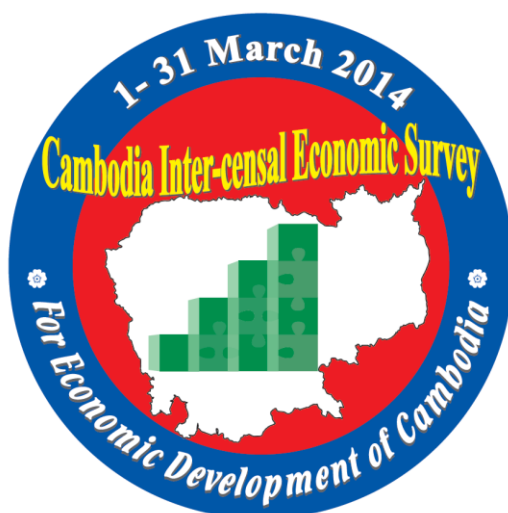


KINGDOM OF CAMBODIA

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Cambodia Inter-censal Economic Survey 2014



Supervisor's Manual

National Institute of Statistics, Ministry of Planning

Phnom Penh, Cambodia

**Supported by
Japan International Cooperation Agency (JICA)**

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Supervisor's Manual

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1. Role and importance of supervisor

1) Basic role

The basic role of supervisor is to assure that enumerator concerned accomplish exactly his/her duties in order to achieve the purposes of Cambodia Inter-censal Economic Survey 2014 (CIES2014) completely.

Here, the duties of enumerator is to grasp all establishments in the Village or Enumeration Area (EA) concerned, interview them, gain the exact information, fill in the Form, and submit the documents.

2) Importance

In order to provide the accurate statistics as a result of the Survey, errors, mistakes and misunderstandings should be eliminated or minimized.

The role and tasks of supervisor are indispensable for this viewpoint.

2. Basic tasks of supervisor

1) Position of supervisor in the survey organization

- Supervisor is placed between the enumerator and RO/ARO in the organization for the CIES2014. In other words, position of supervisor is in the middle of flow of information and documents between the RO/ARO and enumerator;
- Supervisor has to receive instruction of RO/ARO and inform it to enumerator;
- Supervisor has to grasp the situation of enumerator's field work etc. and transmits it to the RO/ARO;
- Supervisor has to receive documents such as Forms, Establishment Lists filled-in by enumerator and submit them to RO/ARO after examination. Therefore, supervisor is obliged to get constant contact with RO/ARO and enumerator.

2) The responsibility for overall work of the enumerator

Supervisor has the responsibility for overall work of the enumerator who the supervisor takes in charge, in accordance with the missions of CIES2014 under the instruction of the RO/ARO.

Therefore, supervisor is obliged to fulfill the following tasks:

- (1) To grasp constantly the progress on the enumerator's work. When he/she find any problems, he/she gives the appropriate instructions to the enumerator, and then informs the situation to RO/ARO, if necessary.
- (2) To give the appropriate and necessary instructions to enumerator, support the enumerator's field work, supervise overall work of enumerator concerned in order to assure that enumerator accomplishes their duties.
- (3) To check all documents such as Forms, Establishment List, Village and EA Boundary Map and so on which the enumerator filled-in.

3) Understanding Enumeration Procedure

(1) Mastering the Enumerator's Manual

Supervisor should learn on the whole work of enumerator for accomplish his/her duties.

The work of enumerator is described in detail in the Enumerator's Manual. Firstly, supervisor attends the Training Seminar to learn the contents of the Enumerator's Manual.

After the Training Seminar also, Supervisor is requested to read this manual carefully, to understand it clearly, and to study problems which are supposed to happen during the survey activities and to consider the solution in advance. Then supervisor must master the Manual more than the enumerator.

(2) Study this Supervisor's Manual

Needless to say, supervisor has to learn completely this Supervisor's Manual too.

4) Collating Establishment List with Pre-printed Village/EA Establishment List

Supervisor collates carefully the Establishment List submitted by the enumerator with the Pre-printed Village/EA Establishment List.

