**, Enumerators and Supervisors should check with the PAU or Boma Chief on the best way to travel from one village to another in the EA, and how much time it takes to get there. Then work out an **enumeration plan** with your supervisor.

Check the EA boundaries by identifying them on the map. If you are enumerating part of a large village or town, check your common boundaries with enumerators covering adjacent EAs to ensure there are **no gaps** ('no man's land') and/or **overlaps** between the EA boundaries.

#### Urban Areas

In **urban areas**, Enumerators should actually walk along their EA boundary before they start listing. Check that you can identify the EA boundary on the map and that you understand the **EA boundary description**, which is attached to the EA map.

The EA boundary description describes the physical features along the EA boundary in a circular, clockwise direction, from a 'starting point' back to the starting point, noting what structures are inside and outside the EA. Check your common boundaries with enumerators in adjacent EAs to ensure there are **no gaps** ('no man's land') and/or **overlaps** between the EA boundaries.

### **3.2 Map Reading**

Map 'reading' means map interpretation. That is, understanding how the symbols shown on your map relate to the actual features they represent on the ground. The symbols are listed in the '**map legend**', which is shown on the PAU or Boma maps.

- a) Pay particular attention to the how the different **administrative boundaries** (International, State, Mahaliya / County, Administrative Unit / Payam, PAU / Boma and urban area boundaries) are shown in the legend and on the map. Make sure you can identify them on the ground.
- b) Check how EA boundaries are shown in the legend and on the maps. Note how the EA boundaries never cut across the Popular Administrative Unit (PAU) or Boma boundaries. Also note that EA boundaries follow natural and man-made features on the maps where possible, like rivers and streets.
- c) Become familiar with the other symbols in the legend. These can be for: main roads, minor roads, tracks and footpaths; permanent and traditional housing; and water features such as rivers, streams, lakes and swamps. Review these symbols in the legend and make sure you can identify them on the map and on the ground.

### 3.3 Making Notes on Your Map

The census maps have been prepared over the past year. So it's possible that your map was prepared during 2007 and that there have been some changes. For example, resettlement of many Internally Displaced Persons (IDPs) or refugees may have taken place in the EA after the map was prepared.

Before you begin enumeration, show your EA map to the PAU, Boma Chief, or other local official, and ask them if there are any changes to what is shown on your map. For example, whether people have returned to any previously abandoned villages that have been cancelled on the map, or whether there are any new villages or streets that have not been shown. Make notes on the map accordingly, using the symbols in the map legend where possible.

When making notes on your map, pay particular attention to the positions and spellings of village names, streets, schools, health centres, etc, and to the alignment of boundaries, roads and tracks.

You should make notes on **names, boundaries** and **features**, as follows:

- If a **name** (of a PAU, Boma, village, street, school, health centre, etc) has been spelled wrongly on the map, cross it out and write it correctly.
- If a **boundary** (State, Mahaliya / County, Administrative Unit / Payam, or PAU / Boma) has been shown in the wrong place on the map, cross it out and draw it correctly using the symbols in the map legend;
- If a **feature** (road, track, school, health centre, etc) has been left out, draw it and/or name it on the map using the symbols in the map legend.

At the end of enumeration you will turn in your EA map to your supervisor. The GIS sections of CBS and SSCSE will review your EA map notes. Please write as neatly as possible so that your notes can be used to improve the statistical maps of Sudan.

## 4 House Numbering/Household Listing

After you have verified your EA boundaries and discussed your EA map with local authorities and your supervisor, you have to number and list all buildings/compounds and households in your EA. You will use the Census Listing Book to complete your listing before enumeration. During listing, you must make sure that all the buildings/compounds and households listed by you belong to your EA, particularly in areas that border another EA to avoid double counting or skipping households.

A building is any independent, freestanding structure comprised of one or more rooms covered by a roof with external walls or dividing walls that extend from the foundations to the roof. A building can be a house, a building with apartments, a store, or an office building.

A compound consists of one or more buildings/huts with a common entrance enclosed by a wall or fence or without a wall or fence enclosure. While one or two buildings/huts are used as the main residence or office, other buildings/ huts may be used for sleeping, kitchen, or storage.

A compound can be a hostel, family dwelling, NGO compound, hospital, or school. Compounds should be numbered as one building even though there may be several buildings inside the compound.

A household consists of one or more related or unrelated persons sharing living arrangements and pooling their resources – ‘eating from one pot’. A household should be located in one building or compound which has one or more rooms and cooking facilities of some kind. However, there may be more than one household in a building or compound. You must count all households separately.

A household can be a husband and wife renting a tukul/room in another family’s compound/building. A single man who works as a security guard and has a small room in a building/compound as part of his salary is also a household. A doctor and his family who have a house or apartment on the hospital grounds is a household.

You should visit the local authorities before you begin listing to introduce yourself, explain the work that you will be doing, answer any questions they may have, and ask for their cooperation. You must visit every building/compound in your EA and number the building/compound in a conspicuous place on the gate/wall of the building/compound with marker pen/spray paint. The first building/compound number will be 1 and you should number all buildings/compounds along your enumeration path until you reach the last building/compound in your EA. For example, if there were 150 buildings/compounds in your EA, the buildings/compounds will be numbered 1, 2, 3...148, 149, 150.

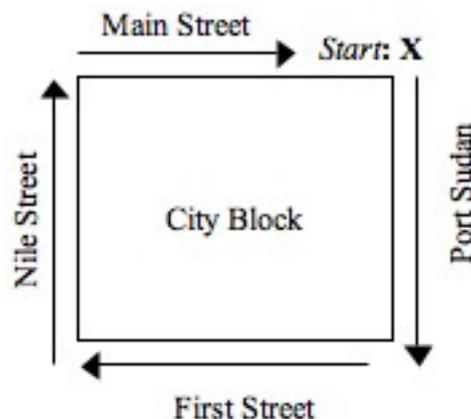
The building/compound numbers should follow your path of enumeration. Start numbering in the Northeast corner of your EA.

Urban Area:

If there are blocks within your EA (as in large cities or towns), you should follow RULE OF RIGHTS. In figure 1, you would start at the Northeast corner of Main Street and Port Sudan.

You would walk to the right, numbering the buildings/compounds on the right side of Port Sudan Street. Continue walking around the block, turning right at every corner and numbering buildings/compounds on the right side of the street until you reach your starting point. Continue this process will all the blocks in your EA until the EA is completely covered.

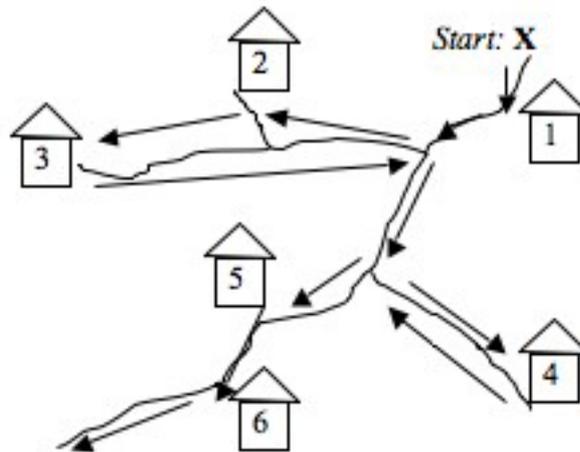
**Figure 1. Urban Area**



Rural Area:

In those areas where buildings/compounds are not in block format, you should start in the Northeast corner of your EA and follow the footpaths to cover your EA in a serpentine path, including all places identified by local authorities as places where people might be living.

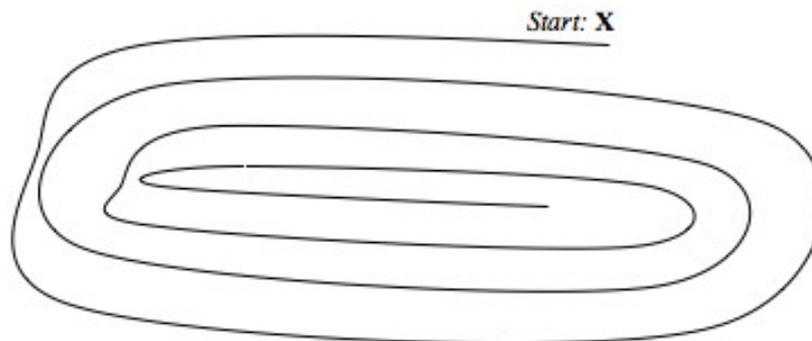
**Figure 2. Rural Area**



Open Area:

All of Sudan must be covered to ensure that no persons are missed during the census. This means that you may be asked to cover areas where no one is reported to be living. In these areas, start at the Northeast corner of your EA and travel in counter-clockwise circles, until you have covered the entire area.

**Figure 3. Open Area**



#### 4.1 Census Listing Book/Form

The Census Listing Book serves the following primary functions:

- Complete listing of all buildings/compounds in the EA
- Complete listing of all households within the buildings/compounds
- Ensures complete coverage of the entire EA during enumeration
- Prevents duplications or omissions in your EA and with neighboring EAs.
- Provide a quick count of buildings/compounds and households in the EA
- Enables you and your supervisor to keep track of your daily progress.

The Census Listing Book sections should be completed as follows:

- Three days prior to enumeration:
  - Complete the Geographical Information section using the EA map
  - Columns 1-5 of the Census Listing Book pages
- During enumeration:
  - Columns 6 and 7 of the Census Listing Book pages after interviewing each household
- At the end of enumeration:
  - Count the total number of households per page
  - Complete the Summary Section on the front page
  - Sign the Certification Section on the front page

#### 4.2 Census Listing Book Geographical Identification

You must enter the correct Geographical Information provided to you during the training and on your EA map.

Geographical Information		Code No.	
Name of State	<i>Lakes</i>	8	4
Name of Mahalia/County	<i>Rumbek</i>	6	1
Name of Administrative Unit/Payam	<i>Mantagai</i>	0	1
Name of Popular Administrative Unit/Boma	<i>Abeer</i>	0	0 2
Enumeration Area Number		0	0 7
Name of Town / Village/Nomad/Camp			

#### 4.3 Census Listing Book Pages Columns 1-5

You will complete columns 1-5 of the listing form during listing as you number each building/compound. Ask at each building/compound about persons who live in the compound (households) and number each household within the building/compound. The remaining columns (6 and 7) will be completed after each household is interviewed.

##### Column 1: Building/Compound Number

This column is where you write the number you have marked/painted on the buildings/compounds in your EA, starting with the first building/compound (1) up to the last building/compound. On the Census Listing Book page, each building/compound number is to be given in three digits. For building/compound numbers 1-9, two zeros are added (001). For numbers 10-99, one zero is added (010). These are called "leading zeros". Use leading zeros for Columns 1, 3, and 4.

During listing																
Building /Compound Number			Main purpose for which Building/Compound is used: 1. Residential 2. Business 3. Residential & business 4. Institutional 5. Incomplete building 6. Religious 7. Unoccupied 8. Other specify .....				Household Serial Number within Building/Compound			Household Serial Number within EA			Name of Head of Household/ Name of the Institution			
1			2				3			4			5			
0	0	1	3				0	0	1	0	0	1	<i>Emanuel Karim Ishag -Sudani Sales Centre</i>			
0	0	1	3				0	0	2	0	0	2	<i>Natalina John Due</i>			
0	0	2	1				0	0	1	0	0	3	<i>Mustafa Basha Osman</i>			
0	0	3	6				-	-	-	-	-	-	<i>Khartoum Mosque</i>			
0	0	4	7				-	-	-	-	-	-	<i>VACANT</i>			
0	0	5	4				0	0	1	0	0	4	<i>Peter Deng Adu - AFEX</i>			
0	0	6	8 - <i>Cattle Camp</i>				0	0	1	0	0	5	<i>Maker Adu Deng</i>			
9	9	9	8 - <i>Homeless</i>				9	9	9	9	9	9	<i>12 homeless persons</i>			

**Column 2: Main Purpose for Which Building/Compound is Used**

1. Residential – the entire compound/building is a residence used by one or more households.
2. Business – the entire compound/building is used for business/office/industrial activities and no one lives in the building/compound (no households).
3. Residential-cum-business - used for both residential (households) and business purposes. A compound with a small tukul used as a shop or offices with a live-in night guard.
4. Institutional - occupied by unrelated persons together for a common purpose with shared facilities. These include military installations, prisons, boarding schools, hostels or camps, NGO compounds, and hospitals. Persons staying in institutions are not considered a household; however there may be workers or private households who live on the grounds.  
Your supervisor should give you a list of institutions in your area. You are to list the institutions but they will be enumerated/interviewed by special Short Form Questionnaire (SFQ) enumerators. Notify your supervisor of any institutions you find during listing. Especially those not included on the list of institutions.
5. Incomplete building - a building under construction. Remember that construction workers may be living on-site and should be counted as a household.
6. Religious - building/compound used for worship such as a mosque or church – may contain households.
7. Unoccupied - building/compounds that are not occupied (no households).

8. Other specify – if you encounter a building/compound that does not fit into the above categories, write “8” on the line and provide an explanation. For example, when listing a cattle camp, mark the entire camp as a “building/compound” and list the cattle camp leaders individually as households. Special enumerators using a Short Form Questionnaire should enumerate cattle camps. Notify your supervisor of any cattle camps in your EA.

Also note and inform your supervisor of any place where homeless persons are staying or any places that may transport people at night such as bus stations, boat launches, airstrips, or train stations. These persons should be captured on census night by special SFQ enumerators. These places are not listing in your Census Listing Book but the total population enumerated will be summarized for your EA after census night.

