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Plan for Cambodia Inter-Censal Population Survey 2013

Prepared by
National Institute of Statistics
Ministry of Planning

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Table of Contents

	Page
Foreword	iii
Preface	v
List of Abbreviations and Acronyms	vi
Executive Summary	vii
Plan for Cambodia Inter-Censal Population Survey, 2013 (CIPS 2013)	
1. Introduction	1
2. Population Database of Cambodia	1
3. Utilization of Demographic Data in Development Plans of Cambodia	4
4. Statistical System in Cambodia	5
5. Need to Continue National Capacity Building	6
6. Justification for CIPS in 2013	7
7. Objectives	8
7.1 Immediate Objectives	8
7.2 Long-term Objectives	9
8. Establishment of the CIPS Organization	9
8.1 General	9
8.1.2 The Central Office	9
8.1.3 Field Offices	10
9. Equipment and Vehicles for CIPS 2013	10
10. Survey Strategy	11
10.1 Sample Size	11
10.2 Survey Implementation	11
10.3 Planning Phase (April 2011 to December 2012)	12
10.3.1 Use of Enumeration Area Maps for CIPS 2013	13
10.4 Survey Phase (January to March 2013)	14
10.4.1 Survey Hierarchy	14
10.4.2 Recruitment of Enumerators and Supervisors	14
10.4.3 Training of Field Staff	14
10.4.4 Distribution of Training and Survey Materials, Questionnaires and Forms	15
10.4.5 Survey Proper	15
10.4.6 Collection of Filled-in Household Questionnaire	16
10.5 Post-Survey Phase (April to December 2013)	16
10.5.1 Management of Records	16
10.5.2 Data Processing	16
10.5.3 Analysis and Dissemination	17
11. Survey Activities	17
12. Monitoring, Evaluation and Quality Assurance	17
13. Related Activities	18
14. Institutional Framework	18
15. Advance Preparations and Obligations	19
16. Government Follow-up Action	19
17. Constraints	19
18. Future Assistance	20
19. Risks	20


FOREWORD

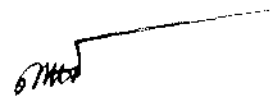
Recognizing the importance of a sound statistical database in monitoring and evaluation of the programmes of development of the country, the Royal Government of Cambodia has been endeavouring to create and strengthen such a database over the last two decades. The results of the major data collection activities like the General Population Censuses in 1998 and 2008, regular rounds of Socio-Economic Surveys and Demographic and Health Surveys in 2000, 2005 and 2010 have been widely utilized in development planning programmes.

Encouraged by the wide utilization of the valuable population data base, the RGC is committed to develop it through an inter-censal population survey in 2013. This is in accordance with the RGC's sub-decree of 19 July 2010 on designated official statistics where it has been laid down that such a survey has to be held every ten years.

There has also been a growing demand from non-governmental agencies, development partners, planners and researchers as well for reliable and updated demographic and social data in order to review their plans and programs for the welfare of Cambodia.

The present report contains a plan for conducting the Cambodia Inter-Censal Population Survey 2013 (CIPS 2013). The proposal made is comprehensive enough and it takes into account all the important aspects concerning the sample survey covering about 29,000 households spread over the country. Due to financial constraints, RGC has to rely heavily on the goodwill and support of international donors to carry out field work, process the data, analyze and disseminate the results. Technical assistance is also required in the process of developing national capacity further.

On behalf of the Ministry of Planning, I wish to thank the UNFPA for providing technical and financial assistance to the NIS in the preparation of the present survey plan. It is hoped that the CIPS 2013 will be implemented as planned marking yet another mile stone in our efforts to strengthen the population database. 


Chhay Than
Senior Minister
Minister of Planning

Ministry of Planning
Phnom Penh, June 2011

PREFACE

Thanks to the two population censuses and several other surveys conducted over the years, Cambodia has today a veritable store house of valuable population data which caters to the needs of data users both in the Ministries and Departments of the RGC, and in the non-government sector. The Rectangular Strategy (RS) for Growth, Employment, Equity and Efficiency, launched in July 2004 guides the implementation of the economic policy agenda of the RGC. The CMDGs and the RS are the basis for Cambodia's National Strategic Development Plan, which has been extended to 2013 to cover the current mandate. The need for updated population data for monitoring and evaluation of these reforms and development programmes need hardly be stressed.

Due to the wide gap of ten years between the 2008 and 2018 General Population Censuses it is proposed to conduct an inter-censal population survey of Cambodia in 2013. It is also mandatory under the RGC's sub-decree of July 2010 on designated official statistics. Such a survey conducted in 2004 provided valuable inter-censal information that helped even to revise the population projections.

This report provides a plan for conducting CIPS 2013 in March 2013 completing data processing by July 2013 and disseminating the results in the last quarter of that year. The survey will be conducted on a sample basis in about 28,680 selected households spread over 956 Primary Sampling Units (PSUs). Thirty occupied households will be selected from one selected EA in each PSU/ village. The sampling has been designed in such a way as to permit estimation of results at the level of all provinces including provinces with smaller size of population.

We sincerely thank the UNFPA Cambodia for providing advice, encouragement and financial support in connection with the preparation of the survey plan. We are grateful to JICA for their interest and willingness to provide support to CIPS 2013.

We thank the international agencies, development partners and a cross section of data users in the line Ministries and other organizations for their cooperation in the process of developing and strengthening the population database in Cambodia.



Phnom Penh, Cambodia
June 2011

San Sy Than
Director General
National Institute of Statistics

List of Abbreviations and Acronyms

ADB	Asian Development Bank
CAMINFO	Cambodia Information
CD-ROM	Computer Disc Read Only Memory
CENTS	Census Tabulation System
CSPro	Census and Survey Processing System
CONCOR	Consistency and Correction
CMDG	Cambodia Millennium Development Goals
CDHS	Cambodia Demographic and Health Survey
CIPS	Cambodia Inter-Censal Population Survey
CSES	Cambodia Socio-Economic Survey
DFID	Department for International Development
DG	Director General
DP	Data Processing
DSCSD	Demographic Statistics, Census and Survey Department
EA	Enumeration Area
GIS	Geographic Information System
HSSP2	Second Health Sector Support Program
IMF	The International Monetary Fund
IMPS	Integrated Microcomputer Processing System
JICA	Japan International Cooperation Agency
MDG	Millennium Development Goals
MOP	Ministry of Planning
NGO	Non-Governmental Organization
NSDP	National Strategic Development Plan
NPRS	National Poverty Reduction Strategy
NIS	National Institute of Statistics
PES	Post Enumeration Survey
PSU	Primary Sampling Unit
RGC	Royal Government of Cambodia
RS	The Rectangular Strategy
REDATAM	Retrieval of data for small areas by microcomputer
Sida	Swedish International Development Authority
SMP	Statistical Master Plan
TC	Technical Committee
TFR	Total Fertility Rate
UNFPA	United Nations Fund for Population Activities
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
UNESCO	United Nations Education, Scientific and Cultural Organization
USAID	United States Agency for International Development
Win R+	REDATAM Plus for Windows

Executive Summary

1. Introduction

The present document provides a plan for conducting a population survey in Cambodia, five years after holding the General Population Census in 2008. The next population census is due in March 2018. The Cambodia Inter-Censal Population Survey 2013 (CIPS 2013) is proposed to be conducted in March 2013 with March 3 as reference date. The results of the survey are expected to be available in the third quarter of 2013. The two censuses in 1998 and 2008 and the several population surveys in the past have given rise to an updated population database of Cambodia which has contributed in no small measure to monitoring, analyzing and prioritizing population issues.

The current demographic scene of Cambodia as revealed by the population database is informative and instructive at once. The annual growth rate of population during the decade was 1.54 percent. According to analysis made with reference to data from past censuses and surveys, TFR of Cambodia has fallen from a high level of 5.67 in 1990 to 3.01 in 2007. IMR has declined from an estimated level of 95 per 1,000 live births in 1995 to 60 per 1,000 live births in 2007. The 2008 Census results have shown that the maternal mortality ratio is 461 per 100,000 live births. The continued decline in the growth rate in the most recent years indicates that the country is gradually moving towards the end of the third stage of demographic transition. There is a rising trend in life expectancy. The male expectation of life has risen from 57.1 years in 2004 to 60.5 in 2008 and the corresponding increase for females is from 63.4 to 64.3. The dependency ratio has declined from 86.15 in 1998 to 61.19 in 2008.

The population projections of Cambodia were recently revised taking into account the results of the 2008 Census. According to these projections population of Cambodia will continue to experience a substantial growth during the decade 2008-2018 despite considerable decline in fertility level due to what is called "population momentum". Due to high level of fertility in the past, there are large cohorts of women in the reproductive age who are producing large number of children though as a cohort they have reduced their fertility. The annual population growth rate is expected to decrease from 1.54 per cent in 2008 to only 1.40 per cent in 2018 and 1.25 per cent in 2022. The country's population is projected as 16.1 million in 2018 and 16.9 million in 2022.

Far reaching changes in the population's age composition are also expected in the next decade according to future population trends. The median age which was 22.0 years in 2008 is expected to increase to 26.7 years in 2020 and 30.8 in 2030. By the year 2050 it may rise to 36.1 years. In other words the Cambodian population which is described as "young" now will move towards the category of "Ageing population" in some more years. The overall increase in the working age population as envisaged in the projections has serious implications on the youth and the unemployment situation. In order to gain from the phenomenal increase in working age population which Cambodia may experience in course of time, appropriate investments in health, education and employment opportunities for a new and enabled labor force are called for.

2. Justification for CIPS 2013

The RGC is committed to further building and strengthening the population database through an inter-censal population survey in 2013. In the RGC's Sub-Decree of 19 July 2010 on designated official statistics, it has been laid down that statistics from an inter-censal population survey has to be disseminated by NIS every ten years.

The CIPS 2013 would help update population and other development indicators obtained from the earlier censuses and surveys. The fresh data provided by the survey could be utilized in connection with measuring the current progress of NSDP 2006-2010 (as extended to 2013) and assessing the achievements of CMDGs, through CAMINFO, the national system for monitoring development indicators. From the demographic point of view the survey results would throw light on the trends and patterns of fertility and mortality that could be used in assessing the implementation of the National Population policy and revising the population projections.

Cambodia has been undergoing significant changes in its population structure and composition, number and quality of labor force, literacy and educational levels, number and type of buildings and housing units and the general socio-economic and living conditions of the people. Periodic data collection is therefore a necessity to closely monitor these changes

The meta-data to be obtained from the proposed survey are crucially needed by the RGC in the process of integrating demographic factors into the overall development planning process. The line Ministries have expressed the need for data for sector-wise planning as well. The conducting of a statistical exercise like the CIPS 2013 would further help in improving capabilities of professionals at the NIS.

Poverty is a major challenge in Cambodia with about a fourth of its population living below the poverty line. Poverty is particularly rural. The RGC has attached great importance to reforms in all sectors with the objective to reduce poverty of the people. The Rectangular Strategy (RS) forms the basis for the development policies. A wide range of population and socio-economic statistics is very much needed for monitoring development programmes, making assessments, and guiding further policy formulation in respect of these reforms as well as CMDG.

3. Organization of the Survey

According to the Statistical Law the National Institute of Statistics (NIS) in the Ministry of Planning (MOP) is designated as the official national statistical institution of the RGC which has among others the important function to collect, process, compile, analyze, publish and disseminate official statistics and other information in relation to statistical matters.