The procedure will be described below.

5) Selection of Establishments to be surveyed

Supervisor selects carefully 30 establishments from the Establishment List by systematic selection. The procedure will be described below.

3. Procedure of supervisor's Task

1) Before Enumeration Period

(1) Attending the training seminar

a. Supervisor is given lectures about enumeration procedure including his/her own duties and the enumerator's duties.

b. Supervisor makes sure that the enumerator receives the following documents and goods on the spot with the enumerator:

ID Card,

Village and EA Boundary Map (map of EC2011/map of mapping work and blank form),

Establishment List,

Stickers for Establishment,

Form,

Leaflet (No.1 and No.2),

Appointment Letter,

Special Survey List,

Enumerator's Manual,

Supplementary Explanations and Questions & Answers,
Plastic Bag and its Label,
Stationery Kit,
Carrying Bag, etc.

- c. Supervisor receives and confirms the following documents other than those above.
Pre-printed Village/EA Establishment List which supervisor should complete,
Large-size Establishment Survey List which supervisor should make out,
Summary Sheet of Commune which supervisor should fill in,
Supervisor's Manual.

(2) After the training seminar

- a. Supervisor reads carefully this manual and Enumerator's Manual to comprehend the Survey itself, his/her duties and Enumerator's duties.
- b. It is recommended that supervisor tries to collect any information from DPDP, District chief and any others on the Villages which he/she is responsible for.
For example: what kind of establishments are there, enumeration situation in the EC2011 and so on.
- c. Supervisor confirms the following work of enumerator, because they are suggested to start this work before enumeration period in order to be sure to accomplish all duties of enumerator several days before March 6, 2014 in principle.

2) During Enumeration Period

- (1) Immediately after receiving the Establishment List from the enumerator, Supervisor is requested to collate carefully the Establishment List submitted by the enumerator with the Pre-printed Village/EA Establishment List and to fill in the entry columns of both of the Lists.

The operation will be done as follow:

- a. Note that the last serial number you have given will be equal to the total number of establishments in the Village/EA.
- b. Collate the name, business type and address of establishment written in the Establishment List submitted by the enumerator with those in the Pre-printed Village/EA Establishment List.
- c. If the establishment in the Establishment List is found in the Pre-printed Village/EA Establishment List, transcribe the establishment number in column 1 of the Pre-printed Village/EA Establishment List into the shaded portion in column 6 of the Establishment List and write "1" which means "surviving" in column 5 of the Pre-printed Village/EA Establishment List.
- d. After collating all of the establishments in the Establishment List,
 - write one by one the new establishment number starting from 501 serially in the shaded portion in column 6 of the new establishments of the Establishment List.

- write "2" which means "not found" in column 5 of the not-found establishments of the Pre-printed Village/EA Establishment List.

e. Count the number of surviving establishments and number of establishments not found, and write them in the appropriate fields in the upper right of both the Pre-printed Village/EA Establishment List and the Establishment List.

► Establishment number in the last line of the Pre-printed Village/EA Establishment List doesn't mean the total number of establishments in a village/EA in the EC2011. The total number of establishments in the EC2011 is shown in the field "Total" of "Number of Establishments" in the upper right of the Pre-printed Village/EA Establishment List.

► The total number of establishments in column "EC2011" must be equal to the sum of the number of surviving establishments in column "Surviving" and the number of establishments not found in column "Not found" in the Pre-printed Village/EA Establishment List.

f. Count the number of new establishments, and write it in the appropriate field in the upper right of the Establishment List.

► The number of establishments in column "Total" must be equal to the sum of the number of surviving establishments in column "Surviving" and the number of new establishments in column "New" in the Establishment List.

(2) Supervisor is requested to select carefully 30 establishments except establishments with 50 persons engaged or more from the Establishment List by systematic selection.

