

An Innovative Effort to Initiate Economic Census 2018 in Nepal

Presented by

CBS -Team

For

The First Training in Japan on the Economic
Census

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Introduction

- Central Bureau of Statistics (CBS)
 - established in 1959 under Statistics Act, 1958 AD
 - the central government authentic statistical agency for the collection, consolidation, processing, analysis, publication and dissemination of statistics in Nepal
 - The main objective of setting up CBS is to avail data to NPCS and other Government agencies for the formulation of national plans, policies and also produces national account estimates to measure the economic growth of the country.
 - Carries out different surveys and censuses regularly to assess the socio- economic condition of the country

Major Role

- a prominent role in developing statistical system and maintaining statistical standard in the Nepal.

Responsibility of CBS

- Provide timely and quality statistics to Government for the formulation of plan and policy and acquires the information about socio-economic condition of the country.
- Collection, Processing, analysis, publication, dissemination and protection of collected data related to the socio-economic sector.
- Coordinate with various agencies involved in data collection, processing and analysis to avoid statistical discrepancies.
- Develop standard statistical system by performing a leading role in statistical activities and follow international standard definitions and scientific methodologies for reliable data collection and implementation.
- Investigation of new technologies in order to make more scientific, reliable and useful data collection, processing and analysis method.

Responsibilities

- to explore international procedure and country practices of data collection so that it would more scientific, reliable and usable in future,
- to coordinate national level statistics on their consistencies and uniformity for establishing quality control and coordinating mechanism of statistics
 - Coordinate various data collection agencies and avoid duplications of efforts to generate the same statistics and develop consolidated statistical system.
- Capacity development of statistical human resources
- Develop and implement the statistical programs to provide regular and reliable statistics through Branch Statistics Offices.

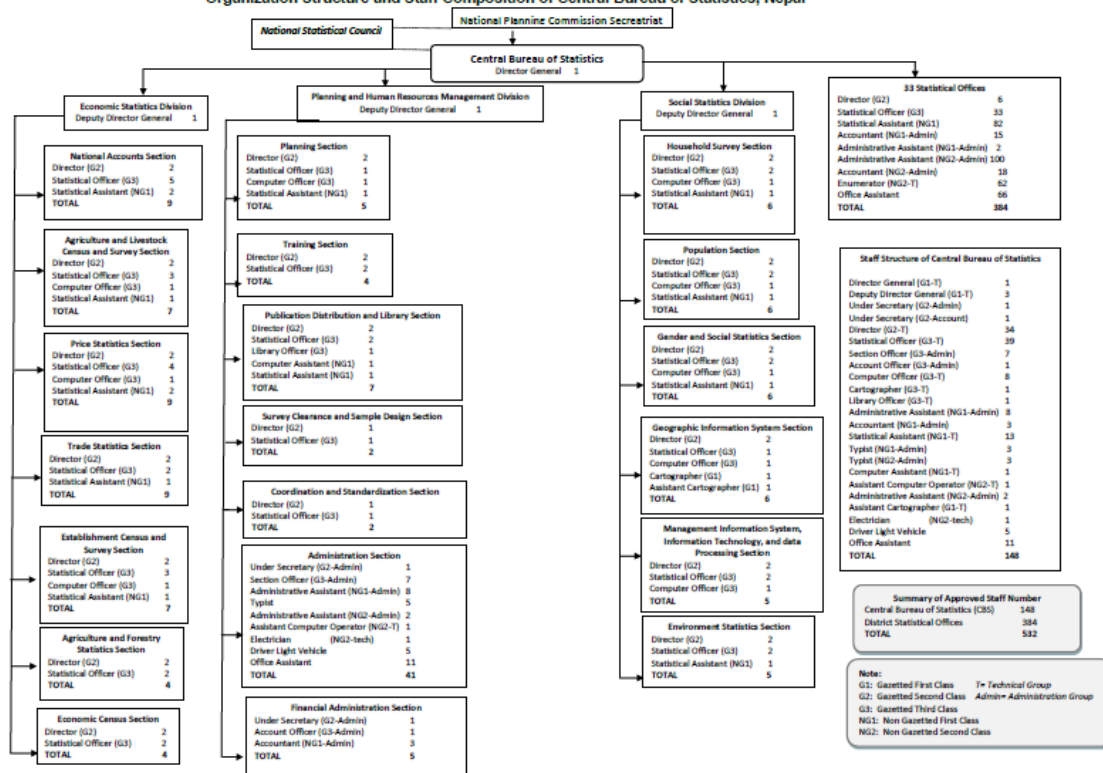
Major Censuses/ Surveys

- Decennial population censuses ,
- agriculture census and
- quinquennial manufacturing establishment census.
- National Living Standard Surveys
- Social surveys like Nepal Multiple Indicators Cluster Surveys
- Labor force surveys
- Adh-oc social and economic surveys and studies