A Technical Committee (TC) chaired by HE Chhay Than, Senior Minister, Minister of Planning is at the apex of the organization for conducting the CIPS 2013. The TC will monitor the CIPS 2013 at every stage and provide overall guidance to NIS in policy and technical matters.

The Survey is planned to be executed by the Demographic Statistics, Census and Survey Department (DSCSD) of the NIS. Apart from producing census tables, analytical reports and CD-ROMs containing the data of the last two population censuses and CIPS 2004, this Department has been promoting the availability, accessibility and utilization of population data in Cambodia.

The DSCSD works under the overall charge of the Director General, NIS (DG) who is assisted by 2 Deputy Director Generals, 1 Director, 1 Ministry's Advisor, 8 Deputy Directors, 5 Bureau Chiefs and 20 Vice-Bureau Chiefs. There is therefore a core staff of about 30 persons in this department. For the implementation of CIPS 2013 the following divisions have been established with the available core staff, supplemented by qualified staff from other departments of NIS: Management, Administration, Planning and Monitoring, Mapping, Data Processing and Research, and Analysis.

The provincial planning office with the planning director at the head will function as the field office for CIPS 2013 in every province. The planning director will function as Provincial Coordinator for the survey (PC). He/she will be assisted by a Deputy Provincial Coordinator.

The PC will be the nodal officer in charge of the survey operations in the selected villages/EAs of the province. The district, commune and village staff will be drafted for the survey work under his/her supervision. The province Governor may periodically monitor the progress of the survey. Technical assistance will be provided through NIS staff called NIS Coordinators allotted at an average rate of four per province. These NIS Coordinators will include staff from the DSCSD as well as from other departments of NIS and MOP who will be trained at NIS on the survey procedures.

The donors for the 2008 Census had provided vehicles, PCs, printers, photocopy machines, cartographic equipment and other expendable and non-expendable equipment in connection with the census. Several items of equipment have been provided to NIS by other projects as well. A review made shows that no large scale procurement of equipment is needed for CIPS 2013 as most of the available equipment can be utilized. Project and Province Directorate vehicles supplemented by a few vehicles requisitioned from other projects on a temporary basis and a few hired vehicles are sufficient for transportation of records and field supervision. Provision has to be made in the budget for fuel for official vehicles and hire charges for rented vehicles.

The CIPS 2013 will be conducted on a sample basis in about 28,680 selected households spread over 956 Primary sampling Units (PSUs). Thirty occupied households will be selected from one selected EA in each PSU/village. The sampling will be done by the Research and Analysis Division of NIS. The exact sample size might marginally vary from these numbers based on the sampling methodology adopted. The PSU and EA within PSU will be selected at the NIS. The sample households (excluding institutional and homeless households) in the EA will be selected by the enumerator. The field staff would be thoroughly trained on sample selection.

The reference time for the Survey will be the 00-00hours of March 3, 2013. The survey enumeration or interview will be conducted for one week. It is proposed to continue the canvasser method of data collection in the CIPS 2013 as was done in the censuses. The *de facto* method of enumeration will be adopted in the survey. This will enable comparability of data between the censuses and the survey.

Systems to reduce the level of non-response would be created by mounting publicity. Quality Assurance measures would be adopted at various stages of the survey, especially at data collection and data processing stages. Data capture will be accomplished using state-of-the-art technology (micro computer hardware and software) to carry out data entry. The results of the survey will be evaluated by internal consistency checks and comparisons with other data sources including previous censuses, surveys, and administrative records.

The survey activities are grouped into the following three phases: Planning Phase (April 2011 to December 2012), Survey Phase (January to March 2013) and Post-Survey Phase (April to December 2013). Gender perspective needs will be considered at all stages of the survey especially at the stage of questionnaire design and formulation. For the sake of convenience the interviewer of CIPS 2013 is designated as enumerator though this term is generally used in a census. One enumerator will normally enumerate each EA. One supervisor will be responsible for the work of 3 enumerators. Though generally there are four enumerators under the charge of a supervisor in a census, the number of enumerators is reduced to 3 per supervisor in a sample survey like CIPS when the supervisor has to travel some distance from one village to another or between two EAs. Supervisors will be drawn from government officials and teachers. A bulk of the supervisors may be drafted from the province and district planning offices. The enumerators will be mostly teachers. It has been found from experience of the last census that teachers are good in data collection. Further, they are well known in their own areas where they will work for the survey as enumerators. This helps in getting the co-operation of the public in the survey. The staff will be screened before appointment and only good workers will be recruited.

The appointments of enumerators and supervisors will be made by the Province Directors in consultation with the Administration division of the department. The latter will address the Education Ministry well in advance to obtain the services of teachers for survey work.

It is expected that 956 enumerators and 319 supervisors will be appointed. In some enumeration areas where ethnic groups live, it may be necessary to appoint persons knowing the local dialect. If necessary a minimum number of translators may be appointed.

The efficiency of field workers and the quality of collected data will heavily depend on the training programmes for the various survey activities, especially fieldwork. The training programme will be structured at three different levels:

1. First level training: Senior officers of MOP, NIS coordinators/ Trainers of trainers (about 100 persons) who would have been already trained in the survey work in June 2012 would undergo refresher training at NIS in January 2013.
2. Second Level training: Province Planning Directors (Province Coordinators) and Deputy Planning Directors (Deputy Province Coordinators) who would have been already trained at NIS in June 2012 would be participating at the training sessions for enumerators and supervisors in province headquarters in February 2013 before the survey begins. This would help refresh their knowledge on survey procedure.
3. Third Level Training of Enumerators and Supervisors: At each Province Planning Office training will be imparted to enumerators and supervisors in February 2013.

For the purpose of CIPS the 2008 Census EA map of each of the selected EAs (about 955) has to be used. During the week commencing February 25, 2013 the CIPS enumerator has to identify the selected EA within the PSU (village) and prepare fresh EA map indicating the households in each building/structure found. The households will be listed in the prescribed form to create a frame for systematic sample selection with a random start of 30 households within the EA as per instructions.

The interview of the selected households will commence on the morning of March 4. The enumerator will be assisted by his/her supervisor in all the items of work. The enumerator would be having with him/her the questionnaires and other prescribed forms in sufficient numbers.

Both the enumerator and supervisor are expected to carry with them the respective instruction manuals for ready reference.

The NIS coordinators, the Director and Deputy Director/ Bureau Chief in each of the 24 Provinces, the district statistical officer and the commune chiefs will serve as supervising officers, in that order, in their respective areas. Village chiefs will provide assistance at the village level. There will be overall supervision of the survey operations by senior officers and donor representatives. The enumeration for the survey is expected to end by March 10, 2013.

4. Data Processing

Processing of the Survey questionnaires will be undertaken centrally at NIS. A total of 30 office-editors/coders will be engaged in the process to be completed in about nine months. Data entry will be completed in about two months by 30 operators starting from April second week. Verification may cover a minimum of 10 percent of household questionnaires. Tabulation will be completed in six to eight weeks' time after the completion of data-entry. Short-term consultancies of DP consultant may be required to review/train at each stage of data processing.

5. Analysis and Dissemination

A preliminary report on estimated population by sex may be released by June-July 2013. This will be followed by a popular general report incorporating the major findings of the survey at national level. Reports containing the analysis of results of each province to be written by NIS staff may be the next series of publications of CIPS 2013.

Selected tabulation may be released through special media programs and a series of workshops and seminars for various survey data users. A detailed plan for dissemination and utilization of survey data for line Ministries and provincial staff will be formulated and implemented to ensure survey data produced are fully utilized. The dissemination tool of CAMINFO was used to disseminate the demographic and statistical data drawn not only from the censuses but also from 2000 CDHS, 2004 CIPS, CSES and other surveys. Such procedures may be followed in respect of CIPS 2013 also. Increased use of internet and website may be made for data dissemination.

6. Work Plan and Budget

Preliminary plan for the survey is already receiving necessary attention by the DSCSD in consultation with other departments concerned. The work plan describing the activities is presented at Annex 3. The Budget proposal is given at Annex 4. The total amount budgeted for CIPS 2013 is US \$ 698,817 over the period June 2011 to December 2013 (two years and seven months).

The planned activities of CIPS 2013 contain follow-up, monitoring and periodic substantive evaluation procedures which are considered an integral part of the overall work plan at various levels. The activities of the survey will be closely coordinated with other on-going projects of NIS. Close collaboration will be maintained by DSCSD with these and other projects for the successful conduct of CIPS 2013. It is also necessary for DSCSD to be in close touch with the Ministry of Interior regarding elections in 2013 so as to ensure smooth progress of survey work without any overlapping of date or other logistic arrangements. There is a need for improved consultation and agreement with other stake holders on the questionnaire, tabulation and analysis and in the production of socio-demographic indicators.

7. Consultants for the Survey

Over the years, there has been a continuous effort in national capacity building at the NIS, thanks to technical assistance provided by development partners. However the level of capacity of the staffs of DSCSD is still very low in conducting a survey of this kind necessitating technical assistance and guidance at important stages like questionnaire design, instructions on the definitions and concepts used in the survey, training of trainers, programming, analysis and reporting. Hence, consultancy missions of international consultants have been proposed in the work plan at these stages. For sampling design, estimation of sampling weights and errors a national or international sampling consultant may be appointed for a short term.

8. Constraints and risks

A major constraint in implementing the survey is a relatively low allocation of funds in the government budget. NIS has therefore to rely heavily on the goodwill of international donors in supporting this programme. This issue is also linked with the low level of salary of civil servants. They have to be provided honorarium or incentive payments for the survey work to supplement their low salary. Necessary provision has therefore been made in the budget proposal for the CIPS 2013 for payment of honorarium to the survey staff.

In-depth analysis of survey results in conjunction with the results of the past censuses and surveys, and dissemination at national and provincial levels to promote and strengthen utilization of data for implementing development measures may require further assistance. There are no major risks anticipated except that unforeseen demands on the NIS by donors or by the Government may hamper scheduled survey activities. This risk can be tackled through proper planning and periodic coordination meetings with other Ministries and donors.

Plan for Cambodia Inter-Censal Population Survey, 2013

(CIPS 2013)

1. Introduction

The sustained interest and continued efforts of the Royal Government of Cambodia (RGC) in collecting and utilizing demographic data have been key factors in the successful implementation of development activities in Cambodia over the last two decades. In the year 1993 when a democratically elected government was established no comprehensive and satisfactory population database existed for use in the development plans and programmes of Cambodia. One of the first steps that then new government took was to request the UNFPA to provide technical and financial support for conducting a population census. Accordingly the first General Population Census of Cambodia in three decades was conducted in 1998 by the NIS of MOP with UNFPA support. The census with its plethora of reliable population data put Cambodia back on the demographic map of the world while at the same time putting an end to speculations about the country's population figures. Over the last ten years there has been increased national capacity to collect and analyze population data as reflected in the successful implementation of three Cambodia Demographic and Health Surveys (CDHS), the Cambodia Inter-Censal Population Survey 2004 (CIPS 2004) and the General Population Census in 2008. Other data collection activities like the regular socio-economic surveys (CSES), establishment surveys and the economic census have also yielded valuable socio-economic data and sharpened the skills of the national staff in data collection and analysis.

The 2008 Census of Cambodia was jointly funded by UNFPA, Japan International Co-operation Agency or JICA, the Government of Japan and the Government of the Federal Republic of Germany to the tune of US \$ 6.02 million. In addition RGC had provided \$0.78 million to meet local costs. The CIPS 2004 was supported by UNFPA. The CDHS 2010 was jointly funded by USAID, UNFPA, UNICEF, JICA, and HSSP-2.