The operation will be done as follow:

a. Write one by one the new serial number of establishments in the shaded portion in column 7 of the Establishment List.

b. While doing so, do not give the new serial number to the establishments with 50 persons engaged or more.

c. Follow these instructions for selecting 30 establishments for survey. Suppose in column 7 of the Establishment List, the last new serial number is 102 establishments. Divide 102 by 30. You get 3.43 or 3.4 (to one decimal place). Take out a currency note*) whose last two digits are 34 or under 34. Suppose you find one with last two digits 17, then your random start would be 1.7. The selection numbers for establishments would be 1.7, 5.1 (that is 1.7 plus 3.4), 8.5 (5.1 + 3.4), 11.9 (8.5 + 3.4) , 15.3, 18.7, 22.1, 25.5, 28.9, 32.3, 35.7, 39.1, 42.5, 45.9, 49.3, 52.7, 56.1, 59.5, 62.9, 66.3, 69.7, 73.1, 76.5, 79.9, 83.3, 86.7, 90.1, 93.5, 96.9, 100.3.

The 30 sample establishments are establishments having the following new serial number in column 7 of the Establishment List (i.e. dropping the decimals):

1, 5, 8, 11, 15, 18, 22, 25, 28, 32, 35, 39, 42, 45, 49, 52, 56, 59, 62, 66, 69, 73, 76, 79, 83, 86, 90, 93, 96, 100.

(See Appendix 3.)

*) If you don't have any currency notes whose last two digits are equal to a quotient of the last new serial number and 30 or below, you can subtract a quotient from the last two digits of a currency note until you get a figure equal to the quotient or below.

- d. Circle the new serial number of the selected establishments in the shaded portion in column 7 of the Establishment List.
- e. Count the number of the selected establishments and write it in the shaded column "To be surveyed" in the upper right of the Establishment List.
- f. Write the last two digits of the currency note used for the selection in the appropriate place of the Establishment List.

(3) If the establishments with 50 persons engaged or more are found in the Establishment List, supervisor has to transcribe the necessary information from the Establishment List to the "Large-size Establishment Survey List". The establishment number to be copied to the list is that in column 6 of the Establishment List.

After making the "Large-size Establishment Survey List", submit it to RO/ARO immediately.

(4) Immediately after completing the above operations, supervisor is requested to return the Establishment List to the enumerator.

(5) Supervisor is requested to assure that enumerator accomplishes the following tasks:

- a. Identification of area of Village/EA concerned
- b. Establishment Listing
- c. Interviewing the selected establishment and filling in the Form

(6) Supervisor is requested to join in the field work of enumerator more often, especially for persuading the refusal establishments.

(7) Supervisor is requested to give appropriate instruction, support or help for the solution when enumerator has some difficulties for their work.

(8) Supervisor is obliged to make an enumeration instead of enumerator in some case.

(9) When supervisor encounter any difficulties which cannot solve by him/her, he/she is obliged to inform them to RO/ARO and get some instructions for solution.

(10) Supervisor is obliged to deal with refusal establishments in accordance with "Box 3 How to enumerate refusal establishments" in the Chapter 2 "Procedure of Enumerator's Work" of the Enumerator's Manual.

(11) Supervisor is obliged to assure that enumerator finish all these tasks as earlier as possible, for example, within five days from March 1 to 5 at the latest.

(12) Supervisor has to instruct enumerator to submit the documents to him/her immediately after their confirmation and checking work finish.

3) Post-field work

(1) Supervisor receives a plastic bag which contains a set of the following documents, and unused documents without fail.

- ① Village and EA Boundary Map
- ② Establishment List
- ③ Forms in order of Serial Number of Establishment in the Establishment List
- ④ Others

(2) Supervisor makes sure that all the documents are contained in the plastic bag according to the description of Label by counting actually the number of their sheets.

(3) After this confirmation work, supervisor checks each document according to Appendix1: “Points of Checking the Documents for Supervisor”.