Write the code for the main use of the building/compound listed. If it is used for multiple purposes, then choose from codes 3 to 6, the best description for how the building/compound is used. Note that 1 is ONLY residential, 2 is ONLY business, and 7 is ONLY unoccupied. If you cannot find the correct code, use 8 and describe how the building/compound is used.

### **Column 3: Household Serial Number within Building / Compound**

For every building/compound you number and list in column 1, ask if anyone lives there. If there are persons living there, ask questions to determine the number of households in the building/compound.

If there is one household in a building/compound, write “001” in column 3. If there are two households, repeat the building/compound number in column 1 and purpose in column 2, and write 002 in column 3 for the second household.

In multi-storey buildings the household serial number should start from the ground floor up to the highest floor. In buildings/compounds with no households, the column is to be marked with a dash (-).

*If you discover a building/compound during enumeration that you skipped during listing, mark it with the next available building/compound number in the EA, and list it on the next available line in your Census Listing Book.*

### **Column 4: Household Serial Number within EA**

In this column all households listed in the EA should be numbered sequentially starting from the first household in the first building/compound to the last household in the last building/compound.

### **Column 5: Name of Head of Household/ Name of the Institution**

- Write the full name of the head of household (first, middle, last name).
- If the building/compound is also used as a business, institution, or religious place, write the name of the business/institution/religious place after the name of the head of household.
- If the building/compound is a business/institution/religious place and has no households, simply write the name of the place in column 5.
- If the building/compound is unoccupied, write “VACANT” in column 5.

If you discover a household during enumeration that you missed during listing:

- Go to the next available line in your Census Listing Book
- Copy the number of the building/compound and main purpose on the next available line
- Write the number of the household within the building/compound in column 3.
- Give the household(s) the next available household numbers in the EA in column 4

#### 4.4 Census Listing Book Pages Columns 6-7

##### Column 6: Date of Visit

During enumeration, you must note the date of each visit you make to a household to complete an interview. You may have to callback on a household several times to complete an interview.

If the interview is completed on the first visit, write down the date in the first sub-column and mark the other two sub-columns with dash (-). For building/compounds that have no households mark the three sub-columns with dash (-). In the example below days are used but you will write the date, not the day, during listing.

During Enumeration				
Date of Visit			For Completed Interview	For Incomplete Interview
6			7	
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Date of Completion	Reason
Day 1	Day 7	-	Day 7	
-	-	-	-	VACANT
DAY 1	Day 4	Day 10	-	2
Day 3	Day 6	Day 8	Day 14	

##### Column 7: For Completed Interview/For Incomplete Interview

In the first column, “for completed interview,” write down the date on which the interview was completed. If the interview were completed on the fourth, fifth, or sixth visit, the date of completion would be after the date of the first three visits. If you fail to conduct an interview with a household, mark the column with dash (-).

In the second column, “for incomplete interview,” record the code for the reason for not completing the interview. If a building/compound does not contain a household, simply write “VACANT” in the second sub-column.

You must complete all seven columns for each building/compound and household listed by the end of enumeration. Do not leave any column or row blank.

## 4.5 Census Listing Book Summary

The summary should be filled after you have completely enumerated your entire EA.

- Count the number of households on each page of your Census Listing Book and write the total at the bottom of each page.
- Count the number of households interviewed and write the total at the bottom of each page.
- Add the number of households listed, using the page totals, and write this in row (1).
- Add the number of households interviewed, using the page totals, and write this in row (2)
- Divide the number in row (2) by the number in row (1) and multiply by 100. Write this number as a percentage in the last row.
- If you have any difficulty in calculating the percentage, consult your supervisor and ask her/him to complete the last row for you.

<b>Summary</b>	<b>(1) Number of Households Listed</b>	<b>241</b>
	<b>(2) Number of Households Enumerated</b>	<b>229</b>
	$100 \times \frac{(2)}{(1)}$ <b>Percent enumerated =</b>	<b>95%</b>

### Certification Box

Once you have completed enumeration in your entire EA and checked all your work, sign your name and put the date in the certification box. Your supervisor will sign when he/she reviews your work and declares your EA complete.

Title	Name	Date	Signature
1. Census Enumerator	<i>John Christopher Samuel</i>	29/4	<i>J. Samuel</i>
2. Census Supervisor	<i>Mary Adam Rahama</i>	30/4	<i>Mary A Rahama</i>

## 5 How to Conduct Interviews

### 5.1 Gaining the Trust and Cooperation of Respondents

Before you begin interviewing households, you should visit the local community leader or village headman. Make yourself and your mission known to them and ask for their cooperation and assistance. Always be respectful and polite.

In order to successfully conduct interviews, you must gain the trust and confidence of the people. This involves being courteous and respectful at all times and maintaining a presentable appearance. Always wear your Enumerator Identification Card, Census Cap and Apron to identify you as an official census enumerator.

Remember that you may be a stranger to the household so approach each household with respect. Greet household members, introduce yourself, and explain the purpose of your visit. Here is an example:

“Hello. I am ....., an enumerator with the Sudan Census (Show your Census Identification Card). I am here today to count every person in this area by interviewing families. All information that you share with me will be kept strictly confidential and not shared with anyone not working on the Sudan Census. Can I please ask you questions about your family for the Sudan Census?”

When interviewing, do not discuss any potentially sensitive topics such as politics, religion, or sports. Do not become involved in any argument. Be polite and respectful but do not be apologetic when asking questions. It is the duty of all persons to participate in the Sudan Census. You are serving your government as a Sudan Census enumerator.

When asking questions, never ask a leading question. These types of questions encourage the respondent to give the answer that you provide. Examples include:

“You’re about 30 years old, right?”

“You’ve lived here all your life, haven’t you?”

Instead, try to ask the question as worded on the questionnaire, such as:

“What is your age?”

“How long have you lived continuously in this state?”

## 5.2 Who is an Acceptable Respondent?

You need to interview a responsible member of the household who spent **census night** in the house and who is able to speak for other members of the household.

Usually you will speak with the head of household when you visit a house and explain the reason for your visit. If the head of household did not spend census night in the house or is not available, then you should ask to interview the head of household’s spouse that spent census night in the house.

If the spouse of the head of household did not spend census night or is unavailable, then you should ask to speak to a member of the head of household’s family that spent census night in the house (this person must be at least 15 years of age).

If no family member spent census night or is available, you should ask for the eldest non-relative member of the household (at least 15 years of age) who spent census night in the household.

If not one of the acceptable respondents described above is available, ask when you can return to speak with one of these persons. Fill out a Household Callback Form and note the date of the visit in the Census Listing Book.

Acceptable respondents in order of preference

1. Head of household *who spent census night in the housing unit.*
2. Head's spouse *who spent census night in the housing unit.*
3. Eldest resident relative of the head (15 years old or over) *who spent census night in the housing unit.*
4. Eldest non-relative resident of the housing unit (15 years old or over) *who spent census night in the housing unit.*

When interviewing, try to ask questions of adult household members directly when they are present. In cases where head household or any adult member provides the particulars of the children, you should try to see the children if they are present at the time of interview.

### **5.3 Persons Counted in the Household**

You should enumerate (list and interview) all persons who spent **census night** in the house or with the household. However there will be some persons who live with the household who worked census night. Night workers should be counted with the household where they usually sleep.

Examples of night workers include:

- a) Persons working a night shift, such as doctors, nurses, security guards, and factory workers.
- b) Fishermen on rivers and sea within the territorial waters of Sudan.
- c) Hunters who spent census night out hunting.
- d) Herdsmen out with cattle and livestock, EXCEPT for those in cattle camps. Persons in cattle camps are counted separately at the cattle camp.

### **5.4 Persons NOT Counted in the Household**

- Household members who may be present at the time of enumeration but who spent census night and day away from the household.
- Persons who died before **census night**.
- Babies born after **census night**.
- Household members living in school hostels.
- Household members who spent census night in a hospital.
- Household members living outside Sudan.

### **5.5 Persons Likely to be Missed**

Remember that your duty is to enumerate all persons that spent census night in your enumeration area. Pay special attention to the following types of persons because they are often missed or forgotten:

- Persons who died after census night but who spent census night in the household or institution.
- Household guests who may not be present at the time of enumeration but spent census night with the household or institution.
- Newly born babies who were born alive before census night, even if they have died since census night.
- House servants.

- Physically or mentally sick persons.
- Old women and men.

### **5.6 Households Without Acceptable Respondents**

If an acceptable respondent cannot be found, ask a neighbor when you might be able to find the responsible members of the family or an acceptable respondent at home. Then complete a Household Callback Form indicating when you plan to return, leave it at the housing unit and note the date of the visit in the Census Listing Book.

You are required to make a minimum of three attempts to interview every household. If you are unable to make contact with an acceptable respondent after three attempts then inform your supervisor. Your supervisor will assist you in completing the interview.

### **5.7 Household Callback Form**

If you arrive at a household to complete an interview and you cannot find an acceptable respondent at home. Ask a neighbor when the household is likely to be at home. If the neighbor is unable to tell you, ask a local community leader when you may find the household members at home.

Use the recommended date and time provided by the neighbors or community leader as your return visit date and time. Complete a Household Callback Form (see Annex 1) and leave it at the household and inform a neighbor when you will return so that they may inform the household.

## **6 The Short Form Questionnaire**

### **6.1 Who is Enumerated on the Short Form Questionnaire?**

The Short Form Questionnaire (SFQ) will be administered to all households in 90% of the EAs. The SFQ will also be used to enumerate special populations. Special populations include: institutions, homeless, cattle camps, and night travelers.

A Long Form Questionnaire (LFQ) will be administered to all households in 10% of the EAs and all nomad camps. You will be assigned a LFQ EA and your supervisor will inform you if you need to assist in enumerating nomad camps in a neighboring EA using the LFQ or if you must assist in enumerating special populations using the SFQ.

### **6.2 Special Population Enumeration**

#### ***Special populations enumerated census night:***

- 1. Homeless persons and those traveling at night (night travelers)** Persons without lodging or residence on census night. These include persons sleeping in market places, street children, persons moving for several days on foot and sleeping in the open. These persons will be enumerated using the short form questionnaire on **census night**. It may be necessary to have local security officials accompany enumerators involved in this operation. Locations may include market places, roadblocks, airports, ports, train stations, taxi stands, and boat launches.

- **Homeless persons and night travelers are enumerated on Short Form Questionnaires only**

- Since these groups have no household number assigned in the listing book, they will all be given household number 999.
- Eight persons should be listed on each SFQ
- Make sure the population type is marked correctly as either Homeless or Night Traveler
- The relationship of each person will be coded as non-related
- Each person interviewed should be given an Interview Verification Card to prevent double counting
- At the end of census night enumeration, enumerators should count the number of questionnaires and the number of persons on each form and write this summary by population type (Homeless or Night Traveler) on the next available line their Census Listing Book.

**2. Institutions** are places occupied by unrelated persons together for a common purpose with shared facilities. Institutions will be enumerated as close to census night as possible. Census night enumeration assignments will be based on the type and number of institutions found in each EA.

- **Institutions are enumerated on Short Form Questionnaires only**

- Hotels, hostels, campgrounds, and compounds with guest accommodations (public and private) should be covered census night/morning since persons arrive and leave these places often.
- Hospitals, clinics, prisons, military training centres, and boarding schools should be covered census night/day since people often arrive and leave these places frequently.
  - Use the household number 998 for these institutions
  - Eight persons should be listed on each SFQ
  - Make sure the population type is marked correctly as “institutional household”
  - The relationship of each person will be coded as non-related
  - Each person interviewed should be given an Interview Verification Card to prevent double counting
  - At the end of census night enumeration, the enumerators should count the number of questionnaires and the number of persons on each form and write this summary by population type (Institution) on the next available line in their Census Listing Book.
- Remember: *During listing building/compound numbers were assigned for institutions but not household numbers except in cases where a private household was located on the grounds or employees lived on the grounds.*

***Special populations enumerated during enumeration period:***

Special Populations such as Cattle Camps, Refugees, and Internally Displaced Persons are treated as normal households according to the following guidelines:

- 1. Cattle camps** – are semi-permanent camps where members of a community keep their cattle during certain seasons.

- During listing, the enumerator should have assigned a household number to the different leaders in the cattle camp.
  - **Cattle camps are enumerated on the Short Form Questionnaire only**
  - Eight persons should be listed on each SFQ
  - Relationship should be marked as non-relative
  - Make sure that the enumerator marks the population type correctly as “Cattle Camp”
  - The enumerator should give each person interviewed an Interview Verification Card to prevent double-counting
- 2. IDP and Refugees** – Can be found as households living either in camps or in normal households in towns or villages.
- During listing, the enumerator should have assigned a household number to the different families/households in the refugee/IDP camp.
  - Interview each household using the household number assigned to them in the Census Listing Book.
  - **Use either the short or long questionnaire depending on the type of EA where they are located (SFQ or LFQ)**
  - Make sure that the enumerator marks the population type correctly as “Internally Displaced or Refugee”
  - The enumerator should give each family interviewed an Interview Verification Card to prevent double-counting
- If IDPs or Refugees are in a household:
- During interviews at households, enumerators may encounter households that identify themselves as either Internally Displaced or Refugee households.
  - The only action needed is to mark the correct population type as identified by the household “Internally Displaced or Refugee”

### **6.3 Nomad Enumeration on Long Form Questionnaires**

Nomads are tribes who live in mobile houses (tents or temporary huts usually made of wool or hide. They raise livestock and are continuously moving in search of water and pasture, and do not stay in specified areas for very long. Nomads are listed and interviewed at the same time since they do not have permanent households. This procedure is called list/enumerate.