2. Population Database of Cambodia

The two censuses and the population surveys have given rise to an updated population database of Cambodia which has contributed in no small measure to monitoring, analyzing and prioritizing population issues. Population data as well as their analysis are available both in printed and electronic media. The NIS web site also puts up demographic data which cater to the needs of data users.

The present demographic scene in Cambodia as it has emerged from a wide range of population data available from the various sources is described below to show the gradual development of population database in Cambodia over the years and the need to up-date it in order to be useful in planning and administration in the near future.

The 1998 Census counted a population of 11.4 million. The enumeration covered the entire inhabited geographical area with the exception of a few areas, inaccessible during the census due to security reasons. The refugee population who immigrated to Thailand at the time of the census was not included in the census as it was conducted on a *de facto* basis. It was followed by an Inter-censal population Survey (CIPS 2004) according to which the country's estimated

population was 13.1 million. The second census adopted a more comprehensive questionnaire. It covered the entire country whereas in 1998 a few villages in the Northwest had to be omitted from census-taking due to security reasons. The population of Cambodia as revealed by the 2008 census was 13,395,682 of which 10,781,655 or 80.5 per cent live in rural areas. The post enumeration survey conducted immediately following the 2008 Census revealed that the net under enumeration in the census was 2.77 percent which is considered reasonable from international standards.

The available population data provide a picture of population size, structure and growth rates, along with estimates of fertility and mortality. The population characteristics of Cambodia, while being similar to those of some of the comparable developing countries, reflect distinctively the consequences of war and political instability in the past. In the middle and older ages the number of females very much exceeds the number of males due to higher male mortality. Low sex ratios from the age group 40-44 onwards in 1998 (50-54 onwards in 2008) are the results of higher mortality among males and large scale exodus of adult males from Cambodia during the Khmer Rouge years. The age group 10-14 represents the largest cohort (12.5 percent) reported at the 2008 census. This is closely followed by the cohort of ages 15-19 indicating comparatively high fertility level in the early 1990s following a baby boom reported in the early 1980s. The proportion of children (under 15 years of age) has declined from 42.8 in 1998 to 33.7 in 2008 which is indicative of declining fertility in that decade.

The percentage of working age population (aged 15-64 years) of Cambodia has increased from 53.7 percent in 1998 to 62.0 percent in 2008. The increase is from 51.61 percent to 60.95 percent in the case of males and from 55.68 percent to 63.10 percent for females. Thus both in respect of males and females there have been substantial increases in the working age populations. It is also noted that the gap in the proportions of males and females in the working age group has reduced from about 4 points in 1998 to 2 points in 2008. The female labor force participation rate (78 percent) is fairly high compared to other countries in the region.

The percentage of the elderly (age over 65 years) in the population (4.3 percent) has also shown an increasing trend during the decade, thanks to a steady decline in adult mortality. The sex ratio has increased from 93.0 in 1998 to 94.7 in 2008. The average household size has declined to 4.7 as against 5.2 in 1998 indicating a trend towards smaller-sized households. A little more than a fourth of the households in Cambodia are headed by women.

Though the adult literacy rate in the country has increased during the decade from 67 percent to 78 percent there is a long way to go in terms of educational level. Only about one percent of literate population aged 7 to 24 years has an educational qualification beyond the secondary level. Large scale drop outs are noted in the case of female students as they advanced from grade to grade. Agriculture is the mainstay of about 75 percent of the population.

With a migrant being defined as a person who has moved to the place of enumeration from another village (or another country) which was the person's last residence, the number of migrants in 2008 constitutes 26.5 per cent of the total population. The proportion is higher (57.9 per cent) in the urban areas than in the rural areas (18.9 per cent). Among the migrants males (50.46 per cent) and females (49.54 per cent) are almost in equal proportions. According to the 2008 Census, the percentage of households in Cambodia which have access to improved sources of drinking water has increased to 47 per cent in 2008 from 21 per cent in 1998. In the urban and

rural areas the percentages of households having improved water supply in 2008 are 75.75 and 40.49. More than two-thirds of the urban population has drinking water supply within premises. But in the rural areas the corresponding proportion is only about 30 per cent. While 87 per cent of the households in the urban areas are served by electricity only 13.11 per cent of households have this amenity in rural areas. Only one-third of the households in the country have toilet facility within their premises. This facility is available to 81.46 per cent of urban households and 23.24 per cent of rural households. Firewood continues to be the main cooking fuel in rural areas with about 94 per cent using it.

The annual growth rate of population during the decade was 1.54 per cent. Since the 1990s there has been a rapid decline in the total fertility rate. In the latest projection exercise the TFR for different years in the past have been estimated based on different sources—Census, CDHS, KAP Survey etc. According to these estimates TFR of Cambodia has fallen from a high level of 5.67 in 1990 to 3.01 in 2007. As per the preliminary report of CDHS 2010, TFR is 3.0 for the three years preceding the survey. An analysis of infant mortality data from different sources has also shown that IMR has declined from an estimated level of 95 per 1,000 live births in 1995 to 60 per 1,000 live births in 2007. According to the 2008 Census results the maternal mortality ratio is 461 per 100,000 live births.

The continued decline in the growth rate in the most recent years indicates that the country is gradually moving towards the end of the third stage of demographic transition. There is a rising trend in life expectancy. The male expectation of life has risen from 57.1 years in 2004 to 60.5 in 2008 and the corresponding increase for females is from 63.4 to 64.3. The dependency ratio has declined from 86.15 in 1998 to 61.19 in 2008.

The population projections of Cambodia were recently revised taking into account the results of the 2008 Census. According to these projections population of Cambodia will continue to experience a substantial growth during the decade 2008-2018 despite considerable decline in fertility level. The annual population growth rate is expected to decrease from 1.54 per cent in 2008 to only 1.40 per cent in 2018 and 1.25 per cent in 2022. The growth will continue even after fertility reaches a replacement level (TFR of 2.1 children per woman). The main reason for this phenomenon is what is called the “population momentum” which Cambodia is experiencing. Due to high level of fertility in the past, there are large cohorts of women in the reproductive age who are producing large number of children though as a cohort they have reduced their fertility. The country’s population is projected as 16.1 million in 2018 and 16.9 million in 2022.

Substantial changes in the population’s age composition are also expected in the next decade according to future population trends. The median age which was 22.0 years in 2008 is expected to increase to 26.7 years in 2020 and 30.8 in 2030. By the year 2050 it may rise to 36.1 years. In other words the Cambodian population which is described as “young” now will move towards the category of “Ageing population” in some more years. The overall increase in the working age population as envisaged in the projections has serious implications on the youth and the unemployment situation.

In developed countries the phenomenal rise in the working age population due to demographic transition had proved beneficial by yielding what is called “demographic dividend” for some time. In order to reap the benefits of this opportunity which Cambodia may experience in course of time, appropriate investments in health, education and employment opportunities for a new and enabled labor force are called for.

3. Utilization of Demographic Data in Development Plans of Cambodia

Poverty is a major challenge in Cambodia with about a fourth of its population living below the poverty line. Poverty is particularly rural due to limited opportunities for growth, almost inaccessible health and social services, landlessness, environmental degradation, and a lack of sound participatory processes. With an average annual growth of 9 per cent, the GDP of Cambodia grew robustly in the decade preceding 2009. The growth rate was adversely affected by the global economic meltdown and it dipped to 5.9 % in 2010. Cambodia's economy is also not broad based as it depends mainly on a few sectors like garment industries and tourism. There are limited linkages with the rural economy. Cambodia's GDP is US\$ 830 per capita as of 2010.

The RGC has attached great importance to reforms in all sectors with the objective to reduce poverty of the people. Poverty reduction is at the core of every policy and development strategy of RGC. The Rectangular Strategy (RS) forms the basis for the development policies. The RS serves as a tool to implement its political platform and to achieve the CMDGs. The RGC has clearly stated in the RS the importance of promoting economic growth, creating jobs and ensuring full employment of Cambodians, enhancing equality and social justice as well as strengthening efficiency in public sector through the implementation of in-depth and comprehensive reforms. For developing such a vision within the RS, the RGC and its development partners have agreed on establishing the NSDP for 2006-10 which is the combination of the MDGs, Socio-Economic Development Plan for 2001-05, National Poverty Reduction Strategy 2003-05 and Governance Action Plan including the Public Administration Reform's elements at the national level. The NSDP has been subsequently reviewed and updated to cover the full period of the current Government mandate until 2013.

A wide range of population and socio-economic statistics is very much needed for monitoring the development, making assessments, and guiding further policy formulation in respect of these reforms as well as CMDG and international statistical agreements. The 2008 Census results and their analyses were utilized in revising the National Population Policy which was launched in 2003 based on the findings of the 1998 Census. Since 2004, the main tool for measuring progress of the CMDGs and NSDP 2006-2010 (and update 2009-2013) has been CAMInfo, the national system for monitoring development indicators. In the absence of a satisfactory civil registration system these sources provide fairly reliable data on levels, patterns and trends of fertility and mortality in the country. The population projections which were updated on the basis of the two censuses and the CIPS 2004 facilitated in reviewing plans and programmes of line Ministries. On the whole, the implementation of the census analysis and dissemination programme resulted in strengthening the development planning process in Cambodia at various levels, and ensured that demographic concerns were taken into consideration within the various sector plans and programmes.

The 1998 Census data on population distribution enabled a reclassification of urban areas that was consistent with Cambodian conditions and optimum for planning purposes. It would be updated on the basis of the 2008 Census information. The censuses have also provided Master Samples for use in household surveys.

4. Statistical System in Cambodia

The Statistics department in Cambodia has witnessed many changes since its inception in 1948. A reorganization of the statistical system made in 1994 gave rise to a decentralized system of statistics produced by line Ministries that have their own statistical units, with greater planning and statistical analysis at the provincial level. Far reaching developments in the area of official statistics were made in the last decade with the ushering in of the planning era. The new Statistical Law that was enacted in May, 2005 provided clear demarcation of responsibilities and relationships, essential for the smooth and efficient working of a decentralized statistical system. The NIS is designated as the official national statistical institution of the RGC which has among others the important function to collect, process, compile, analyze, publish and disseminate official statistics and other information in relation to statistical matters.

The Statistical Law and the two sub-decrees provide the necessary framework and encourage the integration of activities into a national statistical system. The Statistics Advisory Council with Senior Minister, Minister of Planning as chair person determines official statistical policies and deals with statistical master plan and other policy matters related to the national statistical system. One of the main functions of the Statistics Coordination Committee with DG, NIS as the chair person relates to the establishment of an integrated national statistical system through effective coordination and cooperation on statistical activities and statistical development between designated statistical units (including NIS), responsible for producing and disseminating official statistics.

A major weakness of the Cambodian official statistics however, is the paucity of necessary resources. Most of the data collection exercises like surveys and the population census continue to rely on external, donor funding. The Statistics Master Plan (SMP), however, provides the long-term strategies and financing plan needed for organizing statistical activities.

The United Nations Population Fund (UNFPA) in Cambodia has been supporting population activities of the NIS from 1995 onwards. UNFPA provided full support for the 1996 Demographic Survey and the 1998 Census. During the inter-censal period (1998-2008), UNFPA had assisted in maintaining and utilizing population database. It also supported the inter-censal population survey in 2004 (CIPS 2004). Right from 2006 when the RGC took a decision to conduct the 2008 Population Census, UNFPA provided technical and monetary assistance for the various activities of the 2008 Census (the other donors for the main Census being JICA, the Japanese and the German Governments).