Regular Statistical Publications

- Census and Survey reports
- Statistical Year Books (odd year)
- Statistical Pocket books
- National Account estimates

Organization Structure and Staff Composition of Central Bureau of Statistics, Nepal



Organizational Structure

- CBS headed by Director General
- 3 statistical divisions namely Economic Statistics, Social Statistics, and Planning and Human Resources headed by 3 Deputy Director Generals
- 18 Thematic Sections managed by Directors
- 33 Statistics Offices
- 148 staff at center and 384 at SOs
- Economic Census Section under Economic Statistics Division (2 Ds +2 SOs)

ECONOMIC CENSUS of Nepal

Responsibility of Economic Census Section

- Newly established unit of CBS
- Main responsibilities are:
 - Planning and implementation of Economic Census and Surveys related with economic subject matters
 - Planning and implementation of Statistical Business Register
 - Plan and implement surveys and study on informal economic activities
 - Analysis of economic data collected from censuses and surveys

Background for Initiating Economic Census 2018

- In Nepal, the Statistics Act has been enacted since 1958. This law has given authorities to CBS for implementing censuses and various statistical surveys.

Present Status

- Major Statistical Activities undertaken by CBS:
 - Population Census since 1911 AD in Every Ten years
 - Agriculture Census Since 1961 (every ten years)
 - Census of Manufacturing Establishments since 1964 in every five years
 - Statistical Surveys like
 - Nepal Living Standard Surveys
 - Labor Force Surveys
 - Nepal Multiple Indicator Surveillance
 - Annual household Survey

- Economic Surveys like
 - Sample survey of small scale manufacturing establishments in every ten years
 - Small scale Surveys on land transportation, private hospitals, FM radios, Information and Communication Technologies (ICTs), Lawyers, real estates, engineering consultancies, private education institutions etc.
- Compilation and collection of secondary data from different agencies for producing national accounts estimates, price index and yearly statistical publications

- In Nepal, the operation of economic census covering all sectors of economy at once is not in practice.
- Also Absence of statistical business register system

- In Nepal, the economic census covering all sectors of economy is not in practice.
- However, the census of manufacturing establishment has been conducted every five years and the survey of small manufacturing every ten years.
- Apart from that, the survey of economic activities like construction, hotel, restaurants, private schools, consulting firms, transport companies etc. is conducted on an ad hoc basis.

Rationale of Economic Census in Nepal

- Although CBS has ever conducted Population Census eleven times and Agriculture Census, it has never conducted Economic Census yet.
- CBS lacks the complete frame of all the economic units (establishments and enterprises-formal or informal) for conducting different economic statistical operation although it desires to conduct.
- The shortage of economic statistics such as the number of enterprises, establishments, business, persons engaged has brought difficulties in drafting proper economic policies and plans.

Rationale of Economic Census in Nepal

- Experience of neither conducting Economic Census nor SBR established yet.
- Non existence of the complete frame of all the economic units (establishments and enterprises-formal or informal)
- The shortage of some basic economic statistics such as the number of enterprises, establishments, business, persons engaged according to all ISIC sectors

- CBS aims to strengthen the **national programs of basic economic statistics** in the context of an integrated approach to their compilation which will provide essential statistical information on economic activities in Nepal.
- CBS plans to conduct Economic Census
 - to improve availability and quality of existing basic economic statistics and
 - establishing or improving their survey frames or statistical business registers for the organization of economic survey programmes on a more integrated basis at a later stage.

- CBS with the technical assistance of Government of Japan via JICA on is on the preparatory stage of implementation of Economic Census in Nepal as a new innovation.

- The Economic Census will provide both an establishment directory and a sampling frame containing all establishments and enterprises in Nepal.
- These will serve as the basic inputs for conducting detailed surveys pertaining to various activities of the economy.