- SFQ or LFQ enumerators (depending on the type of EA) write one building/compound number for one nomad camp during listing and note the estimated number of families/households in the camp.
- SFQ enumerators then notify their supervisors of the location, building/compound number and estimated number of families in the nomad camp as soon as possible so that a nomad LFQ enumerator can be deployed.
- The nomad LFQ enumerator (or LFQ enumerator if it is a LFQ EA) assigns a household number to each family in their Census Listing Book using the nomad camp building/compound number assigned by the SFQ enumerator and interviews each family using the long form questionnaire.

- The interview takes place immediately after a family is listed.
- The nomad/regular LFQ enumerator must make sure to mark the population type correctly as “Nomad”
- The nomad/regular LFQ enumerator must give each person interviewed an Interview Verification Card to prevent double-counting

#### 6.4 Interview Verification Card

You may be assigned to enumerate a special population such as homeless persons, night travelers, cattle camps, or institution. These populations are enumerated on a Short Form Questionnaire and given Interview Verification Cards to prevent double counting.

For example, if a man is away for a conference at a hotel in Khartoum during census night and returns to his household **four days later**, an enumerator may find him in his household. If the man has an Interview Verification Card it reminds him that he was already counted and serves as proof to the enumerator that they should not include this man in the list of persons who were in the household on census night.

When interviewing special populations, be sure to complete an Interview Verification Card (see Annex 2) for each individual and instruct them to keep it with them for the next three weeks.

#### 6.5 Marking the Questionnaires

The questionnaires have a special layout so that they can be scanned and marks on them will be read. There are several rules that you must follow when working in the field.

1. Keep forms neat, clean, and dry at all times
2. Do not fold, staple, or clip forms together
3. Put one form on the clipboard at a time so that you can make clear marks
4. ONLY use the provided pencils to make marks on your questionnaires
5. Write in numerals where directed, but ALWAYS shade the corresponding numbers in the associated columns or rows
6. Shading is a vertical line through the corresponding number’s shading area, not a tick, a dot, a dash or a circle
7. No marks are entered in the form except in the fields provided
8. If you make a mistake, completely erase the wrong mark

## 7 The Long Form Questionnaire

### 7.1 Completing the front page of the LFQ Before Interviews

- **Enumerator number** – The number on your identification card or the number assigned to you by your supervisor. Write your enumerator number in the boxes then shade the corresponding number in the column below each number. Make sure that all six spaces are filled – if your enumerator number is less than six numbers; be sure to use leading zeros.

Enumerator number: 318

Enumerator number: 5

Enumerator number: 20194

Enumerator Number					
0	0	0	3	1	8
[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]

Enumerator Number					
0	0	0	0	0	5
[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]

Enumerator Number					
0	2	0	1	9	4
[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]

- Geographical Information** – These seven numbers, uniquely identifies your EA and the questionnaire. Use the codes printed on your **EA map**. ALWAYS complete this section for every questionnaire. The household number should be copied from the Census Listing Book.

State	County/ Mahaliya	Payam/ Administrative unit	Boma/Popular Administrative unit	Enumeration Area Number	Town/ Village/ Nomad/ Camp	Household Number
[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]	[Barcode]

## 7.2 LFQ Interview Questions 1-10

- Population Group/Type of Household** – Sometimes the population group/type of household will be evident (homeless, nomads, or cattle camp), while at other times you need to ask the head of household, or other acceptable respondent to identify the type of household (internally displaced or refugees). Refer to the previous definitions of institutions to identify institutional households. If you are unsure, note the household number and situation in your notebook and ask your supervisor.

Population Group/ Type of Household	
Private Household	1
Nomads	2
Internally Displaced	3
Institutional Household	4
Homeless	5
Refugees	6
Cattle Camp	7
Overnight Travellers	8

**Names of persons in household on census night** - Once you have identified an acceptable respondent, begin by asking the respondent who is the head of household and if he/she spent census night with the household. If not, ask who was in charge of the household census night. This person is the 'head of household' for census purposes and is the first person to be listed.

**GUIDE FOR LISTING NAMES ON THE QUESTIONNAIRE:**

1. Head of household (person in charge and present census night).
2. Spouse of person listed as head (husband or wife).
3. Never married children of the above listed couple from eldest to youngest.
4. Eldest married child of the head and spouse (son/daughter).
5. Spouse of eldest child (wife of son/husband of daughter).
6. Children of eldest child and their spouse from eldest to youngest
7. List any other married children of head, their spouse, and their children from eldest to youngest.
8. Second wife of head (if any), assuming the head is male. If first wife is head for the census, second wife is marked as "other relative"
9. Parents/parent-in-law of the head
10. Brother/sister of the head from eldest to youngest
11. Grandchildren of head
12. Niece or Nephew of head
13. Any other relatives like cousins, aunts, etc., mark as "other relative"
14. Non-relatives/guests
15. Servants, marked as "non-relatives"

**NOTE:** *for newborn babies without names, write, "new born" – for members of institutional households, mark all as "non-relative"*

- When the respondent gives you a name, ask what is the person's relationship to the 'head of household' and sex.

- Shade in the serial number for each person listed
- Enter the name of each person in the rows under Question 1 (Q1).
- Write names in full (tripled: name of Person, Father & Grandfather). If the respondent is reluctant to give you the name of a person, write the relationship of the person to another whose name is given. For example: “Wife of (Name)” or “Sister of (Name).”

Serial No. of Household Member	Q1. Name of usual members of the household and visitors	Q2. What is the relationship of (NAME) to the head of household?	Q3. Is (NAME) male or female?
	<p><i>Please give me the names of all persons (including visitors) who were present in this household on the census night, starting with the head of household</i></p> <p><i>Write names in full (tripled: name of Person, Father and Grandfather)</i></p> <p><i>Children should always be listed after their mothers.</i></p>	Head Spouse Daughter/son Spouse of son/daughter Grandchild Niece/nephew Parent/Parent-in-law Sister/Brother/in-laws Other relative Non relative	Male Female
1		1 2 3 4 5 6 7 8 9 10	1 2
2		1 2 3 4 5 6 7 8 9 10	1 2

- Mark the relationship (Q2) for each person as they are named.
  - Children should always be listed after their mothers, starting with the eldest child.
- Mark the sex (Q3) for each person as they are named.
- Ask the respondent to name everyone who spent **census night** with the household. Shade the serial number, write the name in full, mark the relationship and sex as each person is listed.
- If the respondent names more than eight persons who were in the housing unit on census night, you will need to ask them to pause while you get out another questionnaire.
- When the respondent finishes listing persons, ask if they are sure they have listed all persons who spent census night with the household, especially babies and elderly persons.
- Ask the respondent if there were any household members working census night such as night-shift workers or hunters away for one night.

**Continuation questionnaires** – If the respondent listed more than 8 persons in the household, then you need to copy the EXACT SAME geographical information on all questionnaires used for the household. Including the same household number, since it is one household.

- Mark the first questionnaire used for the household as “1”
- Mark the second questionnaire used for the household as “2”
- Continue until all questionnaires for the household are marked as continuation questionnaires and numbered

- This ONLY applies for continuation questionnaires. If a household has 8 or fewer members, then only use one questionnaire and leave this box blank.

CONTINUATION SHEET	Sheet seq. no.	
	IF THIS IS A CONTINUATION SHEET FOR THIS HOUSEHOLD/ INSTITUTION MARK HERE AND ENTER THE SHEET SEQUENCE NUMBER IN THE BOX ON THE RIGHT	[0]
[1]		[1]
	[2]	[2]
	[3]	[3]
	[4]	[4]
	[5]	[5]
	[6]	[6]
	[7]	[7]
	[8]	[8]
	[9]	[9]

**Q4 “What is (NAME’S) age in completed years?”** - Starting with the first person listed “Person 01”; ask, “What is (person’s name) age in completed years?”

- You must record the person’s exact age in completed years on census night.
- For babies less than one year, write and shade "00" because the child has not yet lived one complete year.
- If the person is over 94 years of age, write and shade “95”. For example, if a person is 98 years old, write and shade “95”
- In recording the age of a person check whether any documentary evidence such as birth certificate, age assessment certificate, passport, identity card, etc is available and use it

Q4. What is (Name's) age in completed years?

*If less than one year, code "00". If over 95, code "95" Example: NAME is 37*

3	7	[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
		[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
		[0]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]

- If the respondent does not know the age of a person, ask them to estimate the age using the calendar of historical events, ask them if the person was born around some event listed or what events the person remembers

- Historical calendar example with ages of persons born in the last column:

Event Description	Month	Year	Age/Duration in Years
Independence		1956	51
Coup by General Abboud		1957	50
Juba and Wau massacre		1965	42

- Do a quick check to make sure the ages given make sense in relation to the age of other household members.
  - For example, if a child’s age is 15 years and the parent’s age is 25, then this would mean that the parent was 10 years old when the child was born.
- If an age seems incorrect, ask the respondent if the information seems correct and work with the respondent to get the correct ages of all persons.

**SEX, RELATIONSHIP AND AGE SHOULD NEVER BE LEFT BLANK.**

**Q5 “What is (NAME’S) nationality?”** – Every person is a national or citizen of a country. You should start with the first person listed (“Person 01”); ask, “What is (Name’s) nationality?”

- Write the appropriate code for the response given using your nationality code list in the boxes, and then shade the corresponding numbers as you did with age.

Nationality Codes	
01	Sudanese
02	Egyptian
03	Libyan
04	Eritrean
05	Ethiopian
06	Ugandan
07	Kenyan
08	Congolese - DRC
09	Chadian
10	Central African
11	Nigerian
12	Malian
13	Chinese
14	Indian
15	Other countries

Q5. What is (NAME's) nationality?

Use the Nationality codes on the separate sheet

		0	1	2	3	4	5	6	7	8	9
		0	1	2	3	4	5	6	7	8	9

**Q6 “To what regional group does (Name) belong?”** –If the person says they are Northern Sudanese mark code ‘1’, if Southern Sudanese mark code ‘2’. If Non-Sudanese mark code ‘3’. For persons who are not able or refuse to answer this question mark code ‘4’.

- Mark a response for all persons

**Q7 “What is (Name’s) region of origin?”** – You may want to read the code list of the nine regions to the respondent to help them provide correct answers.

- Some respondents may give you the name of a village or a state name. For reference purpose, the names of the states in each region are given in the following box.
- If a person does not originate in Sudan, shade “10” for “Not Sudan”
- If a person cannot or refuses to answer, shade “11” for “No Response”

- 1. Northern Region**  
Northern State  
Nahr El- Nil State
- 2. Eastern Region**  
Red Sea State  
Kassala State  
Al-Gedarif State
- 3. Khartoum Region**  
Khartoum State
- 4. Central Region**  
Al-Gezira State  
Sinnar State  
White Nile State  
Blue Nile State
- 5. Kordofan Region**  
North Kordofan State  
South Kordofan State
- 6. Darfur Region**  
North Darfur State  
South Darfur State  
West Darfur State
- 7. Upper Nile Region**  
Upper Nile State  
Unity State  
Jonglei State
- 8. Bahr El-Ghazal Region**  
Northern Bahr El-Ghazal State  
Western Bahr-EI Ghazal State  
Lakes State  
Warrap State
- 9. Equatoria Region**  
Central Equatoria State  
Eastern Equatoria State  
Western Equatoria State
- 10. Not Sudan**
- 11. No Response**

Q6. To what regional group does (NAME) belong?				Q7. What is (NAME's) region of origin?										
Northern Sudanese	Southern Sudanese	Non Sudanese	No Response	Northern	Eastern	Khartoum	Central	Kordofan	Darfur	Upper Nile	Bahr El Ghazal	Equatoria	Not Sudan	No Response
1	2	3	4	1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	1	2	3	4	5	6	7	8	9	10	11

**Q8 “In what state was (Name) born?”** If a person was born in Sudan, enter the appropriate state code in the first and second lines from the state code list provided and shade the corresponding digits.

- If the respondent states that a person was not born in Sudan, write code “99” and shade the corresponding digits.
- Never assume a person’s place of birth.

**Q8. In what state was (NAME) born?**

*If not born in Sudan, code "99"  
Use the State Codes on the separate sheet*

		0	1	2	3	4	5	6	7	8	9
		0	1	2	3	4	5	6	7	8	9

**Q9 "What is (Name's) current state and county/mahaliya of usual residence?"** The place of usual residence is where a person lives and sleeps at least 6 out of the last 12 months or intends to live 6 out of the next 12 months.

- Write the two digit state codes in the first and second boxes and shade the corresponding digits.
- Write the two digit county/mahaliya codes in the next two boxes and shade the corresponding digits.
- If a person is a foreign visitor without a usual residence in Sudan, write "99" in both the state and county/mahaliya boxes and shade the corresponding digits.
- Never assume that a person's state and county of usual residence is the place where they spent census night.
- Please see Annex 6 for the complete list of state and county codes

Serial No. of Household Member	ALL HOUSEHOLD MEM																							
	Q9. What is (NAME's) current state and county/mahaliya of usual residence? Where (NAME) lived or intends to live for 6 months or more.						Q10. How many years has (NAME) lived continuously in the state of usual residence?																	
	<i>If foreigner &lt;1 year, code "99" Use the State and County/Mahaliya Codes on the separate sheet</i>						<i>If less than one year, code "00" If foreigner &lt;1 year, code "99"</i>																	
	<b>STATE</b>		<b>COUNTY/MAHALIYA</b>																					
1			0	1	2	3	4	5	6	7	8	9			0	1	2	3	4	5	6	7	8	9
			0	1	2	3	4	5	6	7	8	9			0	1	2	3	4	5	6	7	8	9

State Codes		
11 - Northern	51 - North Kordofan	81 - Warrap
12 - Narh El Nil	52 - South Kordofan	82 - Northern Bahr El Ghazal
21 - Red Sea	61 - North Darfur	83 - Western Bahr El Ghazal
22 - Kassala	62 - West Darfur	84 - Lakes
23 - Al Gedarif	63 - South Darfur	91 - Western Equatoria
31 - Khartoum	71 - Upper Nile	92 - Central Equatoria
41 - Al Gezira	72 - Jonglei	93 - Eastern Equatoria
42 - White Nile	73 - Unity	
43 - Sinnar		
44 - Blue Nile		

**Q10 “How many years has (Name) lived continuously in the state of usual residence?”** You may refer back to the state and county mentioned in question 9, “How many years has (NAME) lived in Wulu county in Lakes State?” for example.

