



2020 CENSUS PREPARATION: MAPPING AND LISTING

Appointment of Map Data Collector

June 22, 2020



TO: _____

**Subject: MAPPING AND LISTING EXERCISE - APPOINTMENT MAP DATA
 COLLECTOR**

1. In exercise of the powers conferred upon me under Sub-Section (1) of Section 22 of the Statistics Act Number 13 of 2018, I hereby appoint you as **Map Data Collector** in

..... Choma - southernDistrict.

2. By virtue of this appointment, you are deemed to be a **Public Civil Servant Census Official** within the meaning of the Zambian Penal Code. You may note that, contravening the provisions of the Statistics Act No. 13 of 2018 is an offence which is punishable by a prescribed fine or imprisonment, or both.

3. The duties and responsibilities of the Map Data Collector and relevant provisions of the Statistics Act, 2018 are hereby attached for your information and compliance.



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**Provincial Census Officer
 ZAMBIA STATISTICS AGENCY
 RESPONSIBILITIES AND DUTIES OF A MAP DATA COLLECTOR**

1. Introduction

It is a great privilege to be chosen as a Map Data Collector (MDC) for the Mapping and Listing, your appointment as MDC has been made by the Provincial Census

Officer under Section 22(1) of the Statistics Act No.13 of 2018

The 2020 Census of Population and Housing will be conducted in two phases, namely

- i. Mapping and Listing Exercise
- ii. Population and Housing Enumeration

Mapping and Listing Operations are prerequisite to the Population and Housing Census. Before conducting the Population Enumeration, it is essential to locate and identify all places that are used for residential or any other purposes as well as places which are likely to be occupied or used by people though found vacant at the time of Mapping and Listing. The objective of the Mapping and Listing Exercise is to number and list out all the structures, census housing units and households so as to serve as an inventory for organizing the Population and Housing Enumeration during August 2020.

2. RESPONSIBILITIES

- i. The Data Collector is expected to attend each day of the training and fieldwork.
- ii. The Data Collector's main responsibility is to use a Tablet to collect information that is as accurate as possible from Households, Building Structures and points of interests.
- iii. The Data Collector is expected to check all completed questionnaires to ensure that all questions were asked and responses correctly recorded.

3. General Responsibilities and Duties

3.1 Duties before Field-Work:

1. Effectively conduct the MDC training on all scheduled days.
2. Ensure that each field-MDC has got the necessary materials. The list of materials will be provided.
3. Take a roll-call of MDCs on each day of training at random times at least twice daily using the application on your Tablet and sync the captured data to the Central server.
4. Conduct assessment exercises using the App on your Tablet.
5. Pay courtesy calls to District administration.
6. Work with the District Commissioner to ensure that MDCs take an oath of secrecy before commencement of fieldwork.

4. Duties during Field-Work

1. Always wear your Zambia Statistics Agency Identity card while on duty.
2. Always have the Instruction Manuals on hand for reference whenever required.

3. Please start the Mapping and Listing by the due date and send a report to the DMC.
4. Consult the DMC in identifying boundaries in cases where there are uncertainties.
5. Meet your DMC at a convenient location, discuss common difficulties/mistakes and resolve them.
6. Do not hesitate to approach your DMC when faced with a challenge which you are unable to handle yourself.
7. Complete day-to-day work and do not pile up work and then hurriedly rush through its completion in the last few days. This may adversely affect the coverage and quality of the data.
8. Make sure that you capture each and every structure, housing unit and household.
9. Check that you have covered also structures located in isolated places, within the EA. Make sure that Census Building Numbers are written on the stickers and are affixed on all buildings, on the door, front wall, main gate, etc.
10. Make all efforts to cover the locked buildings by re-visiting these places either in the morning or late in the evening or on a Sunday/holiday. You should either inform the neighbours or leave a note about the visit and remember to indicate your contact mobile phone number on it. Visit households of working couples, etc. during early morning or late evening, when the respondents will be available.
11. Non-residential structures such as offices, shops, hotels, restaurants, factories, places of worship, including garages are each thoroughly checked to establish whether it is used also as residence or not. The structure/building should be properly recorded, mixed residence and Shop. If required, contact concerned authorities to ensure that the population therein has been covered.
12. Do not allow anyone not connected with the Mapping and Listing work to accompany you. The filled in questionnaires are confidential as per the Census Act, Number 13 of 2018. Therefore, ensure total confidentiality of filled in questionnaires.