- As it is the first time for CBS to implement the Economic Census, CBS hasn't yet had enough experience and enough knowledge on the Economic Census.
- CBS with the technical assistance of **Government of Japan via JICA on capacity development** is at the stage of implementation of Economic Census in Nepal as a new innovation.
- JICA's support in the aspect of capacity development has been considered as more fundamental part in implementing the Economic Census in Nepal.
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Long term Objective of Economic Census in Nepal

- **Produce basic and useful economic statistics**
 - for economic and social development planning,
 - for administrative purposes,
 - for assessing conditions in human settlements,
 - for research and for commercial and other uses.
- Provide more detailed and small area statistics for districts
- Avail a detail master frame of economic units

Expected Outcome of EC

- The Nepal Economic Census will provide both **an establishment directory and a sampling frame** containing all establishments and enterprises in Nepal.
 - Serve as the basic inputs for conducting detailed surveys pertaining to various activities of the economy.
- Basic Economic Statistics
- Benchmark undertaking in **establishing Statistical Business Register** of Nepal

Economic Census Planning Schema

- Pre-census
- Census
- Post Census

S.N.	ACTIVITY DESCRIPTION
A	PRE- CENSUS ACTIVITIES
A.1	Set Establishing the Basis of Enumeration (responsibility, goals, stakeholders, modality of enumeration, timing of Census, indicators)
A.2	Modality of Enumeration
A.3	Set Census reference time, duration of enumeration, timing of enumeration
A.4	Policy Decisions
A.5	Decision about census taking
A.6	Project Signing Activities
A.7	Policy Decision on Financial regulations for Economic Census via cabinet
A.8	Policy Decision on census ordinance
A.9	Committees Formations
A.10	Steering Committee Formation
A.11	Technical Committee Formation
A.12	Joint Coordinating Committee Formation
A.13	Publicity and Communication Committee Formation
A.14	Organizational Plan of Census
A.15	Set structure of work force
A.16	Preparation of Plan Activities/Tasks
A.17	Estimate Human resources and materials
A.18	Preparation of Budget
A.19	Census field operation plan
A.20	Census tabulation plan

A.21	Pre-Census Workshops, Meetings, Trainings
A.22	Census publicity plan
A.23	Census Procurement Plan (computers, printers, furniture, tablet, enumerator kits etc)
A.24	Preparation and printing of pilot enumeration survey questionnaires and related manuals
A.25	Preparation of NSIC guidelines- Final
A.26	Mapping
A.27	Development of Enumeration Area Map
A.28	Questionnaire Design
A.29	Pre-Test
A.30	Instruction Manuals
A.31	Printing of Forms and other Documents
A.32	E-census Application development
A.33	Data entry application development in desktop environment/ tablet
A.34	Network and Server system development
A.35	procurement and procurement plan for network and IT system
A.36	Pilot Census
A.37	Pilot Census Core Group Workshops for Training
A.38	Pilot Census Officers Training
A.39	Pilot Census Enumerators' Training
A.40	Pilot census - Main enumeration including e-census

A.41	Pilot census report for internal use
A.42	Procurement and logistics for Pilot Census
A.43	Procurement of materials and logistics for main census
A.44	Printing of listing questionnaires (for pilot)
A.45	Printing of listing questionnaires (for main census)
A.46	Printing of census questionnaires and other forms
A.47	Trainings for Field Operation
A.48	Training of Master Trainers (10 days)
A.49	Training of District Census Officers
A.50	Training of Area Supervisors (7 days)
A.51	Distribution/ shipment of Census materials to district level offices
A.52	Deputation of District Census Officers and assistant staff to Districts
A.53	Setting Publicity Strategy
A.54	Develop Publicity materials
A.55	Procure Publicity materials
A.56	Distribute and broadcast, publish, implement Publicity materials

B	MAIN CENSUS ACTIVITIES
B.1	Establishment of Census District Offices (80)
B.2	District Coordination Committee Formation and Meetings
B.3	Recruitment and Appointment of office staff
B.4	Proceed to recruit and appoint Field Staff (supervisors, enumerators)
B.5	Training of field staff (supervisors and enumerators)
B.6	Training of Field Supervisors (7 days)
B.7	Training of Enumerators (7 days)
B.8	Census Workshops at Districts for Publicity
B.9	<u>Listing Operation and EA Mapping operation</u>
B.10	<u>e-census operation</u>
B.11	<u>MAIN CENSUS ENUMERATION</u>
B.12	Census Publicity operation
B.13	Distribution and Return of Materials at Districts
B.14	Monitoring Field Operations
B.15	Quality assurance of field operations (supervision)