- Write the number of years of residence as of census night in the boxes provided and shade the corresponding digits.
- If the person has lived in the state for less than one year, write code “00” and shade the corresponding digits.
- If the person is a visitor and has no usual state of residence, write “99” and shade the corresponding digits.

*Be sure to check the duration of residence with the age of a particular person. If a person’s age was given or estimated as 32 and the respondent states that this person has been a resident of the state for 35 years, then you should stop and verify which answer is correct – the person’s age or their duration of residence. A person cannot live in a state longer than they have been alive.*

### 7.3 LFQ Interview Questions 11-14

**Q11 “In what state did (Name) usually reside this time last year?”** - Continuing with the first person listed “Person 01”; ask “In what state did (Name) usually reside this time last year?”

- If the person was residing in Sudan, identify the state where the person was living, write the state code in the boxes provided from the state code list and shade the appropriate numbers.
- If the respondent states that he/she was not residing in Sudan, write and shade the numbers “99” to indicate that he/she was residing outside Sudan.

<p><b>Q11. In what state did (NAME) usually reside this time last year?</b></p> <p><i>If foreigner &lt;1 year, code “99” Use the State Codes on the separate sheet</i></p>	<p><b>Q12. Is (NAME’s) biological Mother alive?</b></p> <p>Yes No Don't Know</p>	<p><b>Q13. Is (NAME’s) biological Father alive?</b></p> <p>Yes No Don't Know</p>
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>0</span><span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>0</span><span>1</span><span>2</span><span>3</span><span>4</span><span>5</span><span>6</span><span>7</span><span>8</span><span>9</span> </div>	<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1</span><span>2</span><span>3</span> </div>	<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>1</span><span>2</span><span>3</span> </div>

**Q12 “Is (NAME’s) biological mother alive?”** – Continuing with the first person listed “Person 01”; ask if this person’s mother is still alive. Shade the appropriate number as follows: 1-Yes, 2-No, or 3-Don’t Know.

**Q13 “Is (NAME’s) biological father alive?”** – Continuing with the first person listed “Person 01”; ask if this person’s father is still alive. Shade the number which corresponds to their answer as follows: 1-Yes, 2-No, or 3-Don’t Know.

**Q14 “Does (NAME) has any difficulty in moving, seeing, hearing, speaking or learning?”** – Continuing with the first person listed “Person 01”, ask question 14. You must ask the question exactly as it is written on the questionnaire. DO NOT ask if the person has any form of handicap or disability.

- If the respondent states that a person has no difficulty in moving, seeing, hearing, speaking or learning, shade “12” for “No disability.”
- If the respondent states that a person does have difficulty in moving, seeing, hearing, speaking or learning, ask the respondent to mention all problems the person has. Shade the appropriate number of all problems mentioned. For example, a person may be Deaf and Mute, which means that you would shade “6” for “Deaf” and “10” for “Mute”.
- If the respondent doesn’t know if a person has any difficulties, ask if anyone else in the household would be able to answer the question. If no one is able to speak for the person, then shade “13” for “Don’t know.”
- This is a **MULTIPLE RESPONSE** question. Shade ALL difficulties mentioned for a person, or shade “12 – No disability” or “13-Don’t know”.

- 1-Limited use of legs
- 2-Loss of leg(s)
- 3-Limited use of arms
- 4-Loss of arm(s)
- 5-Difficulty in hearing
- 6-Deaf
- 7-Difficulty in seeing
- 8-Blind
- 9-Difficulty in speaking
- 10-Mute
- 11-Mental disability
- 12-No disability
- 13-Don’t know

**Q14. Does (NAME) have any difficulty in moving, seeing, hearing, speaking or learning?**  
*(Mark all that apply)*

Limited use of legs	Loss of leg(s)	Limited use of arms	Loss of arm(s)	Difficulty in hearing	Deaf	Difficulty in seeing	Blind	Difficulty in speaking	Mute	Mental disability	No disability	Don't know
<input type="checkbox"/>												
<input type="checkbox"/>												

***You must ask questions 1-14 of ALL persons. None of these questions are left blank for any reason.***

#### 7.4 LFQ Educational Status Questions 15-18

**NOTE: these questions should be asked only to persons aged 6 years and above.** Check the age of the person as reported in Question 4. If they are less than 6 years old, then you are finished asking questions about that person. Go to the next person listed in the questionnaire.

Asking questions only for persons of certain ages or only of females is called a “skip pattern.” Skip patterns are used to avoid asking questions of persons that don’t make sense. For example, asking if a 1-year-old baby attends school.

Above each set of questions is a direction on who is asked which questions. Pay careful attention to skip patterns in the questionnaire.

- Questions 1-14, asked of everyone
- Questions 15-18, asked only of persons age 6 years and over
- Questions 19-23, asked only of persons age 10 years and above
- Questions 24-25, asked only of persons age 12 years and above
- Questions 26-32, asked only of females aged 12-54. *In the 10 states of Northern Sudan, these questions are only asked of ever-married females 12-54.*

**Q15 “Can (Name) read and write, with understanding, a simple sentence in any language?”** - Continuing with the first person listed “Person 01” if they are 6 years old or over, ask question 15 as written on the questionnaire.

- Shade the number of the answer given: “1” for yes, and “2” for no.

AGE 6 YEARS & OVER Educational Status				
<b>Q15. Can (NAME) read and write with understanding a simple sentence in any language?</b>		<b>Q16. Has (NAME) ever attended, never attended, or is currently attending school this year?</b>		
Yes	No	Currently attending (go to Q17)	Previously attended (skip to Q18)	Never attended (skip to 19)
1	2	1	2	3

**Q16 “Has (Name) ever attended, never attended, or is currently attending school this year?”**– Continuing with the first person listed “Person 01” age 6 years and over, ask question 16 and shade the number of the response.

- "School attendance" refers to any regular educational institution, public or private, for systematic instruction at any level of education. Examples include: Primary schools, Secondary or High schools, technical schools, agricultural institutions, teacher training colleges and universities.
- **School attendance should be full time participation. Adult or short-term vocational training are not to be classified as school attendance.**
- **1-"Currently attending"** refers to all persons who are now attending formal educational institutions and **include** those who are **temporarily absent from school or those on holiday.**
- **2-"Previously attended"** refers to those who once attended formal school but have left or completed their cycle and are no longer attending.

- **3-"Never attended"** is for those, who have never attended any formal educational institution at all.
- *For the purposes of the census, koranic schools (khalwa) are treated as regular educational institutions.*

**NOTE:** There are skips in question 16 depending on the response given:

- 1 – Currently Attending, continue with question 17
- 2 – Previously Attended, skip to question 18
- 3 – Never Attended, skip to question 19

**Q17 For those currently attending: "What is the grade and level that (Name) is attending?"** Continuing with the first person "Person 01" age 6 years and over and currently attending in question 16, ask question 17.

- Shade the appropriate level/grade code that corresponds to the given response.
- Check that the reported level/grade's minimum age is consistent with the age of the respondent as reported in Q4. For example, it is unlikely that a person 8 years old is attending college "16".
- If there is any confusion or doubt, confirm answers with the respondent – you must record what the respondent tells you, not what you think is true.

Serial No. of Household Member		AGE 6 YEARS & OVER - Educational Status																																			
		Q17. For those currently attending: What is the grade and level that (NAME) is attending?										Q18. For those currently and previously attending school: What is the highest level (NAME) completed?																									
		P1	P2	P3	P4	P5	P6	P7	P8	S1	S2	S3	S4	S5	S6	Post secondary diploma program	College	University	Master Degree	Ph.D Degree	No qualification (Previously)	Incomplete primary (Currently)	Primary 4	Primary 6	Primary 8	Junior 3	Junior 4	Secondary 3	Secondary 4	Secondary 5	Secondary 6	Post secondary diploma	University first degree	Post graduate diploma	Masters Degree	Ph.D Degree	Khalwa
1		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**Q18 For those currently and previously attending school: "What is the highest level (Name) completed?"** - Continuing with the first person "Person 01" age 6 years and over and currently attending or previously attended in question 16, ask question 18.

- Shade the number that corresponds to the appropriate educational level.
- Note that "1"-**No qualification** is applicable only for those who have previously attended school and "2"-**Incomplete primary** is only applicable for those currently attending school

**Study and become familiar with the grade and level codes for questions 17 and 18. Ask questions if you have any doubt or confusion.**

## 7.5 LFQ Economic Status Questions 19-23

The remaining questions are only asked of persons aged 10 years old and above. If you are asking questions for a person 9 years old or less, stop and go to the next person listed on the questionnaire. These questions refer to the period of time 7 days prior to **census night**.

**Q19 “During the week before census night, did (Name) work at least one hour for pay (or without pay), profit, in kind or for family business?”-** Continuing with the first person listed “Person 01” 10 years old or over, ask question 17.

- Shade the number that corresponds to the given response.
- NEVER assume that female members of the household are homemakers and do not work. You must probe to get the correct response

Q19. During the week before census night, did (NAME) work at least one hour for pay (or without pay), profit, in kind, or for family business?				
Worked skip to Q21	Did not work but have a job to go back to - skip to Q21	Did not work but worked before and seeking work and available for work - skip to Q21	Did not work, seeking work for the 1st time and available for work - skip to Q24	Did not work and not seeking work
1	2	3	4	5

- “1” – **Worked** (skip to Q21). Those who should be considered as having worked last week include:
  - a) All persons at least 10 years old who were in **paid employment** during the 7 days proceeding census night, no matter how much they were paid.
  - b) All who worked **at least one hour** for food, goods, or services even if it was their **own/family business or farm**, including: small shop owners, cattle herders, basket weavers, traditional beer makers, roadside fruit sellers, wayside barbers, or tea and coffee sellers.
  - c) **Farmers, hunters and fishermen** (male or female) who worked producing or capturing food for their own household, *if this makes up a large part of the food for the household*. Women who gather food for household consumption are included in this category.
  - d) Apprentices who worked at least one hour, whether paid or not.
  - e) **Homemakers** who also worked on the family farm/business, or worked some outside the home to earn money. Such as:
    - Persons who collect firewood and sell part of it

- Persons who make and sell traditional beer
  - Persons who milk cattle and sell part of the milk
  - Persons who weave baskets and sell them.
- f) Students, who while studying, were at the same time in paid or unpaid employment. Students who look after cattle after school hours or at weekends should be included in this category.
- **“2” – Did not work but have job to go back to** (skip to Q21). Includes those with jobs, businesses or farms that were temporarily not at work the week before census night for a specific reason, such as:
    - Farmers not working because of drought
    - Temporarily away from work/job because of illness, maternity leave, or vacation
    - Did not work because there were no customers that week (hairdressers, dressmakers, painters, etc.)
    - Workers temporarily off from work but have been assured that they will go back to work (construction workers who are waiting for materials for example)
    - Persons who have a job but took other temporary work that week, such as teachers involved in the census work
  - **“3” – Did not work but worked before and seeking work and available for work** (skip to Q21). Includes persons who were not working, had no job, but were looking for and available for work, this includes:
    - Persons who completed applications for employment, checked at work sites, asked for work at businesses, or looked for land or money to establish their own business
  - **“4” – Did not work, seeking work for the 1<sup>st</sup> time and available for work** (skip to Q24). Includes persons who have never had a job, paid or unpaid, but are seeking and available for work.
  - **“5” – Did not work, and not seeking work.** Includes persons who did not work at all (paid or unpaid), were not temporarily away from work, and are not looking for work.

**Q20. For those who did no work and were not seeking work, why did (NAME) not seek work?**

No hope to find job	Full-time student	Income recipient	Too old	Disabled/Too sick	Full-time homemaker/ housewife	Pensioner/Retired
1	2	3	4	5	6	7

**Q20 For those who did no work and were not seeking work, “Why did (NAME) not seek work?”** – This question applies ONLY to those persons who were coded “5” in Q19. Continuing with the first person listed “Person 01” 10 years old or over who responded “5” in question 19, ask question 20. Possible responses include:

- **“1” – No hope to find a job** - includes persons who have given up looking for a job, but will accept one if offered.
- **“2” Full time Student** – includes any male or female 10 years or older who were attending school the week before census night, who were not engaged in any work as previously defined and were not seeking or available for work.
- **“3” Income recipient** – includes persons who were not engaged in any work but who received money from rents or other investments.
- **“4” Too old** – includes those not working or seeking work due to old age. Old persons currently working should coded “1” in question 19. Old persons who are receiving income from rent or other investments should be coded “3” in question 20.
- **“5” Disabled/too sick** – includes those who were not working or looking for work because either a disability or long illness prevents them from doing so. Those who are disabled or ill who receive income should be coded “3” and those who receive pensions should be coded “7”.
- **“6” Full-time Homemaker** – includes any male or female who was wholly engaged in household duties the week prior to census night and were not engaged in any work for pay, goods, or services of any kind nor looking for work.