Main points are as follows:

- a. Establishment List----does it have neither mistakes nor entry-omissions?
- b. Village and EA Boundary Map ---- are all “Serial No.” in column 1 of the Establishment List written at the appropriate position on the Map?
- c. Forms:
 - a) All the selected establishments in the Village/EA are surveyed and put in order of the “Serial No.” in column 1 of the Establishment List.
 - b) The entries in the first page of the Form are consistent with those in the Establishment List.
 - c) Each page of all the Forms has no errors such as entry-omission and inconsistency among the survey items.

(4) Supervisor makes the Summary Sheet of Commune on the basis of description of “Establishment List”.

- a. Count the number of establishments whose “Type of Survey Result” is “1” or “4”, and the number of establishments whose “Type of Survey Result” is “2” or “3” in the Establishment List.

(5) Supervisor puts a set of the following documents again in the Plastic Bag according to the description of Label of Plastic bag. The order in the bag should be the same as submitted by enumerator.

- ① Village and EA Boundary Map
- ② Establishment List
- ③ Forms in order of Serial Number of Establishment in the Establishment List
- ④ Others

(6) Supervisor submits the Pre-printed Village/EA Establishment List, the Summary Sheet of Commune, Plastic bag and unused documents to DPDP by March 10, 2014 in principle.

Points of checking of the documents by Supervisor

1. General issues

1.1 To check all documents submitted from the enumerator. When the supervisor finds any errors or doubts on the information written in the documents, he/she is obliged to fulfill the followings:

- a) To ask the enumerator what are correct facts and to instruct the enumerator to interview again, if necessary,
- b) To correct the wrong entries in the documents based on the reports from enumerator or results of re-surveying by the enumerator basically.

1.2 Timing of checking work

The checking work should be done at the same time when supervisor receives the Plastic Bag from the enumerator because supervisor can ask the enumerator on the spot.

2. Making sure that all of the necessary documents are submitted

2.1 Are there all documents which should be contained in the Plastic Bag?

♦The documents are 1) Establishment List, 2) Filled-in Forms 3) Village and EA Boundary Map and 4) others.

2.2 Are actual quantities of each document consistent with numbers written on the Establishment List and Summary Sheet of Commune?

♦Especially, number of the filled-in Forms should be counted actually.

3. Consistency Check between the Village and EA Boundary Map and the Establishment List

3.1 Is the total number of the establishments written on the Establishment List consistent with the total number of the establishments on the Village and EA Boundary Map?

3.2 Are the serial numbers of all the establishments of the Establishment List written on the Village and EA Boundary Map?

3.3 Aren't any establishments omitted?

♦The supervisor examines making the best use of experiences or knowledge obtained through the field observations and other opportunities.

4. Consistency Check between the Establishment List and the Form

4.1 Are the establishment numbers (in column 6 and 7) of each selected establishment of the Establishment List consistent with those (Q2-1) of the corresponding Form?

4.2 Are the descriptions (in column 2 to 4) of each selected establishment of the Establishment List consistent with those (Q2-2A to Q2-3C) of the corresponding Form?

5. Content check of the Pre-printed Village/EA Establishment List

5.1 Are all the columns of the Pre-printed Village/EA Establishment List filled in?

5.2 Is the total number of establishments in column “EC2011” equal to the sum of the number of surviving establishments in column “Surviving” and the number of establishments not found in column “Not found”?

6. Content check of the Forms

[Checks to be done on all questions]

6.1 Aren't there entry omissions in the items to be filled in?

- ♦ Questions 3 to Question 11 are the questions for all establishments.
- ♦ Question 11-1 must be filled in when an answer to Question 11 is “Branch office”.
- ♦ Questions 12 to 14 must be filled in when an answer to Question 11 is “Head office”.
- ♦ Question 15 must be filled in when an answer to Question 11 is “Single unit” or “Head office”.
- ♦ Question 16 must be filled in when an answer to Question 15 is “No”.
- ♦ Questions 17 to 21 must be filled in when an answer to Question 15 is “Yes”.

6.2 Are there unnecessary entries in the items not to be filled-in?

- ♦ The following questions don't need to be filled-in if the establishments meet the following conditions:

▶ **Questions 12 to 14**

“Single unit” and “Branch office” in Question 11 don't need to be filled-in.