The Asian Development Bank (ADB) and the International Monetary Fund (IMF) have provided extensive support on capacity building and data collections for macro- economic and industrial statistics. Training courses and on-the-job training was given on a variety of topics of economic statistics. The Cambodia Socio-Economic Surveys (CSES) were conducted in 1993/1994 and 1996 with ADB assistance, and in 1997, 1999, and in 2003/04 with UNDP/Sida funding and World Bank execution. CSES was undertaken in 2007, 2008 and 2009 with assistance from Sida. Sida sponsored the CSES while Statistics Sweden provided technical assistance. Establishment surveys were carried out in 1993, 1995 and 2000 with support received from ADB. The USAID, UNFPA, UNICEF, and DFID/ADB financed rounds of the Cambodia Demographic and Health Survey in 2000 and 2005 and USAID, UNFPA, UNICEF, JICA and other donors financed 2010 CDHS.

The ADB, after a decade, discontinued its support in 2003. The collection of prices in five provinces for the CPI (Consumer Price Index) was started with assistance from ADB but NIS continued to collect these data. Training activities continued with IMF support for sometimes.

The JICA project entitled "Improving Official Statistics in Cambodia" was started in August 2005. In Phase 1 (August 2005-March 2007) it focused on providing training to about 600 statistical personnel of NIS, line ministries and provinces. Phase 2 (April 2007- March 2008) mainly concentrated on assistance to NIS on the preparation of the General Population Census of Cambodia 2008. In the same period, technical assistance was also provided for the establishment survey and 2009 nation-wide establishment listing. Phase 2 of JICA project concluded by the end of September 2010. Phase 3 of the project called Improving Official Statistics in Cambodia is a technical cooperation project by JICA for four years and a half from October 2010 to March 2015. It mainly cooperates in the first-ever 2011 General Economic Census of Cambodia (EC2011), 2013 Cambodian Inter-censal Population Survey, and 2014 Economic Statistics Survey along with national and provincial statistical capacity building. Several other donors have also supported the development of demographic and social statistics. Bilateral donors have also helped build capacity for economic and social sector statistics.

5. Need to Continue National Capacity Building

Though the NIS staffs had gained experience in census and survey activities for some years they require technical assistance and guidance at important stages. Over the years, there has been a continuous effort in national capacity building at the NIS, thanks to technical assistance provided by development partners.

In the field of population, the technical assistance provided by UNFPA and JICA for the last census in 2008 contributed significantly to capacity building of national staff in undertaking population census activities. Unlike in 1998 Census, no resident census consultant or data processing consultant was appointed by UNFPA to assist NIS on a long term basis. However, short term consultants were hired by UNFPA at different stages of the census programme at the request of NIS. The planning, conducting and managing statistical exercise like the census and population surveys will enhance the capabilities of professionals at the NIS in data collection, evaluation, data processing, tabulation, analysis and its dissemination. This accumulated experience will go a long way in further strengthening their capacity in conducting other statistical and demographic activities and will ensure wide dissemination and increased utilization of population data.

Out of a total staff of about 600 (including provincial level staff) at the NIS, approximately 50-60 are statisticians. About half of these are economic statisticians, the other half socio-demographic statisticians. In the last two decades a number of persons have been trained in overseas institutions and in training workshops within the country. Recently, more than 100 staff of NIS per year participated in the international workshops, meetings or study tours.

In the Demographic and Census department alone more than 15 persons have been trained in subjects such as sampling, statistics, demography, census taking and analysis in institutions located abroad. Many in-service training courses have also been conducted with the assistance of UNFPA. It should be noted however, that some of the trained staff have since left the organization or moved to other departments. It is necessary to take steps to retain trained staff for survey or census work. It is also observed that some of the staffs are not able to avail themselves of overseas training opportunities as they are not proficient in English, and find it difficult to

interact with the external consultants. It is imperative that such staffs are encouraged to attend English language training.

It is also observed that though there have been strong improvements in the national capacity in census and survey management, sampling, data collection, processing and dissemination, the level of capacity of staff in respect of data analysis and interpretation remains very low. An intensive in-house training program in data analysis should be an ongoing programme for some years.

6. Justification for CIPS in 2013

Having created a valuable population database as a result of the 2008 General Population Census, the RGC is committed to further building and strengthening the population database through an inter-censal population survey in 2013. In the RGC's Sub-Decree of 19 July 2010 on designated official statistics, it has been clearly laid down that statistics from an inter-censal population survey has to be disseminated by NIS every ten years.

While recommending that a country should take a national census at least every ten years, the United Nation has also mentioned that "some countries may find it necessary to carry out censuses more frequently because of the rapidity of major changes in their population and/or its housing circumstances." (Principles and Recommendations for Population and Housing Censusesw"Revision1, Page 3) Since there is an increasing demand of governmental agencies, international development partners, NGOs, planners and researchers for reliable and updated demographic and social data in order to design monitor and review their plans and programs, there is in fact a justification for Cambodia conducting a General Population Census every five years. However the enormous cost and efforts a census entails do not permit such a step. An inter-censal population survey conducted on census lines may go a long way in filling the gap of a decade between the censuses and may as well serve the purpose of a five-yearly census albeit a sample survey .

In particular the conducting of CIPS in 2013 is essential due to the following reasons:

1. The survey would help in updating population and other development indicators obtained from censuses and surveys and help monitor the plans and programmes. It would also help in assessing the trends and patterns in fertility, mortality, migration and other demographic and socio-economic variables.
2. In the course of implementation of NSDP, there is an imperative need to put in place a monitoring system that would enable the tracking of achievements. In addition, such monitoring ought to include empirical and analytical exercises supporting policymaking towards the attainment of Plan objectives. The indicators for monitoring and assessing the NSDP would be greatly facilitated by the data to be obtained from CIPS 2013. It is pointed out in this connection that the need for surveys of this kind has been emphasized in the chapter on monitoring and evaluation of NSDP 2006-2010 document in the following words: "The NIS will play the key role in ensuring regular availability of data on NSDP indicators for monitoring and evaluation purposes "
3. Cambodia has undergone significant changes in (i) the population structure and composition of population due to movement of population, and fertility and mortality levels (ii) number and quality of labor force (iii) literacy and educational levels (iv) number and type of buildings and housing units and (iv) the general socio-economic and living

conditions of the people. Periodic data collection is therefore a necessity to closely monitor these changes

4. The data obtained from the proposed survey are crucially needed by the RGC in the process of integrating demographic factors into the overall development planning process. The line Ministries have expressed the need for data for sector-wise planning as well.
5. International agencies and development partners working in Cambodia have also expressed their requirement of current data for updating their respective programs and welfare schemes designed for the development of Cambodia.
6. The analysis of population and housing data on a continuing basis will provide inputs for reviewing the National Population Policy and various activities intended to improve the living conditions and quality of life of people.
7. Since the CMDGs largely define NSDP vision, and 45 out of 66 NSDP monitoring indicators are drawn from CMDGs, CIPS 2013 would contribute towards monitoring of NSDP implementation as well as CMDGs.
8. The present population projections for Cambodia based on the 2008 Census data have to be updated in the light of the CIPS 2013 results.
9. The conducting of a statistical exercise like the CIPS 2013 would further help in improving capabilities of professionals at the NIS.

7. Objectives

7.1 Immediate Objectives

- a. By the end of November 2012 to have completed all essential preparatory activities for CIPS 2013.
- b. By mid- March 2013 to have conducted the CIPS.
- c. By July 2013 to have completed the production of tables containing the survey results
- d. To release the CIPS preliminary results by July 2013.
- e. By the end of November 2013 to have released the General Report of CIPS 2013 containing the final results
- f. By December 2013 to have released the CIPS Tables and commenced dissemination of the survey results.
- g. To promote wider utilization of CIPS findings and contribute to integration of population data in the planning activities at various levels.
- h. To strengthen and augment the capabilities of the NIS to conduct their population activities so as to develop a dynamic integrated population information system.
- i. To provide on-the-job training for professional staff of NIS.

7.2 Long-term Objectives

1. To further develop capability in NIS in producing continuous series of reliable and timely demographic data through population surveys as well as in the processing, analysis, evaluation and dissemination of population data sets required for policy formulation, development planning and administration.
2. To strengthen national capacity building and enhance the capabilities of NIS in conducting periodic surveys.
3. To create awareness between the public at large and senior level officials about the importance of high quality data for the various aspects of development.
4. To develop and maintain a comprehensive national population database and establish an integrated population information system.

8. Establishment of the CIPS Organization

8.1 General

The CIPS 2013 will be conducted under Article 5 of the Sub-Decree on Designated Official Statistics of the RGC (No.70 ANK-BK of 19 July 2010) It is proposed to have a well defined line of command from the top management of the CIPS 2013 to the level of enumerator or interviewer to ensure an efficient and timely completion of the survey. A Technical Committee (TC) chaired by HE Chhay Than, Senior Minister, Minister of Planning is at the apex of the organization for conducting the CIPS 2013 (see Annex 1). The TC will monitor the CIPS 2013 at every stage and provides overall guidance to NIS in policy and technical matters.

8.1.2 The Central Office

The survey will be executed by DSCSD of the NIS in MOP. Apart from producing census tables, analytical reports and CD-ROMs containing the data of the last two population censuses and CIPS 2004, this Department has been promoting the availability, accessibility and utilization of population data in Cambodia. Consultants were provided to assist this department with the support of UNFPA and JICA. This department works under the overall charge of the Director General, NIS (DG) who is assisted by 4 Deputy Director Generals, 1 Director, 1 National Advisor, 6 Deputy Directors and 1 Bureau Chief and 7 Vice-Bureau Chiefs. There is therefore a core staff of about 20 persons in this department.

For the implementation of CIPS 2013 the following divisions have been established with the available core staff, supplemented by qualified staff from other departments of NIS: Management, Administration, Planning and Monitoring, Mapping, Data Processing, and Research and Analysis. The Management team consists of the DG, DDGs and the Director. Administrative matters, personnel, budgeting, accounts, house-keeping, logistics and printing tasks will be the responsibility of Administration Department. Field staff will be recruited by the Administration department. It will service the technical divisions on administrative issues.

The main responsibility of the Planning and monitoring division will be to carry out the fieldwork and allied activities like training and quality control. This division has to review constantly the survey activities listed in the work plan and carefully monitor the survey work. The activities to be covered by this division include consultation with data users and

stakeholders, formulation of the survey plan, finalization of the survey questionnaires and instructions to enumerators and supervisors, conducting pre-tests, co-ordinate with the data processing division regarding editing and coding instructions, and tabulation plan, and with the analysis and research division in preparing analytical reports. This division is expected to be assisted by a Survey consultant at important stages. All mapping activities related to the survey would be the responsibility of the Mapping division. The Deputy Directors attached to this division are trained and experienced in enumeration area mapping and computer mapping though they are not qualified cartographers. Analysis and Research Division will analyze the survey results for use by line Ministries, Government Departments, International Agencies, NGOs and researchers. Planning and evaluation of policies and programmes of Government can be organized with the help of CIPS results.

The DP division works under a qualified data processing officer with the title of Deputy Director General. The division has seven staff members. But only three persons can do programming. The staff had participated in the census and CIPS 2004 data processing. It is necessary to train in-house at least three more staff members in programming. The data processing division will be responsible for manual coding and editing of census questionnaires, data entry, computer editing and tabulation, and the generation of dissemination products like population database and maintenance of web site. A DP consultant may assist the division in appropriate stages.

