

OPENING ADDRESS BY THE DIRECTOR GENERAL, NATIONAL BUREAU OF STATISTICS (NBS), DR. V. O. AKINYOSOYE AT THE TRAINING OF TRAINERS (TOT) WORKSHOP FOR THE NATIONAL BUREAU OF STATISTICS (NBS)/AFRICAN PEER REVIEW MECHANISM (APRM) MASS HOUSEHOLD SURVEY 2006 HELD AT THE ABUJA DANNIC HOTELS, PLOT 93, AREA 2, GARKI – ABUJA, SEPTEMBER 4 – 5, 2006

Members of the NBS Directorate,

Members of APRM,





Resource Persons/Trainees,

Members of the Press,

Ladies and Gentlemen

1.0 I am indeed delighted for the privilege and honour accorded me to address the participants at the Training of Trainers (TOT) on this survey of national importance called the NBS/APRM Mass Household Survey 2006. Although, I have given opening addresses for many surveys in the past but I consider this one as very important. This is because the survey is very dear to the mind of Mr. President, the APRM focal point secretariat and NBS as a whole.

2.0 The African Peer review mechanism (APRM) is a programme of the new partnership for Africa's Development (NEPAD) for fostering good governance in African countries, using agreed African and International Standards. The Peer Review process is designed to enthrone and deepen good governance in the continent. As part of the APRM process, each country is expected to carry out a self-assessment of its performance in the following thematic areas:

-  Socio-economic development
-  Economic governance and management
-  Corporate governance and
-  Democracy and political governance

3.0 As you may be aware, there is now a new way of thinking and doing things in NBS. As a result, the office is trying to train and develop all cadres of staff and give opportunities to everybody to participate in surveys. However, let me advise you that for you to continue to be relevant and be considered for surveys, you must be

able to prove your worth by given in your best whenever you have opportunity to do so.

4.0 As a result of the transformation from old FOS to NBS, a lot is expected of us in order to justify the huge resources being expended in raising the status of the organization. To this end, I would like to intimate you with the on-going reform programme in NBS. The goal of the entire reform programme for NBS is to transform the agency into a world class National Statistical Office, with adequate, high quality and timely data production relevant to the demands of users, for example, Government, Universities and Research Institutes, Private Sector Organizations and International Agencies.

- The Federal government purchased a new building for the NBS on Plot 762, Independence Avenue, Central Business District, Abuja to serve as corporate headquarters of the agency. This is the first time the Nation's apex statistical agency will have a corporate headquarters since it was established in 1947. The offices are currently being equipped with modern ICT infrastructure and it is planned that every staff of the NBS will have a system on his/her table.
- In the area of right-sizing the workers, it is alarming to note that significant proportion of about 4000 workers inherited by NBS are either unqualified to work in National Statistical Office (NSO) or without the right qualification. So far, these unqualified staff had been disengaged, trained for other enterprises and paid all their entitlements. However, the disengagement process is a continuous one. It is expected that with normal attrition due to age, length of service and other criteria, the agency's staff strength shall be reduced to a manageable size and improved by the recruitment of highly qualified and competent personnel.
- Moreover, as part of the NBS reform agenda, a right balance between the headquarters, zonal and state offices shall be established. One of the steps taken in this direction is the recent posting of significant proportion of the professional staff (who had hitherto being in the headquarters) to zonal and state offices to improve the integrity of data to be produced by the agency.
- A staff training programme was designed by European Union for all headquarters staff in Lagos and Abuja to equip the staff for the new corporate

headquarters in Abuja in November 2005. The training, which was organized for professional and sub-professionals, covered basically three areas namely Change Management, Statistics and Information and Communication Technology (ICT). Since then, more advanced training programmes are being organized. Please be assured that the training will be taken as a continuous process in the agency. For instance, some staff had just completed training in the following areas:

- **Conversion of questionnaires into digital formats:**

With this training, all the traditional questionnaires which are designed for manual data capture and processing will be converted to scannable format to fast-track data processing. This method is expected to reduce the number of engaged labour in data processing by half. This has been demonstrated during the data processing of the National CWIQ Survey 2006.