▶ **Question 15**

“Branch office” in Question 11 doesn't need to be filled-in.

▶ **Question 16**

The following establishments don't need to be filled-in:

- 1) “Branch office” in Question 11
- 2) Establishments whose response to Question 15 is “Yes”.

▶ **Questions 17 to 21**

The following establishments don't need to be filled-in:

- 1) “Branch office” in Question 11
- 2) Establishments whose response to Question 15 is “No”.

[Consistency Check among questions]

6.3 The following cases should be made clear by asking to the establishments, be revised if either of the answers is wrong.

a. Relationship between Question “9 Number of persons engaged actually in this establishment” and Question “8.3 Area of Business Place”

- In case that “9-A1 Number of persons engaged” is quite small such as one or two person(s) and the “8-3 Area of Business Place” is quite large such as more than 100m², either of two

answers may be wrong.

- In case that “9-A1 Number of persons engaged” is quite big such as 100 persons or more and the “8-3 Area of Business Place” is quite small such as less than 50m², either of two answers may be wrong.

b. Relationship between Question “9 Number of persons engaged actually in this establishment” and Question “16 Amount of revenues/sales and operating expenses---”/Question “Q21-1 Amount of revenues and expenses”.

- In case that “9-A1 Number of persons engaged” is quite small such as one or two person(s) and the “16 Amount of revenues/sales and operating expenses” is quite large such as more than 10,000 us dollars per day, either of two answers may be wrong.

[Checks to be done by question]

6.4 Main points of checking are as follows:

► **Question “5 Ownership of Establishment (Legal status)” and Question “11 Single unit, Head or Branch office”**

“11 Branch of a foreign company” in Question “5 Ownership of Establishment (Legal status)” must be “3 Branch office” in Question “11 Single unit, Head or Branch office”.

► **Question “8 Tenure, Kind and Area (square meters: m²) of Business Place”**

In case that “8-2 Kind of Business Place” is “5 Occupying exclusively one block or one building” and “8-3 Area of Business Place” is “1 Under 5m²” or “2 5m²- under 10m²”, either of two answers may be wrong.

► **Question “9 Number of Persons Engaged actually in this Establishment only during one week before 1st March 2014”**

a) Isn't the total number of persons engaged consistent with the sums of Nationality, Sex and Employment Status respectively?

b) In the case of “Head office”, aren't the persons engaged in its branch offices included?

♦ Comparison check with the responses to **Questions 12 to 14** should be done.

c) Isn't there an extremely huge number of persons engaged from viewpoint of common sense?

♦ The pupils or students may be included in case of school.

► **Question “10 Kind of Main Business Activities which this establishment is engaged in”**

In the case of “Head office”, aren't activities of its branch offices included?

♦ Comparison check with the responses to **“Questions 12 to 14”** should be done

► **Question “12 Number of branch offices” to “14 Kind of main business activities of**

the entire entities”

Isn't information of the branch office(s) excluded?

♦ Comparison check with responses to “**Questions 9 and 10**” should be done.

(**Note**) These questions refer to “the entire entities” including both the head office and its branch office(s).

► **Question “16 Amount of revenues/sales and operating expenses, and Number of working days in February 2014.”**

a) Has either “in Riel” or “in USD” been selected?

b) Has either “Per month” or “Per day” been circled in Question 16-1, 16-2 and 16-2-1 respectively?

c) Aren't there extreme differences among the items such as “revenues/sales”, “operating expenses” and “salaries and wages” there?

► **Questions 17 to 21**

a) Has either “in Riel” or “in USD” been selected?

b) Is the amount of the following items consistent with the sum of details respectively?

-. “17 Total amount of Assets at the end of December 2013” and sum of 17-1 and 17-2.

-. “21-1 Operating Revenues” and sum of 21-1-1 to 21-1-3.