**Note:** *Persons, male or female, who while engaged in household duties were also actively looking for work and available for work should be coded 03 if worked before or 04 if seeking work for the first time in Q19.*

- **“7” Retired/Pensioner** – includes those who’ve retired from work or who receive pensions who are not working or seeking work. Note that retired persons currently in paid or self-employment should be

classified as working and coded 1 in Q19. Likewise, retired persons who are receiving income from rent or other investments should be coded 3 in this question.

GE 10 AND ABOVE - Economic Activity		
<b>Q21.</b> For those who worked or have worked before (Q19, 1-3), state in detail, the main job that (NAME) was engaged in during the week before census night? (occupation)	<b>Q22.</b> For those who worked or have worked before (Q19, 1-3), what was (NAME's) place of work or main activity of (NAME's) place of work during the week before census night? (industry)	<b>Q23.</b> For those who worked or have worked before, what was (NAME's) employment status?
		Paid employee Employer Own account worker Unpaid family worker Unpaid working for others
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/>

**Q21** For those who worked or have worked before (Q19, 1-3), state in detail, the main job that (NAME) was engaged in during the week before census night? (occupation) - This question applies ONLY to those persons who were coded "1-3" in Q19. Continuing with the first person listed "Person 01" 10 years old or over who responded "1,2, or 3" in question 19, ask question 21.

- **Occupation** refers to the **type of work, trade or profession** performed by an individual during the reference period.
- For persons *with more than one occupation* at the same time, record the person's main occupation - where he/she *spends most of the time*.
- Write a short description of the type of work the person performed for most of the reference period. The type of work should be recorded as fully as possible, examples include:
  - Village headman
  - Motor vehicle mechanic
  - Government official
  - Cook
  - Typist
  - Panel beating
  - Head of Finance
  - Taxi driver
  - Bartender
  - Primary school teacher
  - Computer programmer
  - Mechanical engineer
  - Lawyer
  - Hairdresser
  - Waiter/waitress
  - Assistant nurse
  - Minister
  - Coffee or tea seller

Avoid unclear or general descriptions as operator, foreman, or clerk.

**DO NOT MAKE ANY MARKS IN THE BOXES.** Write your answers in the red space provided. Office clerks will use your written answer to assign occupation and industry codes in the office. Write as neatly as possible.

**Q22 For those who worked or have worked before (Q19, 1-3), “What was (NAME’S) place of work or main activity of (NAME’S) place of work during the week before census night?” (Industry)** - This question applies ONLY to those persons who were coded “1-3” in Q19. Continuing with the first person listed “Person 01” 10 years old or over who responded “1,2, or 3” in question 19, ask question 22.

This question refers to the type of goods produced, services provided, or work carried out at the respondent’s main workplace or previous workplace. You must record the main type of activity, which takes place at the respondent’s workplace as given by the respondent. Below are examples of possible answers.

- Farming
- Fishing
- Transporting people
- Transport of goods
- Selling vehicles
- Selling firewood
- Selling food
- Selling beverages/drinks
- School
- Hospital
- Road Construction
- Building construction
- Selling/supplying nets and hooks
- Breaking rocks for gravel/building
- Fish and meat drying/smoking
- Making animal fat
- Thatch making
- Bicycle repair
- Hotel/hostel/guest camp
- Restaurant
- Bar

The answers to this question are very important. For example, a security guard can work in a variety of places but his/her occupation is still that of security guard.

If a security guard is working in a shop/supermarket, then the activity at the place of work is shop/supermarket. If a security guard is working at a government office, then the activity at the place of work is government work/office. If a security guard working at a bank, the activity at the place of work is banking.

The same can apply to a driver, clerk, cook, or cleaner. You should make sure that you properly describe the activity at the respondent’s place of work.

**DO NOT MAKE ANY MARKS IN THE BOXES.** Write your answers in the red space provided. Office clerks will use your written answer to assign occupation and industry codes in the office. Write as neatly as possible.

**Q23 For those who worked or have worked before (Q19, 1-3), “What was (NAME’S) employment status?”** – This question applies ONLY to those persons who were coded “1-3” in Q19. Continuing with the first person listed “Person 01” 10 years old or over who responded “1,2, or 3” in question 19, ask question 23.

You should read the categories aloud so the respondent can choose the correct description of their employment status. You must be able to answer any questions that a respondent may ask about each of the choices. You should also be able to explain the different types of employment statuses in the local language.

- **1 Paid Employee** – includes those who were in paid employment for at least one hour the seven days prior to census night, whether they are paid weekly, monthly, or hourly.
- **2 Employer** – includes those who for at least one hour during the reference period operated their own business, profession or trade and employed one or more employees.
- **3 Own account worker** – includes those who operated their own enterprise, profession, or trade without paid employed and worked for their own consumption or profit. Examples include: basket weavers, coffee and tea sellers, bicycle taxis, fruit sellers, cattle milking, firewood collection, farmers, fishermen, and herders.
- **4 Unpaid family worker** – includes those who worked in the enterprise, profession or trade of the household without pay or profit. Examples include: daughters helping mothers sell food, sons helping watch herds, family members who work in the family store, or family members working on the family farm.
- **5 Unpaid working for others** – includes apprentices or trainees who are not paid, participants in food for work programmes and anyone else who works for others but does not receive money.

### 7.6 LFAQ Marital Status Questions 24-25

The remaining questions are only asked of persons aged 12 years old and above. If you are asking questions for a person 11 years old or less, stop and go to the next person listed on the questionnaire.

**Q24 “What is (NAME’s) marital status?”** - Continuing with the first person listed “Person 01” 12 years old or over, ask question 24.

- Never assume a person’s marital status.
- Be sure to differentiate between **never married**, divorced and widowed.
- Shade the number corresponding to the respondents answer.

PERSONS 12 YEARS & OVER - Marital Status																
Serial No. of Household Member	Q24. What is (NAME’s) marital status?				Q25. For all ever-married persons: What was (NAME’s) age at first marriage?											
	Never married	Married	Widowed	Divorced	Code age in completed years											
1	1	2	3	4			0	1	2	3	4	5	6	7	8	9
							0	1	2	3	4	5	6	7	8	9

**Q25 For all ever-married persons: “What was (NAME’s) age at first marriage?”** - Continuing with the first person listed “Person 01” 12 years old or over who was either married, widowed or divorced, ask question 25.

- Do not ask this question of people who have **never married**.
- This question is asking for the person’s age when he/she was **FIRST** married. This may have been before the current marriage. You should therefore be sure to emphasize this point when asking this question.
- Write the age at first marriage in the boxes and shade the corresponding numbers.

### 7.7 LFAQ Fertility Questions 26-32

The remaining questions are only asked of women aged 12 to 54 years old. If you are asking questions for a male, or a female 11 years old or less or 55 years or older, stop and go to the next person listed on the questionnaire. **In the 15 states of North Sudan, these questions are not asked of never married females as reported in Q24.**

WOMEN AGED 12 TO 54 YEARS (If in North Sudan only complete this section for women who are or have ever been married)							
Number of Children Ever Born Alive (If no children, write “00”)							
Q26. What is the total number of children (NAME) has ever borne alive? (even if the child was only alive for a short time and died soon after birth)							
MALE		FEMALE					
0	1	2	3	0	1	2	3
4	5	6	7	4	5	6	7
8	9	0	1	8	9	0	1
2	3	4	5	2	3	4	5
6	7	8	9	6	7	8	9
0	1	2	3	0	1	2	3
4	5	6	7	4	5	6	7
8	9	0	1	8	9	0	1
2	3	4	5	2	3	4	5
6	7	8	9	6	7	8	9

**Q26 “What is the total number of children (NAME) has ever born alive? (even if the child was only alive for a short time and died soon after birth)”**– Continuing with the first person listed “Person 01” who is female 12 to 54 years (and not never-married in the 15 states of North Sudan), ask question 26.

- **Attempt to ask these questions directly to females 12-54 years old (and not never married in the 15 states of Northern Sudan).** The respondent for the household may not be able to supply the information for questions 26 through 32.
- Write the total number of males ever born alive to the respondent in the boxes under the column “Male” and the number of females ever born alive in the boxes under the column “Female”.
- You must use two digits in the boxes provided as some women may have had more than 9 live births.
- Use leading zeroes, for example if she has only one male child you should write “01” and not just “1”.
- If she did not have any male births then write “00” in the “Male” column. Do the same for the female children born to the respondent.
- Shade in the numbers corresponding to the numbers written in the boxes.
- **DO NOT** leave these questions blank for ANY female aged 12 to 54 years (and NOT Never Married in the 15 states of Northern Sudan)

**Q27 “How many of those children are living with (NAME) in this household?”** - Continuing with the same female respondent, ask question 27.

- Write the total number of male children who are living with the mother in the household in the boxes under the column “Male”
- Write the total number of female children living with the mother in the household in the boxes under the column “Female”.
- Remember to use two digits. If there are no male children living with the mother write “00” in the Male column. Do the same for female children.
- Shade in the numbers corresponding to the numbers written in the boxes.
- Ask if any of these children living with the mother in the same household spent census night in the household.
- If so, check that they are listed in Question 1.
- If the respondent had failed to identify any child who spent census night in the household, then you must write down their names in Question 1 and go back to Q1-Q14 and gather information on the missed children after you complete questions 26 through 32.

<b>Q28. How many of those children are living elsewhere (not in this household)?</b>									
<b>MALE</b>									
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

**Q28 “How many of those children are living elsewhere (not in this household)?”** - Continuing with the same respondent ask question 28.

- Write the reported number of male and female children reported as living elsewhere in the boxes under the respective Male and Female columns.
- **NOTE** that this question is split with the part referring to males in the first row and the part referring to females on the second row.
- Remember to use two digits. If there are no male or female children living elsewhere write “00” in their respective columns.
- Shade in the numbers corresponding to the numbers written in the boxes.

Serial No. of Household Member	<b>WOMEN AGED 12 TO 54 YEARS (If in North Sudan on</b>																																			
	<b>Number of Children Ever Born Alive (If no children, write “00”)</b>																																			
	<b>Q28. How many of those children are living elsewhere (not in this household)?</b>					<b>Q29. How many of those children are no longer alive?</b>																														
	<b>FEMALE</b>					<b>MALE</b>					<b>FEMALE</b>																									
1			0	1	2	3	4	5	6	7	8	9			0	1	2	3	4	5	6	7	8	9			0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9						

**Q29 “How many of those children are no longer alive?”** - Continuing with the same female respondent, ask question 29.

- You should ask the question as it is written on the questionnaire. **“Do NOT ask: “How many of your children are dead”.**
- Write the number of male and female children who are reported as no longer alive in their respective columns.
- Again make sure to use two digits. If all her children are alive, then you should write “00” in the respective male and female columns.
- Shade in the numbers corresponding to the numbers written in the boxes.

Verifying the number of children:

- Add the number of male children from Q27-29 and verify that the sum equals the total number of males in Q26.
- Add the number of female children from Q27-29 and verify that the sum equals the total number of females in Q26.
- If the number of males or females is not equal, you must go through the questions again with the respondent and make the necessary corrections.

**Verify the number of children as soon as you complete question 29, so that you can correct any mistakes with the respondent.**

Q30 – Q32 refer to the children born to females aged 12 - 54 during the 12 months before census night.

**Q30 “Did (name) give birth during the last 12 months?”** *If No births in the last 12 months go to the next person listed on the questionnaire* - Continuing with the same female respondent, ask question 30.

- If yes, shade “1” and continue with the next questions.
- If no, shade “2” and skip to the *next person listed on the questionnaire*.
- If this is the last *person* in the household, then move to the next section of questions on housing – or question 33.

Births During the Last 12 Months																									
Q30. Did (NAME) give birth during the last 12 months? <i>If No births in last 12 months go to Q33</i>		Q31. How many children has (NAME) given birth to in the last 12 months?			Q32. How many of these children born in the last 12 months are still alive?																				
Yes	No	MALE		FEMALE		MALE		FEMALE																	
1	2	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
1	2	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5

**Q31 “How many children has (NAME) given birth to in the last 12 months?”** -

Continuing with the same female respondent, who answered yes “1” to question 30, ask question 31.

- Write the number of male births in the box under the “Males” column
- Write the number of female births in the box under the “Females” column.
- If she did not have any male births then write “0” in the “Males” column.
- If she did not have any female births, write “0” in the “Females” column.
- Shade in the numbers corresponding to the numbers written in the boxes.

**Q32 “How many of these children **born in the last 12 months** are still alive?”-**

Continuing with the same female respondent, who answered yes “1” to question 30, ask question 32.

- Write the number of living male and female children in the boxes under the respective male and female columns.
- Shade in the numbers corresponding to the numbers written in the boxes.

Verifying the number of children:

- Check that the number of males alive (Q32) is not more than the number of males born (Q31).
- Check that the number of females alive (Q32) is not more than the number of females born (Q31).
- If the alive numbers are greater than the born numbers, ask the respondent to verify which numbers are correct.

**NOTE:** Once you have asked questions 4-32 of the first person listed (Person 01), ask questions 4-32 of the second person listed (Person 02). Continue in this manner until all questions have been asked and completed for all persons listed.

**Complete questions for all persons before moving to the housing questions.**

### **7.8 LFAQ Housing Questions 33-42**

These questions refer to the main building/compound/structure occupied by the household. These questions are asked of all households.