- **Using Geographical Information System (GIS) Technology for the calculation of area cultivated:**

This training is intended to equip our field personnel with the technical know-how to be able to use the hand-held GPS-GIS equipment for data collection. With this technology, data can be sent directly to the database at the headquarters from anywhere in the country. Not only this, the technology also allows the location of field personnel on the field through geo-reference. You will agree with me that this technology requires the use of competent, committed and intelligent personnel for our fieldwork. The pilot test/training on this technology had just been completed in Ibadan, Oyo state.

- **Microsoft Office Software (Excel, Access: PowerPoint etc)**

This training was organized for some sub-professional staff at the headquarters. It will enable them perform some word and data processing work and allow them to effectively assist the professionals in the area of data processing. The training had just been concluded at the headquarters.

All these trainings are geared towards reducing incidences of errors and make the job more friendly, fast, less labour intensive and cheaper.

- **Outsourcing Data Collection Personnel:**

For most National Surveys like this one, the practice in the formal FOS was to rely only on full time enumerators with occasional recruitment of relatives and acquaintances who are usually unqualified for the job. With the new NBS, it has been established that for a big National Survey of this nature, the data collection personnel will be out-sourced to complement and supplement our regular field staff. This approach had been used for some of our recent National Surveys such as National CWIQ 2006, NBS/CBN/NCC Collaborative Survey on Socio-Economic Activities in Nigeria and National Agricultural Export Commodities Survey. In view of the fact that external field personnel and newly deployed NBS staff are going to be participating in data collection activities at either state or zonal offices, I want to challenge you that you have to put in more efforts to bring the trainees to the level that will enable them collect good quality data.

- **Upgrading and Equipping of Zonal Offices:**

As part of the IT revolution taken place in NBS, all the zonal offices at Enugu, Ibadan, Jos, Kaduna and Maiduguri are being upgraded to serve as data capture and processing centers for the Bureau. Computers and communication equipment are already installed at the zonal offices. All the zones will be supplied with giant generators and they are either been or will soon be installed. I am happy to inform you that data processing of Agricultural Export Commodity survey are being done in the zones.

- In line with our modernization process as a statistical organization, a number of database management initiative steps are being taken to develop time-series socio-economic database of macro-level data in Nigeria. In the course of your training, you will get to know more about macro-level data and macro economic policies under the thematic area that dealt with Economic Governance and Management. However, as a first step, a micro database is being developed to warehouse data generated from all the surveys and censuses conducted by NBS. In addition to this, another database will be constructed for establishments and public sector organizations from the Federal to the local government levels. Still on documentation of results, a document management system will be installed to warehouse statistical and non-statistical information

in Nigeria. From the foregoing, I believe we are all well informed about the reforms that are being implemented in the office.

- 5.0 From the report reaching me on the recently concluded pretest exercise of the Collaborative Survey on the NBS and APRM in the six zonal offices, it is pertinent that hardworking and intelligent officers should also be chosen for the training for fieldwork at both the headquarters and in the zones. I am also made to understand that some of the participants here are going to conduct the monitoring/quality check on this survey. Whatever be your role, I want to believe that you will all put in your best.

While I thanked you for the roles played so far, I want to challenge all participants here as key players in the conduct of this survey to ensure that effective and efficient training as well as good fieldwork exercise are conducted and delivered at the zonal level. Let me assure you that you will be provided with reasonable resources to enable you deliver. You must therefore, work harder to justify every support given you. Also, an independent monitoring agency represented by National Orientation Agency (NOA) will equally be involved in the monitoring and evaluation of the project during the fieldwork. The report of the agency is very important in the overall assessment of the quality of data and success of the project.

- 6.0 Finally, let me appeal to you to listen attentively, be committed and contribute actively to the discussions throughout the period of this training. On this note, I have the pleasure and honour to declare open the training of trainers' workshop for the NBS/APRM Mass Household Survey 2006.

- 7.0 Thank you all.

National Bureau of Statistics
Abuja

September 4, 2006.