-. “21-2 Operating Costs” and sum of 21-2-1 to 21-2-3

-. “21-3 Other Revenues” and sum of 21-3-1 to 21-3-10

-. “21-4 Operating Expenses” and sum of 21-4-1 to 21-4-19

Royal Government of Cambodia
 Cambodia Inter-censal Economic Survey 2014
Large-size Establishment Survey List
 in a Village or an Enumeration Area
 (As of 1 March 2014)

Page Number.....

Total Number of Pages

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Strictly Confidential

	Province	District	Commune	Village	EA Code
Name					
Code					

Establishment Number	Name of Establishment (Registered name. If not registered, trade name, common name, name of proprietor, etc.)	Business Type (Main activity of the establishment. Ex: Chinese restaurant, Grocery shop, School, Garment factory, Pagoda, etc.)	Address of Establishment (Street Name/No., Building Name/No., Floor/Room No.. If no specific address, describe the address of the nearest building, etc.)	Number of Persons Engage d	Date of Intervie w	Operational Status 1(Survive) 2 (New)	Survey Result 1 (Finished) 2 (C.Refusal) 3 (S.Refusal) 4 (M.Refusal)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Enumerator
 Date.....Name.....Signature.....

Checked by Supervisor
 DateName.....Signature.....

Checked by ARO/RO
 DateName.....Signature.....

Summary Sheet of Commune

Name of Province/Municipality	Province Code	Name of District/Krong/Khan	District Code	Name of Commune/Sangkat	Commune Code

Table 1 Total Number of Documents and Establishments in the Commune

Number of Villages	Number of EAs	Number of Plastic Bags	Number of selected establishments to be surveyed			Number of establishments in the Establishment List			Number of establishments which were surveyed in EC2011, but not found
			Total	Establishments of "1 Finished" and "4 Minor"	Establishments of "2 Complete" and "3 Serious"	Total	Surviving	New	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Table 2 Number of Documents and Establishments by Village

Line No	Village/Mondul		Number of EAs	Number of Plastic Bags	Number of selected establishments to be surveyed			Number of establishments in the Establishment List			Number of establishments which were surveyed in EC2011, but not found
	Name	Code			Total	Establishments of "1 Finished" and "4 Minor"	Establishments of "2 Complete" and "3 Serious"	Total	Surviving	New	
	(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1											
2											
3											
4											
5											
Total Number											

Signature of Supervisor and RO/ARO

	Name	Signature	Date
Supervisor			
RO/ARO			

Appendix 4

Calculating Table for Sample Selection

When the number of establishments is 102, interval (3.4) is obtained by dividing 102 by 30.

When the last two digits of a currency note are 17, random start is 1.7.

Serial No.	Base no.		Interval	Results	No. to be selected
1	1.7		-	1.7	1
2	1.7	+	3.4	5.1	5
3	5.1	+	3.4	8.5	8
4	8.5	+	3.4	11.9	11
5	11.9	+	3.4	15.3	15
6	15.3	+	3.4	18.7	18
7	18.7	+	3.4	22.1	22
8	22.1	+	3.4	25.5	25
9	25.5	+	3.4	28.9	28
10	28.9	+	3.4	32.3	32
11	32.3	+	3.4	35.7	35
12	35.7	+	3.4	39.1	39
13	39.1	+	3.4	42.5	42
14	42.5	+	3.4	45.9	45
15	45.9	+	3.4	49.3	49
16	49.3	+	3.4	52.7	52
17	52.7	+	3.4	56.1	56
18	56.1	+	3.4	59.5	59
19	59.5	+	3.4	62.9	62
20	62.9	+	3.4	66.3	66
21	66.3	+	3.4	69.7	69
22	69.7	+	3.4	73.1	73
23	73.1	+	3.4	76.5	76
24	76.5	+	3.4	79.9	79
25	79.9	+	3.4	83.3	83
26	83.3	+	3.4	86.7	86
27	86.7	+	3.4	90.1	90
28	90.1	+	3.4	93.5	93
29	93.5	+	3.4	96.9	96
30	96.9	+	3.4	100.3	100