C	POST CENSUS ACTIVITIES
C.1	Post-Enumeration survey
C.2	Retrieval and storage of documents (questionnaires and forms)
C.3	Checking/tracking of census documents
C.4	DATA PROCESSING
C.5	Set up data processing strategy
C.6	set locations for data processing
C.7	Recruitment data processing staff
C.8	Data Processing infrastructure set up at Districts and Centre
C.9	Development of Data Coding, Editing and Entry Manual
C.10	Data coding and editing
C.11	Data entry process
C.12	Data cleaning/ imputation
C.13	Data communication
C.14	Data editing, processing and tabulation
C.15	Census PRODUCTS
C.16	PRELIMINARY CENSUS REPORT
C.17	Preparation of Analytical Reports and Tables
C.18	Atlas of Economic Census
C.19	Nepal EcoCenInfo
C.20	Data dissemination

C.21	Preparation of Economic Census Procedural History
C.22	In-depth census data analysis (district level)
C.23	Set Broad Dissemination Strategy
C.24	Product Development
C.25	Marketing of Products
C.26	Sales Strategy
C.27	Evaluation

Reference date of the Census

- The Census is taken as of 14th April 2018, and the enumeration is conducted within three month period from 14 April to 30 June 2018.
- This period includes the activities of
 - listing,
 - EA mapping ,
 - e-Census, and
 - main enumeration.
- The confirmation of Enumeration Area is conducted from 25 to 26 March 2018, the establishment listing is from 27 March to 13 April 2018.

Coverage Area of the Census

- The Census covers all areas throughout the country.
- 75 districts will be covered

Legal Basis of the Census

- The Census is taken on the basis of the following legislation:
 - a) Statistics Act 1958
 - b) *A special census decree (suchit aadesh (government ordinance)be published in Nepal Gadget) will be issued by GoN that mandates for conducting EC in the country*
- *Cabinet decisions on policy issues for conducting EC*

Contents Coverage of the Census

- The Census covers all establishments which exist at the reference date in the territory of Nepal.
- ISIC Revision 4: All Sectors
 - Except Section A, O, T,U

Exclusion in the Coverage

The following establishments, however, are excluded:

- a) Non-registered establishments classified into “Section A, Agriculture, forestry and fishing” specified in the United Nations International Standard Industrial Classification of Economic Activities, Revision 4 (ISIC),
- b) Establishments classified into “Section O, Public administration and defense; compulsory social security” specified in the ISIC,
- c) Establishments classified into “Section T Activities of households as employers; undifferentiated goods-and services-producing activities of households for own use” specified in the ISIC,
- d) Establishments classified into “Section U, Activities of extraterritorial organizations and bodies” specified in the ISIC.

Enumeration units

- The establishment as an enumeration unit for the Census is defined as follows, according to UN definition:
 - *The establishment can be defined as an economic unit that engages, under a single ownership or control - that is, under a single legal entity - in one, or predominantly one, kind of economic activity at a single physical location – for example, a mine, factory or workshop.*

Organization

- Different hierarchy of organization and census committees will be structured for the smooth conduction of different stages of Economic Census.

Economic Census Organization Modality

- Different hierarchy of organization and census committees will be structured for the smooth conduction of different stages of Economic Census.
 - Steering committee
 - Technical committee
 - Joint Coordinating Committee (JCC)
 - District Economic Census Coordination Committee
 - Others Committee as per requirement

Steering Committee

- Main Functions
 - Provide the policy decisions and guidelines for smooth conduct of Economic Census
 - Approve the technical decisions made by technical committee of EC
 - Provide the necessary directions and guidelines to solve the policy related problems raised during the implementation of EC
 - Play the coordinating role among the inter ministry agencies
 - Provide the appropriate guidelines for the quality enhancement and improvement of Economic Census operation

Proposed Composition of Steering Committee

1. Honourable Vice Chairman, NPC ----- Chairman

Members

1. Governor, Nepal Rastra Bank
2. Member secretary , NPC
3. Secretary, Ministry of Finance
4. Secretary, Ministry of Industry
5. Secretary, Ministry of Commerce
6. Secretary, Ministry of Home Affair
7. Secretary, Ministry of Federal Affair and Local Development
8. Director General, CBS
9. Joint Secretary, Economic Management Division, NPC
10. Deputy Director General, CBS-Economic Statistics Division --- member secretary
11. Invitee members - 3