5. Duties after Completion of Field-Work:

1. Validate completion of EAs that were assigned.
2. With the help of your DMC complete the Completion certificate, submit the copy of the completion certificate to the MDC who in turn will submit to the Provincial Census Officer (Regional Statistician).
3. Hand in the tablet, charger, power bank and any other non-personal materials, including mattresses that you had been issued to the MDCs.
4. Collect a signed completion certificate from the Provincial Census Officer through your MDC before demobilization.

6. DURATION OF AGREEMENT

The Agreement shall commence from^{26/06/} **2020** and end within 60 days in which you are expected to satisfactorily complete at least 8 (eight)

Enumeration Areas – EAs that will be assigned to you. All the 8 Enumeration Areas should be completed within a period not exceeding 60 days.

7. RENUMERATIONS

- MDC Team leaders will be paid a rate of K 850 upon successful completion of an Enumeration Area (EA) and will be expected to complete at least 8 EAs.
- MDCs will be paid a rate of K 800 upon successful completion of an Enumeration Area (EA) and will be expected to complete at least 8 EAs.
- An advance of K3, 200 will be paid upon signing of this contract. This advance is equivalent to 4 EAs. Should the contract be terminated or you as an MDC abandon the exercise before completing 4 EAs, the full amount or an amount equivalent to the EAs not completed must be refunded.

The final payment will be effected upon fulfilling the following conditions:

- 100% coverage of all the structures and certification of the assigned Enumeration Areas by Geographic Information System (GIS) Officers.
- The quality of data collected to be certified correctly.
- The data collection instruments (tablet, GPS Enhancer and Power Bank and other Government properties) must be returned to stores and should be in good condition. Failure to return the instruments in good condition or losing them will result in the value of the damaged instruments being recovered from your final pay or being reported to the police for the loss or both.

8. UNPUBLISHED INFORMATION

Only Zambia Statistics Agency has the sole mandate to release or publish any findings or reports resulting from this work under this Agreement.

The Data Collector shall neither communicate to any person nor other parties nor entity any unpublished information made known to him/her in the course of performing his/her tasks nor use it for any purpose other than for the 2020 Census of Population and Housing- Map Data Collection Exercise under the terms of this Agreement except upon authorization by Zambia Statistics Agency. Use of the data for any other work is not permitted until after official dissemination.

9. TERMINATION

The employer Zambia Statistics Agency (Zamstats) can terminate this contract by giving you a 24 hour notice whilst yourself you have to give the employer (Zamstats) two (2) weeks notice.

10. LEGISLATION

This contract is being done in accordance with the Statistics Act, 13 of 2018 of the Laws of Zambia; whereas the Interim Statistician General may appoint any authorized officer for the purpose of collecting data.

11. IN WITNESS THEREOF, the parties hereto have executed this agreement:



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Provincial Census Officer

Province: _____ southern

I confirm that I accept the appointment including my personal accountability for collecting data for the Mapping and Listing exercise as detailed above.

Name of Map Data Collector (MDC): _____

Signature of MDC: _____

National registration Number (NRC #): _____

Date: _____

Bank: _____ Branch: _____ Branch Code: _____

Account Number: _____



OATH OF SECRECY

I,..... being a person employed in carrying out the provision of Statistics Number 13 of 2018, do swear that I will not, without lawful authority, publish or communicate any information acquired by me in the course of my employment to any unauthorized person.

SO HELP ME GOD

.....
(Signature)

sworn at on theday of southern
26

..... 20..... before me.⁰⁶ 20

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Magistrate/ Commissioner for Oaths.