There is a Data Users Service Center within the NIS that facilitates data users by supplying population data and providing NIS publications of Census, CDHS, Socio-Economic Surveys and other studies conducted. There is also a reference library that helps data users and NIS staff to refer to books and materials on economics, statistics, demography, census, data processing and IT, and NIS publications. Special tables not originally published are also prepared and given to data users at a nominal cost.

8.1.3 Field Offices

The provincial planning office with the planning director at the head will function as the field office for CIPS 2013 in every province. The planning director will function as Provincial Coordinator for the survey (PC). He/she will be assisted by a Deputy Provincial Coordinator. The PC will be the nodal officer in charge of the survey operations in the selected villages/EAs of the province. The district, commune and village staff will be drafted for the survey work under his/her supervision. The province Governor may periodically monitor the progress of the survey. The PC may approach the Governor's office to solve any administrative issues. Technical assistance will be provided through NIS staff called NIS Coordinators allotted at an average rate of four per province. These NIS Coordinators will include staff from DSCSD as well as from other departments of NIS and MOP who will be trained at NIS on the survey procedures.

9. Equipment and Vehicles for CIPS 2013

UNFPA/ JICA had provided vehicles, PCs, printers, photocopy machines, cartographic equipment and other expendable and non-expendable equipment in connection with the 2008 Census. Several items of equipment have been provided to NIS by other projects as well. A review made shows that no large scale procurement of equipment is needed for CIPS 2013 as most of the available equipment can be utilized. The DP division for example, has 70 personal computers and 4 printers. But some of them are not in working condition. Available equipment supplemented by a few PCs and printers would be enough for CIPS 2013 data processing. Barring some expendable equipment like stationery, no fresh equipment may be purchased for

the mapping division. Project and Province Directorate vehicles supplemented by a few vehicles requisitioned from other projects on a temporary basis and a few hired vehicles are sufficient for transportation of records and field supervision. Provision has to be made in the budget for fuel for official vehicles and hire charges for rented vehicles.

10. Survey Strategy

10.1 Sample Size

The CIPS 2013 will be conducted on a sample basis in about 28,680 selected households spread over 956 Primary sampling Units (PSUs). Thirty occupied households will be selected from one selected EA in each PSU/ village. The sampling will be done by the Research and Analysis Division of NIS. The exact sample size might marginally vary from these numbers based on the sampling methodology adopted. The PSU and EA within PSU will be selected at the NIS. The households (excluding institutional and homeless households) in the EA will be first listed by the enumerator and this will be followed by selection of 30 occupied households which would be selected systematically with a random start by the enumerator. The field staff would be thoroughly trained on sample selection

10.2 Survey Implementation

The successful implementation of a large scale sample survey needs judicious, effective and efficient management of activities at various levels. The first critical step in conducting any statistical inquiry is planning the survey. A survey consists of a series of distinct but closely connected activities from the preparatory phase through the enumeration or interview stage to the dissemination and publication phase. It is very important that the activities take place in a proper sequence and at the appropriate time to ensure the success of the survey.

Gender perspective needs will be considered at all stages of the survey especially at the stage of questionnaire design and formulation. Aspects like female economic activity and work status, child labor especially among girls, social, demographic and economic characteristics of women will be given particular emphasis at all stages of the survey. Employment of female enumerators will also be encouraged.

The enumeration is proposed to be undertaken during March 2013 so as to be exactly five years after the 2008 Census was conducted and five years before the next census in 2018.

In planning the overall activities of the survey, the following approaches would be adopted:

1. Survey Methodology: It is proposed to continue the canvasser method of data collection in the CIPS 2013 as was done in the censuses. Every selected household in the selected EA will be visited by enumerator for enumeration/interview of each individual who stayed on survey reference time. The *de facto* method of enumeration will be adopted in the survey. This will enable comparability of data between the censuses and the survey.

The reference time for the Survey will be the 00-00hours of March 3, 2013. The number of usual members present, usual members absent, and visitors present in the household as at the reference time will be collected. Detailed information on social, economic, cultural and demographic characteristics of usual members present and visitors will be recorded in the questionnaire. The survey enumeration or interview will be conducted for one week.

2. Intensified information and communication activities would be in place to create awareness and ensure public cooperation.
3. Systems to reduce the level of non-response would be created by mounting publicity.
4. Quality Assurance measures would be adopted at various stages of the survey, especially at data collection and data processing stages.
5. Data capture will be accomplished using state-of-the-art technology (micro computer hardware and software) to carry out data entry.
6. The results of the survey will be evaluated by internal consistency checks and comparisons with other data sources including previous censuses, surveys, and administrative records.

The survey activities are grouped into three phases described below:

10.3 Planning Phase (April 2011 to December 2012)

With the existence of an on-going and fully operational census department within NIS, equipped with key staff at different levels who had participated in the two censuses and surveys, the planning and preparatory phase for the survey may commence without any special effort or lead time. However, all the preparatory steps have to be accomplished systematically according to the work-plan for a smooth and timely implementation of the various survey activities.

Besides establishing the CIPS TC and the organizational structure for the CIPS 2013 (Annex 2) the main activities of this phase will be concerned with overall planning, questionnaire design, two pretests, preparation of instruction manuals, printing of questionnaires, forms and manuals, publicity measures, data processing plans, analysis, dissemination and utilization plans. The details of these activities are given below:

1. Workshops/seminars/meetings will be organized to discuss Survey planning, tabulation, data analysis, dissemination and utilization. These activities will have to be organized at the appropriate time as per work plan, and follow-up maintained.
2. To develop survey questionnaire based on user's requirements, past experience and UN recommendations to ensure compatibility. A draft list of proposed topics would be discussed with potential users.
3. To estimate and print the required numbers of questionnaires, forms and manuals.
4. To develop quality control checks and training materials that can improve the accuracy of collected data.
5. To finalize data processing plans and procurement of required hardware and software. In the last census the data processing staff of the census office (the present DSCSD) had successfully accomplished the following stages of census data processing: office editing, office coding, data entry, computer editing and tabulation. A special coding and editing manual was prepared in advance, which included all possible checks and controls that could be applied to census data. With this experience of the last census, the present staffs of DP division of the DSCSD are in a position to efficiently implement data processing activities for the CIPS 2013.

6. To conduct Pre-Tests: The draft questionnaire has to be pre-tested in a few selected EAs with a view to testing the suitability of intended survey questions, including their structure and formulation; instructions to enumerators; and the suitability of the format of the questionnaire. The pre-test is necessary as the CIPS 2013 may include some new questions or have some old questions with some changes. There will be two pre-tests with a gap of about a month between them. The first pre-test will be carried out by select NIS staff for about a week. Based on the pre-test experience and the recommendations on the questionnaire at the first data users' meeting the second pre-test will be conducted with teachers as enumerators. The survey questionnaire has to be approved by CIPS TC.
7. Tabulation Plan: A tabulation plan will be designed so as to generate specified tables of the following categories: general population tables, economic tables, social and cultural tables (including literacy and education), migration tables, fertility and mortality tables, household amenities tables. The tabulation plan, prepared after consultations with users will have to be approved by the CIPS TC.
8. There is a need for publicity for creating public awareness about the survey and ensuring cooperation of members of sample households with the enumerators. It may be on a modest scale unlike census publicity which was designed to reach country-wide population. Publicity measures may include news paper advertisements, press notes, and reports, press conferences, messages over the radio and T.V. and a series of meetings with communities by province directors and district and commune officials to explain the importance of the survey and urge people concerned to cooperate with enumerators. One of the lessons learnt in previous data collection activities is that the village chiefs play an important role in sensitizing the village public about the surveys. The village chiefs of the villages (PSUs) selected for the survey should therefore be briefed well about the survey. Banners and pamphlets may be used for publicity in the villages concerned.

10.3.1 Use of Enumeration Area Maps for CIPS 2013

For the 2008 Census, village locations and other places/features were plotted at their actual locations by using GPS. This has provided the required degree of precision and accuracy in the base maps needed for computerized mapping and GIS applications. Enumeration Areas (EAs) within villages were delineated by mapping staff and enumerators at the 2008 Census with identifiable boundaries, which did not overlap. They did not cut across boundaries of administrative units. For example one EA did not spread over two villages. However one village might have more than one EA. Each EA had a unique code. An EA could be distinctly identified when combined with codes of administrative areas in which it is located. The EA map indicates clearly its boundaries, including notable landmarks that guide to identify different parts of the EA. Standardized symbols were used for clear understanding and the map is of such a scale that is easy to handle. For the purpose of CIPS the 2008 Census EA map of each of the selected EAs (about 956) has to be used. The CIPS enumerator has to identify the selected EA within the PSU (village) and prepare fresh EA map indicating the households in each building/structure found.

The map division of the department has to take the opportunity of CIPS 2013 to check whether all maps at national, provincial, district and commune levels are available with it. If there are any missing maps they may have to be obtained from the Geographic department. These maps may be required for reference purposes during the planning, survey and post-survey phases.

10.4 Survey Phase (January to March 2013)

10.4.1 Survey Hierarchy

The Director General, NIS will be implementing the CIPS 2013. He is responsible for conducting the Survey in the selected areas of the country and will function as Survey Director. He will be assisted in this task by three Deputy Director Generals and one Director of Census Department. They will function as Survey Deputy Directors. They will be in charge of survey administration, technical matters and data processing respectively. They will be assisted by DSCSD's Deputy Directors, Bureau Chiefs and other staff who will be called NIS Survey Coordinators for the purpose of field work. The Province Planning Office Director or Province Coordinator for CIPS (PC), assisted by Deputy Director/ Bureau Chief or Deputy Province Coordinator (DPC) will be responsible for the survey in his/her province. The District Planning Officer and the commune chief will be responsible for the survey in their respective areas. The PC will be assisted on technical issues by four NIS coordinators each on an average, deputed from NIS.

10.4.2 Recruitment of Enumerators and Supervisors

For the sake of convenience the interviewer of CIPS 2013 is designated as enumerator though this term is generally used in a census. One enumerator will normally enumerate each EA. One supervisor will be responsible for the work of 3 enumerators. Though generally there are four enumerators under the charge of a supervisor in a census, the number of enumerators is reduced to 3 per supervisor in a sample survey like CIPS when the supervisor has to travel some distance from one village to another or between two EAs. Supervisors will be drawn from government officials and teachers. A bulk of the supervisors may be drafted from the province and district planning offices. The enumerators will be mostly teachers. It has been found from experience of the last census that teachers are good in data collection. Further, they are well known in their own areas where they will work for the survey as enumerators. This helps in getting the cooperation of the public in the survey. The staff will be screened before appointment and only good workers will be recruited.

The appointments of enumerators and supervisors will be made by the Province Directors in consultation with the Administration division of the department. The latter will address the Education Ministry well in advance to obtain the services of teachers for survey work.

It is expected that 956 enumerators and 319 supervisors have to be appointed. In some enumeration areas where ethnic groups live, it may be necessary to appoint persons knowing the local dialect. If necessary a minimum number of translators may be appointed.

10.4.3 Training of Field Staff

The efficiency of field workers and the quality of collected data will heavily depend on the training programmes for the various survey activities, especially fieldwork. The training programme will be structured at three different levels:

1. First level training: Senior officers of MOP, NIS coordinators/ Trainers of trainers (about 100 persons) who would have been already trained in the survey work in June 2012 would undergo refresher training at NIS in January 2013.