Technical Committee of EC

1. Director General ----- Chairman

Members

1. Deputy Director General, Economic Statistics Division
2. Deputy Director General, Social Statistics Division
3. Deputy Director General, Planning and Human Resources Management Division
4. Directors, Economic Census Section
5. Director, Establishment Census and Survey Section
6. Director, National Account Section
7. Representative (Under secretary), Department of Commerce, Ministry of Commerce
8. Representative (Under secretary), Department of Industry, Ministry of Industry
9. Representative (Under secretary), National Planning Commission Secretariat (Economic Policy and Planning Division)
10. Representative (Under secretary), Department of Cottage and Small Industries, Ministry of Industry
11. Representative (Under secretary), Cottage and Small Industries Development Committee, Ministry of Industry
12. Representative (Under secretary), Office of Company Registrar, Ministry of Industry
13. Representative (Under secretary), Inland Revenue Department, Ministry of Finance
14. Representative (Under secretary), Ministry of Federal Affairs and Local Development
15. Representative, Federation of Nepalese Chambers of Commerce and Industry (FNCCI)
16. Invitee members – 3 (Representative, Nepal Chamber of Commerce (NCC) and others)

Census Organization

1. CBS-DG
2. Economic Statistics Division-DDG
3. Economic Census Section
4. District Census Offices- 75
5. Area Census Office (only in selected districts)
6. Field Supervisors- (yet to be estimated)
7. Field Enumerators- (yet to be estimated)

Enumeration Area Maps

- Plan of preparing enumeration area maps based on the concentration of economic units
- CBS-GIS section responsible for the activity

Chain of command

- Director General of CBS
- Deputy Director General (Economic Statistics Division)
- Economic Census Section
- District Census Offices headed by District Census Officers
- Area Census Offices headed by Area Census Officer
- Supervisors
- Enumerators

Trainings

- Core group of experts on EC
- Master Trainers' training Workshop
- Census Officers' training
- Area Census Officers' Training (for selected districts)
- Supervisors' training
- Enumerators' training
- Post Enumeration Survey Trainings
- Data Processing and Management training
- Data Analysis Trainings
- Data Dissemination Trainings

Meetings

- Steering committee meetings
- Technical Committee meetings
- JCC meetings
- Meetings on Thematic matters
- District Economic Census Coordination Committee meetings

Workshops

- Inception seminar
- Thematic workshops for planning and preparation of EC
- Stakeholders' Awareness Workshop/ seminars for cooperation in EC operation at central and district level

Modality of Economic Census

- First phase
 - EA Mapping
 - Listing (by Supervisor/Enumerator)
- Second phase
 - e-Census (By Respondent)
 - Main enumeration
 - Tablet based (Enumerator)
 - Paper based
 - Enumerator
 - Respondent

Method of the Main Census Enumeration

- A. Response through Internet, that is, e-Census is conducted from 1 to 30 April 2018;
- B. Individual enumeration by enumerator is conducted from May 1 to June 30 2018.
- C. *Self enumeration: Direct mailing or submitting questionnaire forms from Central Bureau of Statistics (CBS) to major enterprises is conducted from May 1 to June 30 2018. (to be discussed)*

- The individual enumeration is carried out through the method that an **enumerator will visit** each establishment within a certain enumeration area, interview the owner or manager of the establishment or his/her substitute who is entitled to represent the establishment, and fill in the census form.
- In addition to this, the **self-enumeration method** can be applied to the establishment, which requests to fill in the form by themselves.
- In case that the enumeration does not finish due to reason of establishments until 20th June 2018, **“Special Survey Team”** carries out the enumeration.

Drafting Questionnaires/manuals

- Questionnaires drafted both in English/Nepali
- Manuals – English
- Manual – Translated in Nepali language (draft)

Pretest

- An essential part of statistical operation
- Two pretests for individual enumeration have been carried out in selected some EAs in September and October 2016.
- The pretests aimed to test form-designing, enumeration methods, instructions to be included in the enumerators' manual and so on, and the results will be utilized for making appropriate plans for the 2018 Economic Census.

Modality of Pilot Economic Census

- Rehearsal of actual census
- To test the programs that to be employed in actual Census
- Coverage districts
 - 33 Statistical Offices and assigned areas by them

Modality of Pilot Economic Census

- a) The survey will be carried out as of 1st April 2017 (one year before the Census date) within three months from April to June 2017 in selected Enumeration Areas.
- b) The pilot survey aims:
 - (a) to test the final draft of the Census form and other documents;
 - (b) to test work procedure of every stage of enumerators, supervisors, district statistics office, and CBS.