**Q33 “What type of dwelling does this household live in?”–** Ask question 33.

- If the respondent is unsure of the type of response you are looking for, read the categories aloud.
- Work with the respondent to try and classify their dwelling into one of the options provided in the questionnaire.
- Shade the appropriate household code as reported by the respondent.
- Remember that only one code should be shaded.

Study the different categories for type of dwelling. If you are unsure of any category, ask questions.

**Q33. What type of dwelling does this household live in?**

Tent	1
Dwelling of straw mats	2
Tukul/gottiya - mud	3
Tukul/gottiya - sticks	4
Flat or apartment	5
Villa	6
House of one floor - mud	7
House of one floor - brick/concrete	8
House constructed of wood	9
Multi-storey house	10
Incomplete	11

**Q34 “How many rooms does this household use for sleeping indoors?”** – Ask question 34.

- Write the number of rooms in the boxes and shade the corresponding numbers in the rows.
- Use leading zeroes. If the respondent says 5 rooms, write and shade “05”
- The number of sleeping rooms should include the number of rooms in the main building plus any other rooms used for sleeping in the building/compound.

**Q34. How many rooms does this household use for sleeping indoors?**

<input type="text"/>	<input type="text"/>	0	1	2	3	4	5	6	7	8	9
<input type="text"/>	<input type="text"/>	0	1	2	3	4	5	6	7	8	9

**Q35. What is the tenure status of this dwelling?**

Owned	1
Rented	2
Housing provided as part of work	3
Free	4

**Q35 “What is the tenure status of this dwelling?”** – Ask question 35.

- Shade the number corresponding to the type of tenure reported by the respondent.
- Read the categories aloud if the respondent seems confused.

1. Owned – a member of the household owns the dwelling.

2. Rented – a member of the household pays rent for the dwelling.

3. Housing provided as part of work - dwelling is provided by the employer of a household member even though some rent may be paid. If the employment stops, the household members lose the lower rent and/or dwelling.

4. Free – A household member does not own the dwelling, it is occupied free of charge without rent or linkage to job.

Q36. What is the main source of drinking water for this household?	
Water filtering stations with common network/Stand pipe (koshk)	1
Mechanical boreholes with common network stand pipe (koshk)	2
Deep boreholes (donkey) with network	3
Deep boreholes (donkey) without network	4
Hand pumps	5
Sand filters with common network stand pipe (koshk)	6
Shallow wells (dug wells)	7
Hafeer/Dam without filter (still open water)	8
Hafeer/Dam with filter (still open water)	9
Turda/fula/river (still open water)	10
Running open water source (river, pond, tura'a)	11
Water vendor (tanker-cart-bearer) from deep boreholes	12
Water vendor - from shallow wells pond/river/spring	13

**Q36 “What is the main source of drinking water for this household?”**

- A household may obtain water from numerous sources. You must ask them which source they get most of their water.
- If the respondent is uncertain, read the categories aloud.
- Shade the number corresponding to the answer provided by the respondent.
- Remember that only one of the sources listed should be shaded

**Q37. What is the main source of lighting for this household?**

No lighting	1
Public electricity	2
Private electricity (generator)	3
Gas	4
Paraffin lantern	5
Paraffin lamp	6
Firewood	7
Grass	8
Candle wax	9
Solar power	10
Biogas	11

**Q37 “What main source of lighting for this household?”**

- A household may use different types of lighting. You must ask them which source they use for lighting for most of the time.
- If the respondent is uncertain, read the categories aloud.
- Shade the number corresponding to the answer provided by the respondent.
- Remember that only one of the sources listed should be shaded

**Q38. What is the main source of energy used for cooking in this household?**

Firewood	1
Charcoal	2
Gas	3
Electricity	4
Paraffin	5
Cow dung	6
Grass	7
Biogas	8
No cooking	9

**Q38 “What is the main source of energy used for cooking in this household?”**

- A household may use different kinds of fuel to cook. You must ask them which source of energy they mainly use for cooking.
- If the respondent is uncertain, read the categories aloud.

- Shade the number corresponding to the answer provided by the respondent.
- Remember that only one of the sources listed should be shaded

<b>Q39. What is the main type of toilet facility used by this household?</b>	Pit latrine private	1
	Shared pit latrine	2
	Private flush toilet	3
	Shared flush toilet	4
	Bucket toilet	5
	No toilet facility	6

**Q39 “What is the main type of toilet facility used by this household?”**

- A household may have or use more than one toilet facility. You must ask them which toilet facility they use **most often**.
- If the respondent is uncertain, read the categories aloud.
- Shade the number corresponding to the answer provided by the respondent.
- Remember that only one of the facilities listed should be shaded

<b>Q40. Does any member of this household own any of the following? (Mark all that apply)</b>	
Motor vehicle	1
Motor cycle/Motor rickshaw	2
Bicycle	3
Canoe/boat	4
Any type of animal used for transport	5
Tractor	6
None	7

**Q40 “Does any member of this household own any of the following?” (Mark all that apply)**

- Read off each item in the list to the respondent
- If the answer is “Yes”, shade the number beside the item
- If the answer is “No”, leave the number blank and move to the next item
- If the respondent says no to 1 through 6, shade, “None – 7”
- This is a **MULTIPLE RESPONSE** question, meaning more than one item can be shaded.

**Q41. Does any member of this household own any of the following? (Mark all that apply)**

Television	1
Radio/transistor	2
Mobile phone	3
Fixed phone (land-line)	4
Computer	5
Refrigerator	6
Satellite dish	7
Fan	8
Air cooler/Air conditioner	9
None	10

**Q41 “Does any member of this household own any of the following?” (Mark all that apply)**

- Read off each item in the list to the respondent
- If the answer is “Yes”, shade the number beside the item
- If the answer is “No”, leave the number blank and move to the next item
- If the respondent says no to 1 through 9, shade, “None – 10”
- This is a **MULTIPLE RESPONSE** question, meaning more than one item can be shaded.

**Q42. What is the household's MAIN source of livelihood?**

Subsistence crop farming	1
Subsistence animal husbandry	2
Wages and salaries	3
Owned business enterprise	4
Property income	5
Remittances	6
Pension	7
Humanitarian aid	8

**Q42 “What is the household’s MAIN source of livelihood?”**

- Only ONE number can be shaded.
- Shade the number for the source that the respondent says is the most important for the survival of the household. If this source is cut or is not available then the household will find it very difficult to survive.
- If the respondent is uncertain, read the categories aloud.

Review all response categories for every question in the housing section. If you have any questions on what any of the categories mean, ask your trainer/supervisor.

### 7.9 LFQ Agricultural Questions 43-48

These questions are asked of all households whether they are obviously engaged in agricultural activities or not.

#### Q43 Does this household perform any cultivation/plantation activities?

- If the answer is yes, shade “1”
- If the answer is no, shade “2” and skip to question 47.

**Q43. Does this household perform any cultivation/plantation activities?**

1 Yes  
 2 No Skip to Q47

---

**Q44. How large is the area being cultivated by this household? Code area in FEDDANS**  
*If more than 999 mark '999'*

Area

--	--	--	--	--	--	--	--	--	--	--

#### Q44 How large is the area being cultivated by this household? Code area in FEDDANS

- Write the number of Feddans under cultivation in the boxes and shade the corresponding numbers.

**Q45. What type of crops did this household cultivate during the previous year?**  
*(Mark all that apply)*

Cereals	1	Sugar	8
Vegetables	2	Cotton	9
Fruits and Nuts	3	Coffee	10
Oil Seed	4	Tea	11
Root and Tuber	5	Other	12
Beverage/Spice	6		
Leguminous	7		

#### Q45 What type of crops did this household cultivate during the previous year?

- Note, this is a multiple response question. You should mark all the crops that were cultivated during the previous 12 months by the household.
- Shade the appropriate box next to the crops listed:
  - 1-Cereals (Sorghum, maize)
  - 2-Vegetables (eggplant, tomatoes, melons)
  - 3-Fruits and nuts (avocado, bananas)
  - 4-Oil seed (groundnuts, oil palm, sesame)
  - 5-Root and Tuber (potatoes, yams)

- 6-Beverage/spice (chilies, beverages other than coffee or tea)
- 7-Leguminous (beans and peas)
- 8-Sugar
- 9-Cotton
- 10-Coffee
- 11-Tea
- 12-Other (flowers, tobacco)

**Q46 What is the tenure status of land under cultivation/plantation?**

- Shade the number corresponding to the type of tenure reported by the respondent.
  - Read the categories aloud if the respondent seems confused.
1. Owned – a member of the household owns the land.
  2. Rented – a member of the household pays rent for the land.
  3. Partially owned – land is partly owned by a member of the household.
  4. Communal – land is shared by member of the community without ownership.

<b>Q46. What is the tenure status of land under cultivation/plantation?</b>	Owned	1	Partially owned	3
	Rented	2	Communal	4

**Q47 Does this household perform any fishery activities?**

- If the answer is yes, shade “1”
- If the answer is no, shade “2”

<b>Q47. Does this household perform any fishery activities?</b>	Yes	1
	No	2

**Q48 “Does this household own any of the following animals?” if more than 999, code 999.**

- Read the animal group names, one by one, to the respondent.
- If the respondent says they have no cattle, write and shade “000”
- If the respondent says they have 5 camels, write and shade “005”
- Continue until you have a response for every animal group listed.

**Q48. Does this household own any of the following animals?** (Code the number for all that apply, if more than 999 code '999')

Cattle

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Horses

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Camels

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Donkeys

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Sheep

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Pigs

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Goats

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

Poultry

	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9
	0	1	2	3	4	5	6	7	8	9

### 7.10 LFQ Mortality Questions 49-54

Q43 – Q48 refer to the deaths of any household members during the 12 months before census night. These questions can be upsetting and should be treated sensitively. This information is important to inform officials of the number and cause of deaths in different areas of Sudan.

**Q49 “Were there any deaths among members of this household in the past 12 months?”**

- If “Yes” shade number one and continue asking questions
- If “No” shade number two and end the interview

## DEATHS IN THE HOUSEHOLD DURING THE LAST 12 MONTHS

DEATHS IN THE HOUSEHOLD DURING THE LAST 12 MONTHS																																																																																																								
<b>Q49.</b> Were there any deaths among members of this household in the past 12 months?	Yes <input type="checkbox"/>	(List names)	No <input type="checkbox"/>	(End interview)																																																																																																				
Q50. Name(s) of the deceased	Q51. Was the deceased Male or Female?	Q52. Age at death If age is unknown, estimate age using local historic calendar. <i>Record age in completed years.</i>	Q53. Was the death related to either accident or act of violence?	Females only 12-54 Q54. Did the death occur during pregnancy, delivery or the first 2 months after delivery?																																																																																																				
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**Q50 Name(s) of the Deceased** - If the respondent said that there has been a death in the household (Q43=1), ask for the names of those who died and list them in this column.

- If more than one person died in this household, list all persons before continuing.
- If the deceased was an unnamed newborn, write “newborn baby”
- If the respondent does not know the name of the deceased, write the relationship such as “cousin” or write “Man” or “Woman”

**Q51 “Was the deceased male or female?”**

- If the person was male, shade “1”
- If the person was female, shade “2”.

**Q52 Age at death. If age is unknown, estimate age using local historic calendar. Record age in completed years.**

- Write the age of the deceased in the boxes provided and shade the corresponding numbers.
- Use leading zeroes, for example if 5 years old, write and shade “05”
- If the deceased was less than one year, write and shade “00”
- If the exact age is not known, estimate age based on other household members and/or historic calendar

**Q53 “Was the death related to either accident or act of violence?”**

- This question is used to separate those who died from illness from those who were in a car accident or who died during conflict.
- If the answer is yes, shade “1”
- If the answer is no, shade “2”

**Q54 Females only 12-54: “Did the death occur during pregnancy, delivery or the first 2 months after delivery?”**

- If the deceased was female between the ages of 12-54, ask this question
- If the answer is yes, shade “1”
- If the answer is no, shade “2”

**NOTE:** Quickly look over the questionnaire to be sure it is complete. Thank the household members for their time. They have just been counted in the Fifth Population and Housing Census of Sudan!

## **8 Unusual Situations**

Most of your interviews will be simple and go smoothly. However, we will discuss some rare situations that may occur so that you will know what to do.

### **8.1.1 Language Barrier**

If a respondent speaks a language that you do not speak, try to find someone else in the household who speaks English or a language you understand. Kindly ask the person if they would interpret your questions to the respondent and the respondent’s answers to you. Notify your supervisor if you are unable to solve the problem *within the household*.

### **8.1.2 Respondent Refuses to be Interviewed.**

You may encounter a household that is unwilling to be interviewed. You should make every effort to persuade the household to grant you an interview. If you are unsuccessful, you should:

- Explain the necessity of their participation for a complete count of persons in Sudan
- Tell them their answers will be used to inform decision-makers about the people and needs of their community and country.
- Inform them that their responses will be kept confidential.
- Take help of community leaders and your supervisor.

If you are unable to convince them to be interviewed:

- Note the location of the building/compound on your census map.
- Complete as much information as possible in your Census Listing Book
- Contact your supervisor as soon as possible.

**DO NOT:** Provide false information. Submitting made up information is worse than receiving no information

### **8.1.3 Incomplete Information for Persons that Spent Census Night**

If the respondent cannot give you complete information about a person that spent census night with the household:

- Find out when that person or someone more knowledgeable about that person will be home.

- Complete as much information as possible for that person during your current visit. Many times the respondent will be able to provide the majority of information.
- Arrange a time with the household for your return visit to complete the questionnaire. Make a note in your notepad of the return date and location of the household
- Do not allow this to take a large part of your time. Try to gather information for all persons during the first visit.
- If you are unable to get complete information on a person tell your supervisor.