2. Second Level training: Province Planning Directors (Province Coordinators) and Deputy Planning Directors (Deputy Province Coordinators) who would have been already trained at NIS in June 2012 would be participating at the training sessions for enumerators and supervisors in province headquarters in February 2013 before the survey begins. This would help refresh their knowledge on survey procedure.
3. Third Level Training of Enumerators and Supervisors: At each Province Planning Office training will be imparted to enumerators and supervisors in February 2013.

For the training programs it might be essential to use electronic media and prepare videotapes. This would ensure uniformity of training, and standardization of concepts and definitions that may result in unified data collection methodology. Support materials for training would include control forms, updated maps, questionnaires, and supervisor and enumerator manuals. The training programs and the actual enumeration will be intensely supervised by higher officers.

10.4.4 Distribution of Training and Survey Materials, Questionnaires and Forms

Towards the end of January 2013 training materials and printed questionnaires and forms would be dispatched to province offices by NIS. Training materials will include enumerator and supervisor kits, instruction manuals and required training and stationery items. The number of blank questionnaires required has to be properly estimated for each province including reserve forms. The materials would be properly packed and sent to provinces by pick up vans or hired vehicles.

10.4.5 Survey Proper

With the implementation of publicity measures the cooperation of the public in the survey work could be achieved. During the week commencing February 25, survey enumerator will be visiting the selected EA in the selected PSU allotted to him/her. The enumerator /supervisor has to wear the survey T-shirt and cap and carry his/her identity card so as to be easily identified by the respondents as the authorized survey enumerator. At the outset he/she should seek the cooperation of the village chief in carrying out his/her work. This would facilitate smooth conducting of interview in the selected households.

The first task of the enumerator is to check the EA map on the ground and re-draw it, marking on the map the present buildings and households which would be freshly numbered. After this, the households would be listed in the prescribed form to create a frame for systematic sample selection with a random start, of 30 households within the EA. The sampling of households may pose difficulties if there are more households than the usual number of nearly 100 households in any EA. This may be the case when the enumeration area has grown substantially since the time of the census. When the EA is large (on the basis of population) the enumerator may split the area into two or more approximately equal-sized segments and select one segment randomly. All households in the selected segment may be listed before the sample selection. This procedure will be clearly explained in the training classes.

The interview of the selected households will commence on the morning of March 4 with 00-00 hours of March 3 as reference time. The enumerator has to conduct the interview according to the instructions given in this regard. He/she will be assisted by supervisor in all the items of work. The enumerator would be having with him/her the questionnaires and other prescribed forms in sufficient number. Both the enumerator and supervisor are expected to carry with them the respective instruction manuals for ready reference.

The NIS coordinators, the Director and Deputy Director/ Bureau Chief in each of the 24 Provinces, the district statistical officer and the commune chiefs will serve as supervising officers, in that order, in their respective areas. Village chiefs will provide assistance at the village level. There will be overall supervision of the survey operations by D.G, Deputy D.G, and Director of Census Department. They will tour intensely in provinces during the survey time. HE Senior Minister, Minister of Planning, Secretary of State MOP and other senior officers of MOP as may be nominated, as well as UNFPA and JICA representatives may also undertake supervisory visits to the survey areas. The enumeration for the survey is expected to end by March 10, 2013.

10.4.6 Collection of Filled-in Household Questionnaire

The blank forms and other records for enumeration, the enumerator and supervisor kits containing stationery items and stickers for building numbering will be given to the enumerators/supervisors during the training classes by the Province Director or his nominated staff. After enumeration, the filled-in forms will be collected by the supervisors concerned and handed over to the Province Director. The Province Director will check the records received to ensure that the filled-in questionnaire of each of the 30 sampled households in each selected EA are there. He/she would pack them suitably and dispatch them to NIS with proper escort.

10.5 Post-Survey Phase (April to December 2013)

10.5.1 Management of Records

Record management is an important aspect in any data collection activity. Once the enumeration records have been received in the NIS, they will be properly indexed and stored in the record room. The record room has shelves, which are in good condition. A central record register will be maintained to show movement of records to and from DP division. Entries will be made in the register when records are issued or received. It will be under the charge of a responsible person of the D.P Division.

10.5.2 Data Processing

In preparation for the data processing plans, both office coding and editing procedures, manual and computer edit specification should have already been prepared by the Data Processing Division. The preliminary plans suggested below may be altered slightly by the data processing consultant who may provide a DP plan:

1. A total of 30 office-editors/coders will be engaged in the process to be completed in about nine months
2. Data entry will be completed in about two months by 30 operators starting from April second week.
3. Verification may cover a minimum of 10 per cent of household questionnaires.
4. Tabulation will be completed in six to eight weeks' time after the completion of data-entry.

For data entry CSPro software will be used. CONCOR of IMPS programme may be adopted for data cleaning while tabulation may be done using CENTS of IMPS. Perhaps CS Pro may be adopted for the latter two stages also as some staff have had training in CS Pro. Anyhow the

choice of the software will be made on the advice of DP consultant. Short-term consultancies of DP consultant may be required to review/train at each stage of data processing.

10.5.3 Analysis and Dissemination

A preliminary report on estimated population by sex may be released by June-July 2013. This will be followed by a popular general report incorporating the major findings of the survey at national level. Reports containing the analysis of results of each province to be written by NIS staff may be the next series of publications. Technical assistance of a consultant, national or international, may be provided to run a training workshop for analyzing the results for the general report.

Selected tabulation may be released through special media programs and a series of workshops and seminars for various survey data users. A detailed plan for dissemination and utilization of survey data for line Ministries and provincial staff has to be formulated and implemented to ensure survey data produced are fully utilized. The dissemination tool of CAMINFO was used to disseminate the demographic and statistical data drawn not only from the censuses but also from 2000 CDHS, 2004 CIPS, CSES and other surveys. Such procedures may be followed in respect of CIPS 2013 also. Increased use of internet and website may be made for data dissemination.

11. Survey Activities

The Work Plan describing the activities is presented at Annex 3. Since the work plan covers a long period it is possible that dates of starting or implementing some of the activities may be changed by DSCSD due to exigencies of circumstances.

The Budget proposal is given at Annex 4. The total budgeted amount for CIPS 2013 works out to US \$ 698,817 over the period June 2011 to December 2013 (two years and seven months).

12. Monitoring, Evaluation and Quality Assurance

The planned activities of CIPS 2013 contain follow-up, monitoring and periodic substantive evaluation procedures which are considered an integral part of the overall work plan at various levels. This process will be carried out by the following means:

Periodic progress reports that may be prescribed by donors in their agreements will be prepared by the NIS to outline the progress in the implementation of the survey activities. This will be consolidating the progress in implementing the objectives of the survey according to the work plan. In addition, the implementation of the survey work plan will be monitored and evaluated through the proposed structure for its management and the specified instruments for effective implementation of planned activities. This will be accomplished as follows:

- a. The CIPS Technical Committee will hold regular meetings and periodically monitor the progress of survey work.
- b. Evaluation components will be introduced to all relevant activities to provide feedback and allow corrective measures.
- c. Consultants, who will be providing technical backstopping to the survey at key stages, can contribute to the activities aiming to monitor the progress at various levels.
- d. A committee consisting of donors and NIS representatives would hold periodic meetings to review survey activities and suggest measures for improvement.

Moreover, NIS will be following the usual procedures for monitoring and evaluation of the activities. These include preparation of periodic reports, reviews and statement of expenditure. Quality control and monitoring techniques will be introduced to control the quality of the CIPS at every stage. For quality assurance in field work, the importance of collecting quality information will be stressed in the training classes for enumerators and supervisors. The need to collect accurate data by gender will also be emphasized. Supervisors have to ensure even at the very initial stage of field work that their enumerators understood the concepts and methods of interviewing respondents satisfactorily. At the initial stages of the field work, supervisors will be required to enumerate a few households independently, match them with the questionnaires filled-in by their enumerators and record the results of matching in a separate form and take steps to guide the enumerators. The field work will also be closely supervised by the supervising officials both from the Province office and the NIS. Quality control techniques will be introduced in data processing also to ensure quality in editing, coding, data capture and production of statistical tables. The general report should provide the results of evaluation of the CIPS data utilizing demographic methods and /or comparison with administrative data.

13. Related Activities

The activities of the survey will be closely coordinated with other on-going projects of NIS. The CSES carried out annually with assistance from sida provides economic, social and demographic information on sample basis. The recent Economic Census is yet another major undertaking of NIS in collaboration with JICA. The training components of these activities have developed the skills and capacity of NIS.

Close collaboration will be maintained by the census department with these and other projects for the successful conduct of CIPS 2013. It is also necessary for DSCSD department to be in close touch with the Ministry of Interior regarding elections in 2013 so as to ensure smooth progress of survey work without any overlapping of date or other logistic arrangements. There is a need for improved consultation and agreement with other stake holders on the questionnaire, tabulation and analysis and in the production of socio-demographic indicators

14. Institutional Framework

The NIS will be responsible for the execution of the survey activities. This will capitalize on the ability of NIS built during the last several years to create a suitable environment and to consolidate national resources for successfully undertaking several statistical tasks. The proposed survey activities, however, are cutting across the functions of various Departments of NIS and at the same time interacts with the activities of line-ministries/ and their institutions. Accordingly, the proposed structure for implementation has to be consistent with the immediate objectives, flexible and allow for proactive relationships with all partners. NIS will be responsible for implementation of the specified activities through effective coordination, consolidation of required resources and accountability.

The overall responsibility for overseeing the implementation of the survey activities is entrusted to the DG. Consultants for survey, data processing and sampling may provide technical back stopping to the NIS at appropriate stages of the survey as indicated in the work plan. The consultants may be drawn from development partner agencies.

The success of the proposed institutional framework for the survey activities will also be enhanced through close collaboration with the staff of different NIS departments who will be participating in the survey and contribute to the user-/producer consultations. The obvious inter-

dependency and successive nature of the survey activities requires timely implementation of the work plan. This emphasizes the need for effective follow-up, monitoring and regular assessment of the progress of the survey activities. To this end, the Technical Committee and its sub-committees, if any, have to regularly meet to assess the progress in achieving the established work plan, review future plans and identify constraints or other problems that need to be solved.

15. Advance Preparations and Obligations

The experience of NIS in conducting several surveys and the two censuses would prove very useful in conducting the present survey. This has already been referred to in appropriate sections in this document. The preliminary plan for the survey is already receiving necessary attention by the DSCSD of NIS in consultation with other departments concerned.

16. Government Follow-up Action

The RGC is keen on implementing the CIPS 2013 for reasons explained earlier in this document and for continuing its efforts to put Cambodia on the road to progress. However, due to financial constraints RGC is seeking donor assistance to cover the major cost of the survey. Within the context of the Statistical Master Plan, the NIS has considerably developed national capacity to implement statistical activities and is in the process of developing it further.

17. Constraints

1. A major constraint in implementing the survey is a relatively low allocation of funds in the government budget. NIS has therefore to rely heavily on the goodwill of international donors in supporting this programme. This issue is also linked with the low level of salary of civil servants. They have to be provided honorarium or incentive payments for the survey work to supplement their low salary. Necessary provision has therefore been made in the budget proposal for the CIPS 2013 for payment of honorarium to the survey staff.

2. Some of the qualified staffs are potentially mobile because of their skills and experience and also because of poor salary. Steps have to be taken to retain such staff within the NIS.

3. The existing staffs have the capacity to implement the survey with some minimum external assistance by consultants. However, in the interest of future activities of DSCSD some long range planning in staffing is proposed. In the mapping or cartography division there is no qualified cartographer at present. It is necessary to train about two staff members as cartographers or take two trained cartographers on deputation from the Geographic department. Data processing Division of DSCSD has suitable staff for data entry, editing and coding. But there are only 3 staff members who can do programming for tabulation. It is necessary to train in-house at least four more staff members in this area.