Modality of Pilot Economic Census

- Assumption:
 - 10 economic units per day on average per enumerator to enumerate
- In each selected district (33), an urban and rural nature VDCs and Wards of Municipality will be selected for conducting pilot census

Major Pilot Census Activities

- Form design and printing
- Application development for data entry and e-Census
- Setting of server and networking system for data compilation
- Procure enumeration kits
- Distribute materials to district offices

Major Pilot Census Activities

- Recruitment / selection (enumerators)
- Area assignment
- Trainings (Directors, Statistical Officers, and Enumerators)
- Meetings with district stakeholders
- Field enumeration/ e-census test
- Field monitoring and supervision at central and district
- Form collection
- Data processing at districts and send to central
- Data analysis
- Data Dissemination for internal use (not public)
- Report preparation

Financial Resources for Pilot Census

- Each SO is allocated a budget for field enumeration and supervision
- May impact in number of days to be enumerated
- CBS staff will be employed rather outsiders
- Field workers will get the field DSATA wherever apply as per government financial rules and regulation

Implementation of Economic Census

- Field enumeration will be started by establishing the census offices in each district with recruitment and trainings of participating field staff in 2018

Post-census stage

- *Post enumeration of census to measure the quality of main census*
- *Thematic surveys be undertaken covering detail financial statistics*
- *The Economic Census for Company/firms covering different ISIC sectors will be carried out in 2019 mainly in order to provide with detailed financial statistics of the corporation. (to be discussed)*

Progress Status of Economic Census

- Project signing between CBS and JICA –Nepal on February 17 2016
- Preparatory activities undertaken via annual budget programs of CBS as approved by GoN
- Statistical Business Register (SBR) Survey operation in selected districts
 - 14 districts (Dhankuta, Udayapur, Okhaldhunga, Sindhuli, Kavre, Nuwakot, Gorkha, Syangja, Palpa, Dang, Jumla, Pyuthan, Surkhet, Doti)
- Development phase NSIC based in ISIC revision 4 with a series of consultative workshops

- Data processing on SBR survey of Dang District completed (5275 forms)
- Questionnaires/ Manuals development *in English*
- Questionnaires/ Manuals development *in Nepali*
- Pre-tests of questionnaires
- Preliminary list collection of economic units in each district
- Training on 2016 Economic Census of Indonesia
- First JCC meeting held on November 22 2016
- First Technical Meeting held December 18 2016
- Draft of census decree developed

Approved Annual Programs 2073/74 (2016/17)

1. Formation of Steering committee – *under the process*
2. Formation of Technical committee - *completed*
3. Formation of Publicity committee – *to be formed in third quarter*
4. Proceeding the economic census decree, policy level issues to be decided by cabinet – *being undertaken*
5. Estimation of human resources and census equipment, kits – *under the process*
6. Discussion workshops on thematic subjects related with economic census

Approved Annual Programs 2016/17

1. Inception seminar on Nepal Economic Census 2018-
(February 28 fixed)
2. Awareness workshop for CBS officials at Districts on NEC
2018 – *under process*
3. Questionnaires and Manuals Preparation Interaction
Workshops - *completed*
4. Questionnaire Pre-test - *completed*
5. Preparation, Implementation and Monitoring of Pilot Census
Program- *will be carried out in second and third quarter*
6. Economic Census Implementation operating manual – *under
process in third quarter*
7. Workshops on Economic Census Tabulation- *under process in
third quarter*

JICA Support on Economic Census

- Government of Japan has been supporting in different sectors of development in Nepal
- Government of Japan – well wisher of Nepal
- GoJ via JICA has been involved from 2016 in strengthening the economic statistical infrastructure of Nepal by supporting for the Project on Capacity Building in Implementation of Economic Census of Nepal
- Five years period project
- Project signed on February 17 2016
- Project office established in CBS
- CBS has achieved the support of Chief advisor, coordinator and short term experts for different subjects related to Economic Census

Trainings /Exchange Visit

- Visit to Indonesia October 8-15 2016
 - Exchange Visit to Badan Pusat Statistik of Indonesia(BPS-Indonesia)
 - Got the knowledge on Economic Census via experiences from the Indonesia which has an rich experience in conducting the Economic Census
 - Indonesia, as having good statistical system and experience in EC has been chosen to gain the knowledge.
- Visit to Japan January 14- February 04 2017
 - Training on Economic Census will be more fruitful in gaining the knowledge on Economic Census of Japan, which will of course make value added in the planning and implementation of Economic Census of Nepal