**WELCOME ADDRESS BY THE DIRECTOR CENSUSES AND SURVEYS
DEPARTMENT (CSD) DR. G. O. ADEWOYE AT THE TRAINING OF TRAINERS
WORKSHOP ORGANISED BY NATIONAL BUREAU OF STATISTICS IN
COLLABORATION WITH AFRICAN PEER REVIEW MECHANISM ON MASS
HOUSEHOLD SURVEY 2006, AT ABUJA DANNIC HOTELS FROM 4TH - 5TH
SEPTEMBER, 2006**

The Director General (NBS),
Members of NBS Directorate,
Members of the APRM Secretariat,
Resources Persons/Trainees
Lagos and Gentlemen,

1.0 I am highly delighted to welcome you to this opening ceremony on the occasion of Training of the Trainers organized by the National Bureau of Statistics in collaboration with African Peer Review Mechanism on Mass Household Survey 2006. I acknowledge and commend the interest of APRM Secretariat in Nigerian for the confidence it has in NBS to conduct this all important survey to collect information which will be used to assess the performance of the government on the Political and Socio-Economic Governance of the country, Nigeria. This has become necessary because as a member of the African Union, Nigeria must accede herself to performance assessment along with other African Nations.

2.0 In view of the importance the Nigerian Government and by implication Africa attaches to this survey, the National Bureau of Statistics (NBS) in collaboration with African Peer Review Mechanism (APRM) conducted a pre-test training exercise at the NBS Headquarters and the six geo-political zones on Mass Household Survey 2006. The objectives of the pre-test exercise included:-

- To test the adequacy of the Survey Instruments
- To test administration of the questions
- To provide responses for the open-ended questions in the questionnaire.
- To facilitate data processing arrangements

The result of the exercise was very useful in restructuring the survey instruments and data processing arrangements for the main survey.

3.0 Today, we are about to start the Training of the Trainers for the main survey who will move to the six zonal headquarters to cascade the training at that level. The objectives of this training therefore include:-

- To equip the Resource persons that will replicate the training at the Zonal level with the necessary techniques.
- To have uniform delivery at the Zonal level.
- To enhance provision of Quality data.

4.0 I therefore implore the Resource persons and the Trainees to give the training workshop the seriousness it deserves so that the overall objective of the survey could be achieved. I am very confident that the Resource Persons, the Trainers and the Trainees will give their best to achieve the objectives of the two levels of training.

5.0 Distinguished participants, I will at this juncture extend our profound gratitude to the APRM Secretariat and particularly to the Director General NBS for the various initiatives taken towards effective training and the success of the entire Mass Household Survey.

6.0 I thank you all for your attention and may God bless you.

NATIONAL BUREAU OF STATISTICS (NBS)/
AFRICAN PEER REVIEW MECHANISM(APRM)
NATIONAL MASS HOUSEHOLD SURVEY 2006
TRAINING OF TRAINERS AND FIELD PERSONNEL
SURVEY DESIGN

Presented By

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Field Services and Methodology Department
National Bureau of Statistics
Abuja.

4th – 5th September 2006.

Outline of Presentation

- Introduction.
- Survey Objectives
- Coverage
- Scope
- Sample Design
- Survey Instruments
- Training for Fieldwork
- Data Collection Arrangement
- Monitoring/Quality Control
- Retrieval of records
- Retrieval schedule
- Time Line for Fieldwork
- Data Processing/Analysis
- Report Writing
- Time-line for the survey

Introduction

- ❑ Introduction of the African Peer Review Mechanism (APRM) is an off-shoot Programme of the New Partnership for Africa's Development (NEPAD) for fostering good governance in African countries.
- ❑ APRM survey is designed to provide perception of the general populace on the issues of governance in four Thematic areas.
- ❑ To seek information for monitoring progress towards good governance.

Objectives of the Survey

- ❑ The Objectives of the APRM survey 2006 include;
 - To promote democracy and good political governance as a basis for the reduction of poverty and the attainment of sustainable development
 - To capture Citizens perceptions on Quality of Governance in Nigeria, in the fourth thematic areas.
 - To foster on African governments the adoption of the policies, standards, Values and practices that lead to improved governance.

Coverage

- ❑ Survey is National covering all states of the Federations and the FCT, Abuja.
- ❑ One LGA per Senatorial Districts will be selected.
- ❑ Three LGAs per state will be covered.
- ❑ One LGA will be selected from the senatorial Districts where the State Capital is located.
- ❑ The others two LGAs from the remaining senatorial districts will be selected based on;
 - Remoteness from the State Capital,
 - Topography of the LGA such as upland or riverines areas
- ❑ Ten(10) EAs per LGA will be selected.
- ❑ 30 EAs per state will be studied.
- ❑ Both the Urban and Rural areas will be canvassed.