Though the staffs of the Analysis and Research division have been trained in the past in data analysis still there is a need to improve their skills. Analysis workshops conducted by experts can be useful in this connection. There is a need to improve knowledge of English language for majority of staff to interact closely with external consultants and write reports.

18. Future Assistance

In-depth analysis of survey results in conjunction with the results of the past censuses and surveys, and dissemination at national and provincial levels to promote and strengthen utilization of data for implementing development measures may require further assistance.

19. Risks

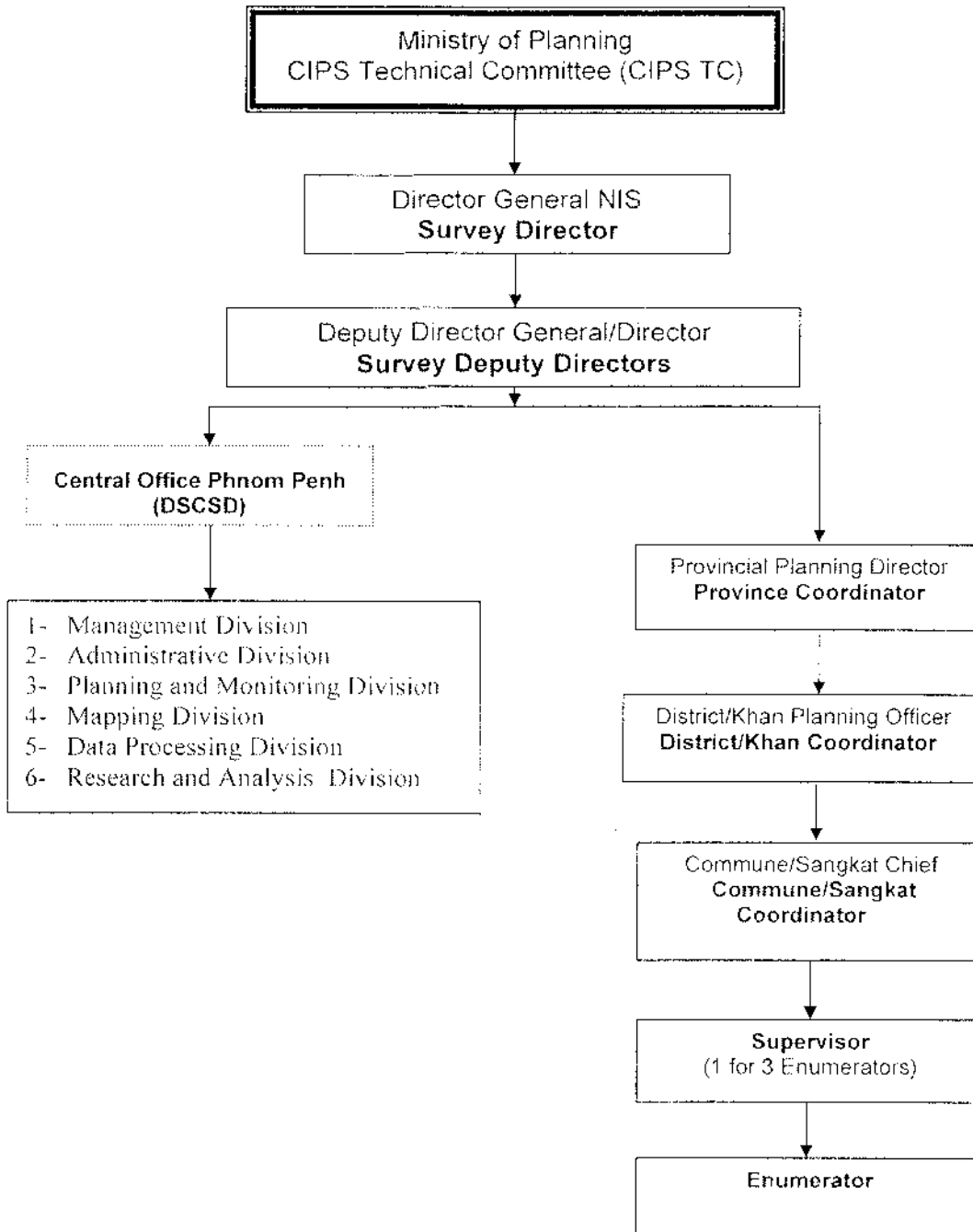
Unforeseen demands on the NIS by donors or by the Government may hamper scheduled survey activities. This risk can be tackled through proper planning and periodic coordination meetings with other Ministries and donors.

**Composition of the Technical Committee for Cambodia Inter-Censal
Population Survey 2013 (CIPS 2013)**

- | | |
|--------------------------------------------------------|------------------|
| 1. H.E. Senior Minister, Ministry of Planning | Chairman |
| 2. H.E. Secretary of State, Ministry of Planning | Vice-Chairman |
| 3. H.E. Under Secretary of State, Ministry of Planning | Member |
| 4. H.E. Director General, NIS, MOP | Permanent Member |
| 5. H.E. Chief Cabinet, Ministry of Planning | Member |
| 6. H.E. Deputy Director General, NIS, MOP,
(DSCSD) | Secretary |

Organization Chart

Cambodia Inter-Censal Population Survey 2013



WORK PLAN FOR CAMBODIA INTER-CENSAL POPULATION SURVEY 2013 (CIPS 2013)

Objective/Activity	Starting date	Duration	Output
(1)	(2)	(3)	(4)
For the Period April to December 2011			
1. Constitution of CIPS 2013 Technical Committee(CIPS2013)	5-May	2 weeks	Technical Committee for CIPS 2013 established.
2. Appointment of CIPS 2013 core staff at NIS	5-May	2 weeks	Core staff appointed for six divisions formed for CIPS.
3. Up- date Village database	6-May	2 weeks	Though ready in two weeks' time updating village data base needs to be done on a continuing basis.
4. First Mission of CIPS consultant	16-May	1 month	CIPS2013 Plan with detailed work plan and budget drafted and staff trained in this work.
5. Province/district/commune maps to be obtained	16-May	2 months	Digitized Maps of all administrative units kept ready
6. Procurement of cartographic equipment	16-May	2 weeks	Required cartographic equipment listed and kept ready for procurement in course of time.
7. Sampling strategy finalized and first stage sampling of PSUs done	16-May	1 week	956 PSUs selected.
8. Preliminary meeting of CIPS 2013 prior to first meeting of Technical Committee(CIPS TC)	18-May	1 day	NIS, UNFPA and JICA representatives discuss their respective plans for CIPS.
9. First Meeting of CIPS TC	19-May	1 day	CIPS 2013 methodology finalized. Tentative Plan of CIPS 2013 made. Preparations for CIPS presented by NIS staff. UNFPA and JICA representatives give their recommendations.
10. Stake Holders' Workshop for Resource Mobilization	24-Jun	1 day	Resource Mobilization Workshop held
11. Draft CIPS2013 questionnaire	12-Jul	2 weeks	Draft questionnaire completed by NIS

12. Second Mission of Survey consultant	5-Sep	3 weeks	Questionnaire, CIPS Plan (work plan and budget) reviewed and staff concerned trained. Drafts made ready.
13. First Mission of DP Consultant	12-Sep	2 weeks	Data processing plan developed. A detailed list of required DP equipment prepared.
14. Second meeting of CIPS TC	15-Sep	1 day	CIPS plan discussed. Changes if any made. Draft questionnaires discussed. Budget allocation reviewed.
15. Draft Instruction manuals & tabulation Plan	20-Sep	4 months	NIS staffs prepare Enumerators' and Supervisors' instruction manuals. Tabulation Plan and Editing and Coding manuals of CIPS 2013 subject to finalization by consultants.
For the Period January to December 2012			
16. Third Mission of Survey Consultant	9-Jan	3 weeks	Assists in finalizing draft Instruction Manuals and tabulation plan, training staff concerned, conducting First Pre-Test and holding. First Data Users' meeting.
17. First Pre-Test training workshop at NIS	16-Jan	1 week	Select NIS staff trained for First Pre-Test.
18. Third CIPS TC Meeting	20-Jan	1 day	Review of progress made so far in CIPS2013.
19. First Pre-Test of CIPS questionnaires and manuals	23-Jan	2 weeks	First Pre-Test held in 3 urban and 5 rural EAs by NIS staff and Pre-Test report finalized.
20. First Consultative Workshop of Stake holders and Data Users	25-Jan	1 day	Questionnaire contents discussed and recommendations considered. First draft of CIPS documents approved.
21. Review of First Pre-Test experience and training of NIS staff in conducting the Second Pre-Test (at NIS)	15-Feb	4days	Second Pre-Test training for NIS staff conducted.
22. Second Pre-Test training for enumerators, supervisors and provisional staff in each Province	20-Feb	1 week	Trained NIS staff conduct training workshop at each province for enumerators and supervisors (selected teachers) as well as provisional staff in conducting the second Pre-Test.
23. Second Pre-Test of CIPS questionnaires	5-Mar	2 weeks	Second pre-test conducted in another set of 3 urban and 5 rural EAs by teachers appointed as enumerators. Pre-test report.
24. Evaluation of pre-test results	20-Mar	1 month	Census questionnaires/Manuals revised based on second pre-test report.
25. Second mission of DP Consultant	21-May	2 weeks	Reviews Editing/Coding manuals and provides training to staff in DP related subjects.
26. Sampling of PSUs/EAs	7-May	1 week	Sampling of PSUs and EAs completed and listed by NIS staff.

27. Fourth Mission of Survey Consultant	11-Jun	3 weeks	Reviews sampling procedure adopted. Assists in the training of trainers of field staff on sampling households in PSU, household listing and enumeration.
28. Fourth Meeting of CIPS TC	14-Jun	1 day	Review of progress made so far in CIPS2013. Discuss Training, DP, tabulation and analysis plan.
29. Training of Trainers (TOTs)/Survey coordinators of NIS and Province survey coordinators	18-Jun	1 week	About 100 officers of NIS who will be trainers of field staff and function as NIS survey coordinators, PCOs, Deputy PCOs trained in listing and sampling households and questionnaire filling.
30. Finalize Instruction Manuals	25-Jun	1 week	Based on feedback during training make revisions if necessary in the instructions.
31. Second Consultative Workshop of Stakeholders and Data Users	28-Jun	1 day	Tabulation and Analysis plan discussed and finalized.
32. Arrangement for vehicles for the survey	24-Aug	1 week	Arrangements for vehicles to be made by allotting vehicles.
33. Preparation of publicity materials	3-Sep	1 month	Advertisement through the media to be planned and publicity materials prepared.
34. Issuance of letter to Ministry of Education	1-Oct.	2 days	Services of teachers for the survey requisitioned.
35. Estimate the number of questionnaire forms, manuals etc. required for each province	5-Oct.	2 weeks	Statement showing the number to be printed in respect of CIPS household questionnaire, forms, manuals etc. prepared.
36. Printing of Questionnaires, Instruction manuals etc	20-Nov	2 months	All materials printed.
For the Period January to December 2013			
37. Refresher training for trainers at NIS	3-Jan	1 week	Refresher training of trainers of enumerators and supervisors (field staff) completed.
38. Recruit enumerators & supervisors.	4-Jan	1 month	In all about 956 enumerators and 319 supervisors to be recruited
39. Third Mission of DP Consultant	21-Jan	4 weeks	Develops the CSPro data entry applications, reviews the computer-edit rules and develops the CSPro computer editing software.
40. Dispatch of enumerator/supervisor kits, questionnaires and forms to provinces	28-Jan	2 weeks	Census questionnaires, forms and manuals distributed in adequate quantities.
41. Fifth Mission of Survey Consultant	20-Feb	3 weeks	Assists in training and field supervision of CIPS 2013.
42. Publicity for CIPS made	5-Feb	6 weeks	Publicity through media, local meetings, banners, leaflets etc. made
43. Training of enumerators/supervisors	11-Feb	1 week	Training done in Province headquarters in listing, sampling of households and questionnaire filling.