#### 8.1.4 Respondent Says they were Already Interviewed.

If a respondent states that they have already been interviewed you should first verify that you are in the correct EA – make sure that you have not gone outside the boundaries of your EA. Next, ask the respondent if they have an Interview Verification Card. If you haven't gone outside your EA and they do not have an Interview Verification Card, politely explain to the respondent that you do not have a questionnaire for this household and that you must conduct an interview.

### **8.2 Things Enumerators Must Do:**

- Always carry your Identity Card.
- Keep the enumerator's manual with you at all times and consult it whenever you have a question.
- List all buildings/compounds and households in your EA
- Complete the identification information on all questionnaires before you begin an interview.
- Enumerate all persons who were in your EA on census night, whether they live in the back of a store, slept in the market, stayed at a hostel, live in a tukul or an apartment.
- Complete all questions for all persons who were in your EA on census night. Do not leave answers blank.
- You must discuss any and all problems with your supervisor at the earliest opportunity.
- You must make appointments to callback on the households where enumeration has not been completed and always keep your callback appointments.

### **8.3 Things Enumerators Must Not Do:**

- Never interview people in front of a group unless they are members of the same household.
- Never discuss politics or allow yourself to be involved in controversial arguments.
- Do not argue with your respondents. If the response is obviously wrong, explain the question to the respondent so that they can provide the correct response.

- Never ask a leading question. A leading question is the type of question that suggests answer to the respondent. For example, “Are you 50 years old?”
- Never share the information collected during enumeration to any one other than a sworn census worker.
- Do not make up answers on questionnaires. Your work will be checked and false answers will be discovered.

## **9 Supervisor Review of Your Work**

Your supervisor will continually review your work and visit you in the field to help ensure that you are completely covering your Enumeration Area and accurately capturing data. It’s their job to help you resolve any problems that you may encounter in the field.

The first visit will occur within 2 or 3 days after you begin work. During this visit, the supervisor may observe an interview and will carefully review all of your completed work including your Census Listing Book, EA map, and Census Questionnaires. This visit is to ensure that you are correctly following all procedures and to catch and correct any misunderstandings early in your work.

Several visits will occur during enumeration. During these visits, the supervisor will again thoroughly review all of your work and may have some further guidance to help you cover your Enumeration Area in an efficient manner. At this point, your supervisor might have already re-interviewed some of your households and may want to verify that both of you have received the same answers.

The final review is conducted when you complete your entire Enumeration Area. Your supervisor reviews the Census Listing Book and Census Questionnaires with a more detailed checklist. He/she will assess the completeness and quality of your work. If any gaps are found, you may have to return to the field to complete the work.

## **10 When You’ve Finished Your EA**

After you have completed enumeration of all the households and persons in the EA(s) assigned, you should make a final check to correct mistakes. You should also ensure that geographical information is on every questionnaire and are shaded correctly and that all questions are completed on all the questionnaires. It is very important to ensure that all information has been collected and correctly filled in the questionnaires before you leave your EA.

You must neatly pack all completed questionnaires in the envelope provided. Mark the envelope with the name and codes from your listing book, down to EA number. You should return to your supervisor the following items:

- Completed questionnaires inside the envelope
- All unused and cancelled questionnaires in the satchel
- Completed Census Listing Books
- Unused Census Listing Books
- EA map

- Identity Card
- Unused Household Call Back Cards
- Unused Interview Verification Cards

After handing over the above-mentioned documents, you should get a receipt from your supervisor in **Annex 3** that can be used as a certificate for having completed your work successfully.

## Annex 1. Household Callback Form

# REPUBLIC OF THE SUDAN NATIONAL POPULATION CENSUS COUNCIL

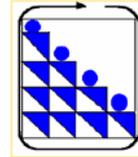


Southern Sudan Commission for Census,  
Statistics and Evaluation

تعداد السكان والمساكن الخامس  
5<sup>th</sup> SUDAN POPULATION & HOUSING CENSUS



كن مستعدا وعد نفسك  
STAND UP AND BE COUNTED



CENTRAL BUREAU OF STATISTICS

## Household Call Back Form

Hello,

My name is \_\_\_\_\_ and I'm an Enumerator for the current Population and Housing Census. I'm sorry I missed you on \_\_\_\_\_.

I'll be returning on Date \_\_\_\_\_ Time \_\_\_\_\_.

If this is not convenient for you, you may contact me at \_\_\_\_\_, or leave a message for me when I return.

Thank you for your participation!

Name of Enumerator: .....

Signature of Enumerator.....

2<sup>nd</sup> Call: Date..... Time.....

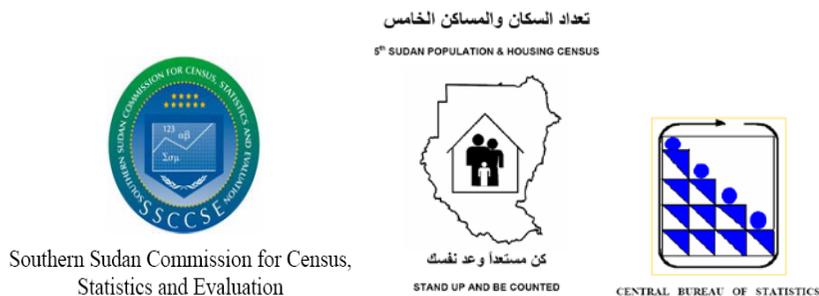
3<sup>rd</sup> Call: Date..... Time.....

4<sup>th</sup> Call: Date..... Time.....

5<sup>th</sup> Call: Date..... Time.....

Annex 2. Interview Verification Card

**REPUBLIC OF THE SUDAN  
NATIONAL POPULATION CENSUS COUNCIL**



**INTERVIEW VERIFICATION CARD**

State	County/Mahaliya	Payam/Administrative Unit	Boma/PAU	EA Number	Enumerator Number

NAME OF RESPONDENT.....DATE OF INTERVIEW...../...../.....

ENUMERATOR'S NAME..... SIGNATURE.....

SUPERVISOR'S NAME..... SIGNATURE.....

**Annex 3. Material Transmittal Control Form**

State		County/Mahaliya		Payam/ Administrative Unit		Boma/PAU			EA Number			Enumerator Number							

Name of Documents Received	Serial No.	Documents Received	Name of Documents Returned	Serial No.	Documents Returned
LFQ Questionnaires			Completed LFQ Questionnaires		
Census Listing Books			Empty/voided LFQ Questionnaires		
EA Map/Enumerator manual			Completed Census Listing Books		
Satchel/Clip board/Notebook			Empty/voided Census Listing Books		
Cap/Apron/ID			EA Map with Notes		
Pencils/Pens/Eraser/Sharpener			Satchel		
Marker pen/Spray paint			Callback cards/Interview cards		
Code lists					
Institution list/Historic calendar					
Callback cards/Interview cards					

**Enumerator:**  
**Date:**

**Enumerator:**  
**Date:**

**Supervisor:**  
**Date:**

**Supervisor:**  
**Date:**

**Annex 4. Census Listing Book**  
**REPUBLIC OF THE SUDAN**  
**NATIONAL POPULATION CENSUS COUNCIL**



**Census Listing Book**

Geographical Information		Code No.	
<b>Name of State</b>			
<b>Name of Mahalia/County</b>			
<b>Name of Administrative Unit/Payam</b>			
<b>Name of Popular Administrative Unit/Boma</b>			
<b>Enumeration Area Number</b>			
<b>Name of Town / Village</b>			
<b>Summary</b>	<b>(1) Number of Households listed</b>		
	<b>(2) Number of Households enumerated</b>		
	<b>Percent enumerated = 100 x <math>\frac{(2)}{(1)}</math></b>		
<b>Title</b>	<b>Name</b>	<b>Date</b>	<b>Signature</b>
<b>1. Census Enumerator</b>			
<b>2. Census Supervisor</b>			



## Annex 5. Long Form Questionnaire

### FIFTH POPULATION AND HOUSING CENSUS

## REPUBLIC OF THE SUDAN

### NATIONAL POPULATION CENSUS COUNCIL

#### LONG QUESTIONNAIRE





State	County/Mahaliya	Payam/Administrative unit	Boma/Popular Administrative unit	Enumeration Area Number	Town/Village/Nomadic Camp	Household Number
[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]

CONTINUATION SHEET	Sheet seq. no.	Population Group/Type of Household	ENUMERATOR NUMBER
<p style="color: red; font-weight: bold;">IF THIS IS A CONTINUATION SHEET FOR THIS HOUSEHOLD/ INSTITUTION MARK HERE AND ENTER THE SHEET SEQUENCE NUMBER IN THE BOX ON THE RIGHT</p>	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Private Household [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Nomads [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Internally Displaced [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Institutional Household [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Homeless [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Refugees [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Cattle Camp [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]
[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	Overnight Travellers [00] [00] [00] [00] [00] [00] [00] [00] [00] [00]	[00] [00] [00] [00] [00] [00] [00] [00] [00] [00]

SUPERVISOR VALIDATION		
Supervisor Name	Supervisor Signature	Date

ENUMERATOR VALIDATION		
Enumerator Name	Enumerator Signature	Date

DETAILS OF PERSONS IN THE HOUSEHOLD - ALL HOUSEHOLD MEMBERS								
Serial No. of Household Member	Q1. Name of usual members of the household and visitors <i>Please give me the names of all persons (including visitors) who were present in this household on the census night, starting with the head of household</i>  <i>Write names in full (triple): name of Person, Father and Grandfather</i>  <i>Children should always be listed after their mothers.</i>	Q2. What is the relationship of (NAME) to the head of household?  Head Spouse Daughter/son Spouse of son/daughter Grandchild Niece/nephew Parent/Parent-in-law Sister/Brother/in-laws Other relative Non relative	Q3. Is (NAME) male or female?  Male Female	Q4. What is (NAME)'s age in completed years?  <i>If less than one year, code "00". If over 95, code "95" Example: NAME is 37</i>	Q5. What is (NAME)'s nationality?  <i>Use the Nationality codes on the separate sheet</i>	Q6. To what regional group does (NAME) belong?  Northern Sudanese Southern Sudanese Non Sudanese No Response	Q7. What is (NAME)'s region of origin?  Northern Eastern Khartoum Central Kordofan Darfur Upper Nile Bahr El Ghazal Equatoria N. Sudan No Response	Q8. In what state was (NAME) born?  <i>If not born in Sudan, code "99"</i> <i>Use the State Codes on the separate sheet</i>
1		1 2 3 4 5 6 7 8 9 10	1 2	37		1 2 3 4	1 2 3 4 5 6 7 8 9 10	
2		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
3		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
4		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
5		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
6		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
7		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	
8		1 2 3 4 5 6 7 8 9 10	1 2			1 2 3 4	1 2 3 4 5 6 7 8 9 10	



Serial No. of Household Member	PERSONS 12 YEARS & OVER - Marital Status				WOMEN AGED 12 TO 54 YEARS (if in North Sudan only complete this section for women who are or have ever been married)																		
	Q24. What is (NAME's) marital status?		Q25. For all ever-married persons: What was (NAME's) age at first marriage?		Number of Children Ever Born Alive (if no children, write "00")																		
	Never married	Married	Widowed	Divorced	Q26. What is the total number of children (NAME) has ever borne alive? (even if the child was only alive for a short time and died soon after birth)				Q27. How many of those children are living with (NAME) in this household?				Q28. How many of those children are living elsewhere (not in this household)?										
Code age in completed years				MALE			FEMALE			MALE			FEMALE			MALE							
1	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
2	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
3	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
4	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
5	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
6	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
7	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
8	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]				
WOMEN AGED 12 TO 54 YEARS (if in North Sudan only complete this section for women who are or have ever been married)																							
Number of Children Ever Born Alive (if no children, write "00")												Births During the Last 12 Months											
Q28. How many of those children are living elsewhere (not in this household)?												Q29. How many of those children are no longer alive?			Q30. Did (NAME) give birth during the last 12 months? (If no births in last 12 months go to Q33)		Q31. How many children has (NAME) given birth to in the last 12 months?				Q32. How many of these children born in the last 12 months are still alive?		
FEMALE						MALE			FEMALE			Yes	No	MALE		FEMALE		MALE		FEMALE			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]			