Scope

- ❑ APRM Survey will collect Information in four Thematic areas.
- ❑ The Thematic areas include;
 - Socio-Economic Development.

- Economic Governance and Management.
- Democracy and Political Governance
- Corporate Governance.

Sample Design

- Reporting domain for APRM Survey is LGA
- Data Aggregation at Senatorial districts and National levels.
- Two – stage Cluster Sample design adopted in each LGA.
 - EAs form first stage or Primary Sampling Units (PSUs).
 - Housing Units (HUs) form Second Stage or Ultimate Sampling Units (USUs).
- Selection of 1st Stage or Primary Sampling Units (PSUs)
 - EAs demarcated for 1991 Population Censuses served as Sampling frame.
 - Systematic Selection of 10 EAs made per LGA.
- Selection of 2nd stage or Ultimate Sampling Units (USUs).
 - Complete HU listing conducted in selected EAs.
 - HU Listing provide frame for second stage selection.
 - Twenty (20) HUs Systematically selected per EA.
 - One Household (HH) will be selected per housing unit.
 - Twenty (20) Households (HHs) will be selected per EA.
- Sample sizes: 10 EAs drawn at each of the 3 LGAs.
 - 200 HUs will be selected per LGA.
 - 200 HHs will be selected per LGA
 - 200 Persons will be selected per LGA
 - Sample sizes at state level are equal at 30 EAs per state.
 - 600 HUs will be selected per state.
 - 600 HHs will be selected per state
 - 600 Persons will be selected per state
 - 22,200 HHs drawn at National level.
 - In all 22,200 Persons will be interviewed
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- Respondent Distribution for the Survey

- 20 Households members will be covered in each Enumeration Area (EA).
- One(1) person will be interviewed in each household.
- Out of 20 persons to be interviewed in the EA, 8 must be male headed/Adult households, 7 female headed/Adult households and 5 un-married youths (18 – 24 years).
- The breakdown of youth respondents are 2 males and 3 females.

Survey Instruments

- Main Survey Instruments include.
 - APRM Survey questionnaire
 - Field Manual.
- APRM Survey Questionnaire:
 - Serves as main data collection Instrument
 - Collects Information in four thematic areas
- The Thematic areas include.
 - Socio-Economic Development.
 - Economic Governance and Management.
 - Democracy and Political Governance
 - Corporate governance.
 - Others are identification and socio-demographic section.

Survey Instruments Contd.

- Field Manual.
 - Serves as main Instruction Manual
 - Serves as reference.
- Field Manual Covers.
 - APRM Survey Design.
 - Role of Interviewers/Supervisors.
 - Data Collection techniques
 - How to get APRM questionnaire completed.

Training for Fieldwork

- ❑ Two – level training will be adopted.
 - Headquarters level training (TOT).
 - Zonal level training.
- ❑ Training at each level will cover;
 - Survey objectives and survey design.
 - The roles of Interviewers and supervisors
 - Interview techniques.
 - Classroom sessions and role playing in local languages.
 - Demonstration Interview, mock Interview

Training for Fieldwork Contd.

- ❑ Headquarters Training
 - Serves as first level training (TOT)
 - Mainly for would-be trainers at 2nd level (Zones)
 - Headquarters staff including monitoring officers will be trained.
 - Training duration is 2 days (4th and 5th September, 2006)
- ❑ Zonal level Training.
 - Serves as second level training.
 - Trainees include: Zonal Controllers, state Officers, supervisors and Enumerators.
 - Training duration is 2 days (8th – 9th September 2006).

Data Collection Arrangement

- ❑ Sensitization of Local Government Chairpersons and Community Leaders done before end of 2nd level training.
- ❑ Sensitization of the general public through print and electronic media advertisements (Jingles, Press releases, etc)
- ❑ Use of roving teams for data collection;
 - Generally, 6 teams comprising 12 interviewers and 3 supervisors will be used for state.
 - A team comprises of 2 interviewers.
 - A supervisor will supervise 2 teams.
- ❑ 3 LGAs will be canvassed.
 - 5 EAs will be covered by each Team.