44. Fifth Meeting of CIPS TC	20-Feb.	1 day	Review of progress and discuss any specific issues before the survey starts.
45. Household Listing and sampling	25-Feb.	1 week	Listing of households completed. Selection of sample households completed.
46. CIPS Enumeration	4-Mar	1 week	CIPS 2013 enumeration completed with March 3, 2013 as reference date.
47. Training of editors/coders/data entry operators	5-Mar	10 days	60 DP staff trained in editing/coding and entering questionnaire contents.
48. Collection of Survey records	11-Mar	2days	Filled-in CIPS questionnaires and other forms collected by province office.
49. Dispatch of Survey records to NIS by Province office	13-Mar	2 days	Completed CIPS forms received at NIS DP division.
50. Third Mission of DP Consultant	28-Mar	1 month	Assist in editing, coding and data entry
51. Editing/Coding of Survey questionnaires	20-Mar	2 months	CIPS schedules edited and coded by 30 staff and 10 supervisory staff
52. Data Entry of CIPS schedules	8-Apr	2 months	Data entry completed by 30 operators.
53. Fourth Mission of DP Consultant	29-Apr	2 weeks	Evaluates the ongoing data entry operation and finalizes the computer editing software.
54. Sixth meeting of CIPS TC	5-Jul	1 day	Review of progress. Discussion and decision on organizing ceremony for release of CIPS 2013 results and general report.
55. Mission of Sampling Consultant	8-Jul	1 month	Assists in estimation of sampling weights and sampling errors.
56. Fifth Mission of DP Consultant	22-Jul	3 weeks	Develops the CSPro tabulation software and produces the national and provincial Tables.
57. Preliminary CIPS results released	25-Jul	1 day	Provisional population totals from CIPS released
58. Sixth Mission of Survey Consultant	5-Aug	5 weeks	Assists in analysis and preparation of general report at National level
59. Preparation of Provincial Reports	1-Oct	3 months	NIS staff will prepare the provincial reports and release them.
60. Sixth Mission of DP Consultant	18-Nov	2 weeks	Develops dissemination products like a Redatam+ SP population database.
61. Release of General Report of CIPS 2013	20-Nov	1 day	Release of the General Report of CIPS 2013 at a ceremony.
62. Dissemination Workshops in Ministries and Provinces	2-Dec	2 months	Survey results disseminated at national & provincial levels according to a dissemination plan.
63. Release of electronic products	5-Dec	2 weeks	CD-Roms of Table Retrieval system, Redatam+SP population database etc. released
64. Release of provincial reports	11-Dec	2 months	24 Provincial reports released
65. In-depth analysis of CIPS results. Dissemination, revised projections etc.	14-Dec	6 months	In-depth analysis. Dissemination and utilization of survey results will be on going after December 2013.

BUDGET FOR CAMBODIA INTER-CENSAL POPULATION SURVEY 2013 (CIPS 2013)

I. NIS Budget for June 2011 to December 2013

BL	DESCRIPTION	QUANTITY	UNIT Month/ Day	PERIOD	UNIT COST SUS	TOTAL COST SUS
(1)	(2)	(3)	(4)	(5)	(6)	(7)
15-01	Travel/Per Diem		Day			
	For First Pre-Test					
	Training workshop at NIS for NIS staff	20	6	January 2012	5	600.00
	NIS staff travel to provinces	20		January 2012	30	600.00
	DSA for NIS staff	20	15	January 2012	20	6,000.00
	For Second Pre-Test					
	Review of First Pre-Test/ Training for NIS staff	20	4	February 2012	5	400.00
	NIS staff travel to provinces	10		February 2012	30	300.00
	DSA for NIS staff	10	15	February 2012	20	3,000.00
	Training of Enumerators/Supervisors(teachers)	16	5	February 2012	5	400.00
	Travel Enumerators/Supervisors for pre-test	16	10	March 2012	5	800.00
	Travel cost of province officers	10		March 2012	35	350.00
	For Main Survey					
	Travel MOP supervising officers	4	15	February – March 2013	30	2,400.00
	Travel Survey Director for supervision	1	15	February - March 2013	30	450.00
	Travel other supervising Officers of NIS	8	15	February - March 2013	20	1,800.00
	Travel NIS Survey Coordinators to provinces	100		February - March 2013	30	3,000.00
	DSA to NIS Survey Coordinators	100	15	February - March 2013	20	30,000.00
	Travel NIS coordinator in province (10 villages)	100	7	February - March 2013	10	7,000.00
	Drivers of survey vehicles lent by other agencies	4	24	February - March 2013	30	2,880.00

	Travel Supervisors in province for training	319		February - March 2013	10	3,190.00
	Travel Enumerators in province for training	956		February - March 2013	10	9,560.00
	Fuel cost Provincial Coordinators of 24 Provinces	24		February - March 2013	30	720.00
	Sub-total					73,450.00
16-51	Honorarium- Technical/Administrative staff		Months			
	Deputy Director Generals	3	30	Jun 2011-Dec 2013	200	18,000.00
	Director, DSCS department	1	30	Jun 2011-Dec 2013	200	6,000.00
	Staff for 6 divisions of CIPS	6	30	Jun 2011-Dec 2013	180	32,400.00
	Administrative and Accounts staff	2	30	Jun 2011-Dec 2013	180	10,800.00
	Support staff	6	30	Jun 2011-Dec 2013	150	27,000.00
	Sub-total					94,200.00
16-53	Provincial Coordinators		Month			
	Provincial Coordinators	48	3	Jun 2011-Dec 2013	100	14,400.00
	Sub-total					14,400.00
16-54	District/commune/village staff		Month			
	District Officers	159	2	February - March 2013	20	6,360.00
	Commune Officers	956	2	February - March 2013	10	19,120.00
	Village Officers	956	2	February - March 2013	10	19,120.00
	Sub-total					44,600.00
16-55	Supervisors		Day			
	Supervisors (for both training and field work)	319	15	February - March 2013	5	23,925.00
	Sub-total					23,925.00
16-57	Enumerators (for both training and field work)		Day			
	Enumerators (for both training and field work)	956	15	February - March 2013	5	71,700.00
16-58	Translators	6	15	February - March 2013	5	450.00
	Sub-total					72,150.00
16-59	Coder/Data entry		Month			
	Manual editing/coding staff	30	2	March 2013	150	11,250.00

	Data entry operators	30	2	April 2013	150	11,250.00
	Manual editing/coding and Data Entry Supervisor (2 + 2)	4	3	March 2013	150	1,800.00
	Computer editing and tabulation staff	8	3	April 2013	150	3,600.00
	Sub-total					27,900.00
32-01	Data dissemination					
	Launching ceremony for Data Dissemination	1	-	November 2013	3000	3,000.00
	Data dissemination line-Ministries	1		December 2013	5000	5,000.00
	Data dissemination workshop in 24 provinces	24		December 2013	2,000	48,000.00
	Sub-total					56,000.00
34-01	Workshops/meetings (NIS)		Day			
	Stakeholders meeting	1	1	June 2013	2000	2,000.00
	Data Users Meetings	2	2	January & June 2012	2000	4,000.00
	CIPS2013 Technical Committee Meetings	6	1	2011 - 2013	300	1,800.00
	Sub-total					7,800.00
34-02	NIS & Provincial Coordinators' Training Workshop		Day			
	Travel of province coordinators to/from NIS	48	2	June 2012	15	1,440.00
	DSA for provincial Coordinators at Phnom Penh	48	5	June 2012	30	7,200.00
	Training workshop cost	1	5	June 2012		5,000.00
	Sub-total					13,640.00
41-98	Expendable equipment					
	Office supplies (regular) and Miscellaneous		30	2011 - 2013	300	9,000.00
	Kits for training & fieldwork	1500	-	March 2013	10	15,000.00
	T shirt and cap for field staff	1500			6	9,000.00
						33,000.00
42-01	Non-Expendable equipment					
	Desk top computer	10	-	May 2012	1600	16,000.00

	High-end computers for editing and tabulation	2		May 2012	2000	4,000.00
	Printers	2	-	May 2012	1750	3,500.00
	Laser Printer	2	-	May 2012	380	760.00
	Notebook/PC	4		May 2012	1500	6,000.00
	Backup device and backup media	1		May 2012	3,000	3,000.00
	Cartographic and other non-expendable equipment			May 2012	5,000	5,000.00
	Sub-total					35,260.00
51-00	Operation & Maintenance		Month			
	Maintenance and Fuel for Supervising Officers' vehicle & Generator	4	2	February - March 2013	250	2,000.00
	Fuel for Generator		12	April 2012 - March 2013	100	1,200.00
	Hiring vehicles for transport of survey materials					8,000.00
	Maintenance and fuel for Survey Pick-up vehicle	1	12	July 2012 - June 2013	750	9,000.00
	Sub-total					20,200.00
52-00	Printing/Publicity					
	TV and Radio spots	1	-	February - March 2013	3000	3,000.00
	News Paper Advertisements	1	-	February - March 2013	1500	1,500.00
	Banners/Leaflets and other suitable publicity materials		-	January - March 2013	5,000	5,000.00
	Printing animal calendar	1000	-	November 2012	0.2	200.00
	Printing supervisor manual	500	-	November 2012	0.5	250.00
	Printing enumerators manuals	1500	-	November 2012	0.6	900.00
	Printing editing and coding manual (English & Khmer)	100	-	November 2012	3	300.00
	Data processing manual	50	-	November 2012	3	150.00
	Printing training guide	200	-	November 2012	1	200.00
	Duties of Field Survey Officers	200	-	November 2012	1	200.00
	Printing questionnaires (Household list, Forms A & B)	50,000	1	November 2012	0.26	13,000.00

	Printing final survey report (English & Khmer)	1000	-	October 2013	6	6,000.00
	Reproducing survey CD-ROM	500	-	December 2013	4	2,000.00
	Dissemination system development for survey CD-Rom	1	-	December 2013	5000	5,000.00
	Sub-total					37,700.00
53-00	Sundry			2011 - 2013	5000	5,000.00
	Sub-total					5,000.00
54-00	Audit			December 2013	5000	5,000.00
	Sub-total					5,000.00
	TOTAL					567,225.00

II. UNFPA Budget for May 2011 to December 2013

BL	DESCRIPTION	QUANTITY	UNIT Month/ Day	PERIOD	UNIT COST \$US	TOTAL COST \$US
12-01	CIPS consultant Missions for NIS (CIPS-C)	6	5 months	May 2011- Sep.2013		54,402.00
12-02	DP/IT Consultant for NIS (DPC)	6	3.5 months	Sept.2011-Nov.2013		53,190.00
12-03	Sampling Consultant for NIS (SC)	1	1 month	Jul-August 2013		15,000.00
15-01	In-country travel for project manager, staff and driver	4	12 months	July 2012-June 2013		12,000.00
				Total		134,592.00

Grand Total

701,817.00