HOUSING CHARACTERISTICS		FOR HOUSEHOLDS ENGAGED IN CULTIVATION/PLANTATION, ANIMAL HUSBANDRY, FISHERY	
<b>Q33. What type of dwelling does this household live in?</b> Tent 1 Dwelling of straw mats 2 Tukul/gotiya - mud 3 Tukul/gotiya - sticks 4 Flat or apartment 5 Villa 6 House of one floor - mud 7 House of one floor - brick/concrete 8 House constructed of wood 9 Multi-storey house 10 Incomplete 11	<b>Q37. What is the main source of lighting for this household?</b> No lighting 1 Public electricity 2 Private electricity (generator) 3 Gas 4 Paraffin lantern 5 Paraffin lamp 6 Firewood 7 Grass 8 Candle wax 9 Solar power 10 Biogas 11	<b>Q39. What is the main type of toilet facility used by this household?</b> Pit latrine private 1 Shared pit latrine 2 Private flush toilet 3 Shared flush toilet 4 Bucket toilet 5 No toilet facility 6	<b>Q43. Does this household perform any cultivation/ plantation activities?</b> Yes 1 No Skip to Q47 2
<b>Q34. How many rooms does this household use for sleeping indoors?</b> <input type="text"/>	<b>Q38. What is the main source of energy used for cooking in this household?</b> Firewood 1 Charcoal 2 Gas 3 Electricity 4 Paraffin 5 Cow dung 6 Grass 7 Biogas 8 No cooking 9	<b>Q40. Does any member of this household own any of the following? (Mark all that apply)</b> Motor vehicle 1 Motor cycle/Motor rickshaw 2 Bicycle 3 Canoe/boat 4 Any type of animal used for transport 5 Tractor 6 None 7	<b>Q44. How large is the area being cultivated by this household? Code area in FEDDANS If more than 999 mark '999'</b> Area <input type="text"/>
<b>Q35. What is the tenure status of this dwelling?</b> Owned 1 Rented 2 Housing provided as part of work 3 Free 4	<b>Q41. Does any member of this household own any of the following? (Mark all that apply)</b> Television 1 Radio/transistor 2 Mobile phone 3 Fixed phone (land-line) 4 Computer 5 Refrigerator 6 Satellite dish 7 Fan 8 Air cooler/Air conditioner 9 None 10	<b>Q45. What type of crops did this household cultivate during the previous year? (Mark all that apply)</b> Cereals 1 Vegetables 2 Fruits and Nuts 3 Oil Seed 4 Root and Tuber 5 Beverage/Spice 6 Leguminous 7 Sugar 8 Cotton 9 Coffee 10 Tea 11 Other 12	<b>Q46. What is the tenure status of land under cultivation/plantation?</b> Owned 1 Rented 2 Partially owned 3 Communal 4
<b>Q36. What is the main source of drinking water for this household?</b> Water filtering stations with common network/Stand pipe (koshk) 1 Mechanical boreholes with common network stand pipe (koshk) 2 Deep boreholes (donkey) with network 3 Deep boreholes (donkey) without network 4 Hand pumps 5 Sand filters with common network stand pipe (koshk) 6 Shallow wells (dug wells) 7 Hafeer/Dam without filter (still open water) 8 Hafeer/Dam with filter (still open water) 9 Turda/fula/river (still open water) 10 Running open water source (river, pond, tura'a) 11 Water vendor (tanker-cart-bearer) from deep boreholes 12 Water vendor - from shallow wells pond/river/spring 13	<b>Q42. What is the household's MAIN source of livelihood?</b> Subsistence crop farming 1 Subsistence animal husbandry 2 Wages and salaries 3 Owned business enterprise 4 Property income 5 Remittances 6 Pension 7 Humanitarian aid 8	<b>Q47. Does this household perform any fishery activities?</b> Yes 1 No 2	<b>Q48. Does this household own any of the following animals? (Code the number for all that apply, if more than 999 code 999)</b> Cattle <input type="text"/> Camels <input type="text"/> Sheep <input type="text"/> Goats <input type="text"/> Horses <input type="text"/> Donkeys <input type="text"/> Pigs <input type="text"/> Poultry <input type="text"/>
<b>DEATHS IN THE HOUSEHOLD DURING THE LAST 12 MONTHS</b>			
<b>Q49. Were there any deaths among members of this household in the past 12 months? Yes 1 (List names) No 2 (End interview)</b>			
<b>Q50. Name(s) of the deceased</b>	<b>Q51. Was the deceased Male or Female?</b>	<b>Q52. Age at death If age is unknown, estimate age using local historic calendar. Record age in completed years.</b>	<b>Q53. Was the death related to either accident or act of violence?</b>
<b>Q54. Did the death occur during pregnancy, delivery or the first 2 months after delivery?</b>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2
<input type="text"/>	Male 1 Female 2	<input type="text"/>	Yes 1 No 2

## Annex 6. State and County Codes

Code	State	Code	Locality	المحلية	Code
11	Northern الشمالية	01	Halfa	حلفا	01
		02	Dalga	دلقو	02
		03	Alborgag	البرقيق	03
		04	Dongola	دنقلا	04
		05	Algolid	القولد	05
		06	Aldaba	الدبة	06
		07	Marwai	مروي	07
12	Nahr El Nil نهر النيل	01	Abu Hamed	أبو حمد	01
		02	Berber	بربر	02
		03	Atbara	عطبرة	03
		04	El Damar	الدامر	04
		05	Shendi	شندي	05
		06	El Matama	المتمة	06
21	Red Sea البحر الاحمر	01	Halayib	حلايب	01
		02	Elgunab	القتب	02
		03	Port Sudan	بورتسودان	03
		04	Sawakin	سواكن	04
		05	Senkat	سنكات	05
		06	Haya	هيا	06
		07	Toker	طوكر	07
		08	Agieg	عقيق	08
22	Kassala كسلا	01	North Aldalta	شمال الدلتا	01
		02	Hamashkoreeb	همشكوريب	02
		03	Talkook	تلكوك	03
		04	South Aldalta	جنوب الدلتا	04
		05	West Kassala	غرب كسلا	05
		06	Kassala City	مدينة كسلا	06
		07	Kassala Rural	ريفي كسلا	07
		08	Nahr Atbra	نهر عطبرة	08
		09	Sitiet	سنتيت	09
		10	Wad El Hilayeu	ود الحليو	10
23	Al Gedarif القضارف	01	El Botana	البطانة	01
		02	El Fashaga	الفشقة	02
		03	El Gadaref	القضارف	03
		04	El fau	الفاو	04
		05	El Rahad	الرهذ	05
		06	Elgalabat algarbia	الغربية(كساب)	06
		07	El Gheriesha	القريشه	07
		08	Elgalabat Alshargiya	الغلابات الشرقية	08
		09	Basunda	باسنذة	09

Code	State	Code	Locality	المحلية	Code
31	Khartoum الخرطوم	01	Karrari	كرري	01
		02	Oum Bada	أم بده	02
		03	Um Durman	أدرمان	03
		04	Bahri	بحري	04
		05	Sharg Alneel	شرق النيل	05
		06	Khartoum	الخرطوم	06
		07	Jabel Awliya	جبل أولياء	07
41	Al Gezira الجزيرة	01	EL Gezira East	شرق الجزيرة	01
		02	El Kamlin	الكاملين	02
		03	El Hasaheisa	الحصاحيصا	03
		04	Um Algora	أم القرى	04
		05	Wad Madni Alkobra	ود مدني الكبرى	05
		06	South Aljazeera	جنوب الجزيرة	06
		07	El Managil	المنافل	07
42	White Nile النيل الابيض	01	El Geteina	القطينة	01
		02	Um Ramta	أم رمته	02
		03	Eldiwem	الدويم	03
		04	Rabak	ربك	04
		05	El Jebelein	الجبليين	05
		06	Kosti	كوستي	06
		07	Al Salam	السلام	07
		08	Tandalti	تندلتي	08
43	Sinnar سنار	01	East Sinar	شرق سنار	01
		02	Sinar	سنار	02
		03	Eldindir	الدندر	03
		04	Alsoky	السوكي	04
		05	Sinja	سنجة	05
		06	Eldali	الدالي	06
44	Blue Nile النيل الازرق	01	Elrosieris	الرصيرص	01
		02	Eldamazin	الدمازين	02
		03	Bau	باو	03
		04	Giesan	قيسان	04
		05	Elkurmuk	الكرمك	05
51	Northern Kordofan شمال كردفان	01	Gabrat Elshiekh	جبرة الشيخ	01
		02	Sodari	سودري	02
		03	Bara	بارا	03
		04	Um Rwaba	أم رواية	04
		05	El Nohood	النهود	05
		06	Shekan	شيكان	06
		07	Abu Zabad	أبو زبد	07
		08	Wad Banda	ود بانده	08
		09	Gebash	غبيش	09

Code	State	Code	Locality	المحلية	Code
52	Southern Kordofan جنوب كردفان	01	Alrashad	الرشاد	01
		02	Abu Jibieha	أبو جبيهة	02
		03	El Dalanj	الدنج	03
		04	Kadogli	كادقلي	04
		05	EL Salam	السلام	05
		06	Talody	تلودي	06
		07	Lagawa	لقاوة	07
		08	Kaclak	كياك	08
		09	Ab Yei	أبيي	09
61	Northern Darfur شمال دارفور	01	El Malha	المالحة	01
		02	Mellit	مليط	02
		03	Altena	الطينة	03
		04	Sarf Omra	سرف عمره	04
		05	Alseraf	السريف	05
		06	Kebkabiya	كبكابية	06
		07	Kutum	كتم	07
		08	Alkoma	الكومة	08
		09	El Fasher	الفاشر	09
		10	Um Kedada	أم كداده	10
		11	Kalmando	كلمندو	11
		12	Altewash /Alleet	الطويشة/اللعبت	12
		13	Dar Alsalam	دار السلام	13
		14	Alwaha	الواحة	14
62	Western Darfur غرب دارفور	01	Kulbus	كلبس	01
		02	Sirba	سربا	02
		03	Kirienik	كرينك	03
		04	El Geneina	الجنينة	04
		05	Bayda	بيضا	05
		06	Habiela	هبيلا	06
		07	Azoom	أزوم	07
		08	Zalingei	زالنجي	08
		09	Nertiti	نيرتتي	09
		10	Rokro	روكرو	10
		11	Wadi Salih	وادي صالح	11
		12	Mukjar	مكجر	12
		13	Um Radd	أم رض	13

Code	State	Code	Locality	المحلية	Code
63	Southern Darfur جنوب دارفور	01	Sheiria	شعيرية	01
		02	Niyala	نيالا	02
		03	East Jabal Mara	شرق جبل مرة	03
		04	Kass	كاس	04
		05	Ed al Fursan	عد الفرسان	05
		06	Alsalam	السلام	06
		07	Ed Da'ein	الضعين	07
		08	Adiela	عديله	08
		09	Tullus	تلس	09
		10	Rihied El Birdi	رهيد البردي	10
		11	Buram	برام	11
		12	Bahr Alarab	بحر العرب	12
71	Upper Nile اعالى النيل	01	Renk	الرنك	01
		02	Manyo	مانيو	02
		03	Fashoda	فاشودة	03
		04	Melut	مالوط	04
		05	Maban	مابان	05
		06	Maiwut	مايهوت	06
		07	Luakpiny/Nasir	ناسر \ لوكفنى	07
		08	Longochuk	لونقشوك	08
		09	Ulang	اولانق	09
		10	Baliet	باليت	10
		11	Malakal	ملكال	11
		12	Panyikang	فانيكانقو	12
72	Jonglei جونقلي	01	Old Fangak	فانجك القديمة	01
		02	Khorflus	كورفلوس	02
		03	Ayod	ايوت	03
		04	Duk	دووق	04
		05	Wuror	اورور	05
		06	Nyrol	نيروول	06
		07	Akobo	اكوبا	07
		08	Pochalla	فاشولا	08
		09	Pibor	بيبور	09
		10	Twic East	تويج شرق	10
		11	Bor South	بور جنوب	11
73	Unity الوحدة	01	Pariang	فاريانق	01
		02	Abiemnhom	ابيمنام	02
		03	Mayom	مايوم	03
		04	Rubkona	ربكونا	04
		05	Guit	قويت	05
		06	Koch	كوش	06
		07	Leer	ليير	07
		08	Mayendit	ماينديت	08
		09	Payinjar	فاريانق	09
81	Warrap واراب	00	Abyei	ابى	00
		01	Twic	تويج	01
		02	Gogrial West	قوغيريال غرب	02
		03	Gogrial East	قوغيريال شرق	03
		04	Tonj North	تونج شمال	04
		05	Tonj East	تونج شرق	05
06	Tonj South	تونج جنوب	06		

Code	State	Code	Locality	المحلية	Code
82	Northern Bahr el Ghazal شمال بحر الغزال	01	Aweil North	اويل شمال	01
		02	Aweil East	اويل شرق	02
		03	Aweil South	اويل جنوب	03
		04	Aweil West	اويل غرب	04
		05	Aweil Centre	اويل وسط	05
83	Western Bahr el Ghazal غرب بحر الغزال	01	Raga	راجا	01
		02	Jur River	نهر الجور	02
		03	Wau	واو	03
84	Lakes البحيرات	01	Cueibet	شويبيت	01
		02	Rumbek North	رمبيك شمال	02
		03	Rumbek Centre	رمبيك وسط	03
		04	Wulu	اولو	04
		05	Rumbek East	رمبيك شرق	05
		06	Yirol West	يرون غرب	06
		07	Yirol East	يرون شرق	07
		08	Awerial	اويريال	08
91	Western Equatoria غرب الاستوائية	01	Tambura	تمبرا	01
		02	Nagero	ناجيرو	02
		03	Nzara	انزارا	03
		04	Ezo	أذو	04
		05	Yambio	يامبيو	05
		06	Ibba	ايبا	06
		07	Maridi	ماريدي	07
		08	Mvolo	مافولو	08
		09	Mundri West	مندري غرب	09
		10	Mundri East	مندري شرق	10
92	Central Equatoria استوائية الوسطى	01	Terekeka	تركيكا	01
		02	Juba	جوبا	02
		03	Lainya	لاينا	03
		04	Yei	يبي	04
		05	Morobo	مروبو	05
		06	Kajo Keji	كاجوكاجي	06
93	Eastern Equatoria شرق الاستوائية	01	Torit	توريت	01
		02	Lopa/Lafon	لوفالافون	02
		03	Kapoeta North	كابويتا شمال	03
		04	Kapoeta East	كابويتا شرق	04
		05	Kapoeta South	كابويتا جنوب	05
		06	Budi	بوودي	06
		07	Ikotos	اكاتوس	07
		08	Magwi	ماقوي	08





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**SOUTHERN SUDAN  
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