- Data collection to be completed within 12 days

Monitoring/Quality Control

- Data quality will be assured through;
 - Training of interviewers and supervisors by competent senior staff.
 - Close supervision in the field by State Officers, Zonal Controllers and Monitoring Officers from the Headquarters.
- After 5 days of data collection, 6 Monitoring Officers from the Headquarters will visit the 6 zonal Offices;
 - To monitor and quality check the available records.
 - To bring the records to Abuja Headquarters.

Retrieval of records

- Retrievals to be done twice.
- For each round, records to be batched;
 - EA by EA.
 - LGA by LGA (fully or in parts)
- First retrieval to be done by 6 Monitoring Officers from Headquarters, Abuja after 5 days of fieldwork.
- 2nd retrieval to be done by the 6 Zonal Controllers at the end of the fieldwork.
- State Officers must ensure that first batch of records must reach the zone on the 16th of September, 2006 unfailingly with reasonable returns.
- The second batch must also reach the zones through the State Officers on the 23rd of September, 2006 unfailingly.

Data Processing

- Data Processing to be done concurrently with fieldwork with one week lag.
- Data processing will be done centrally at NBS Headquarters, Abuja.
- 30 Data Operators and 15 Editors will be used.
- Each theme of the questionnaire will be a data set.
- CSPRO will be used for data entry and editing.
- SPSS will be used for final analysis.

Report Writing

- Standard format will be followed.
- Different Commentaries by thematic.
- APRM Survey reports.
- National Report
- Local Government and Senatorial Districts Reports.
- Report will be written by National Bureau of Statistics (NBS).

**PRESENTED AT TRAINING OF TRAINERS
WORKSHOP HELD IN THE DIRECTOR GENERAL'S
CONFERENCE ROOM,
NATIONAL BUREAU OF STATISTICS,**

ON 4TH – 5TH SEPTEMBER, 2006

BY

**MR. UZOMAH, I.G / A. T. ADEBISI
OF FIELD SERVICES & METHODOLOGY DEPARTMENT**

FIELD OPERATION GUIDELINE

- ❑ The roles of the Enumerator
- ❑ The roles of the Supervisor
- ❑ The roles of the State Officer
- ❑ The roles of the Zonal Controller
- ❑ The roles of the Headquarter officer
- ❑ The roles of the Field Coordinator

QUALITY-CHECK GUIDELINES

- Introduction
- Quality-check by the State Officer
- Quality-check by the Zonal Controller
- Quality-check by HQ Officers
- On-the-spot Assessment by the Field Coordinators

THE ROLES OF THE ENUMERATORS

- To identify the EAs assigned to him/her by the supervisor
- To list the Housing Units within those EAs
- To select twenty (20) HUs from each of the EAs for coverage
- To apply the survey instruments on only one Household in each of the selected HUs
- To cross check the completed questionnaires in order to correct identified errors
- To handover the corrected completed questionnaires to his/her supervisor

THE ROLES OF SUPERVISOR

- ❖ To distribute survey materials to enumerators under his/her supervision
- ❖ To allot EAs to the enumerators in the Team
- ❖ To help the enumerators in identifying the EAs if they run into problems
- ❖ To move with the Team under him/her in a roving form
- ❖ To help the enumerators in the selection of the HUs in each of the EAs
- ❖ To carry out on-the-spot quality-check
- ❖ To cross-check and countersign each questionnaire submitted to him/her by the enumerator
- ❖ To forward all completed and corrected questionnaires to the state headquarter

THE ROLE OF THE STATE OFFICER

- ❖ To distribute the survey materials and EAs to the Teams' supervisors in the state
- ❖ To carry out Quality-check as stipulated in 2(ii) below
- ❖ To coordinate the exercise within his/her state
- ❖ To parcel the completed questionnaires, EA by EA and LG by LG to the Zonal Headquarter on 16th and 23rd September 2006

THE ROLES OF THE ZONAL CONTROLLER

- ❑ To coordinate field operations within his/her zone
- ❑ To carry out Quality-check of the exercise as stipulated in 2(iii) below

- ❑ To convey the remaining completed questionnaires to the NBS Headquarters, Abuja on 25th September 2006.

THE ROLES OF HQ TRAINING OFFICERS

- To attend the Training of Trainers workshop in Abuja, NBS Headquarters.
- To train the state officers, zonal controllers, supervisors and enumerators at zonal headquarters
- To carry the survey materials to the zonal headquarters for distribution to the states
- To pay the Training/field operation allowances to all participants at the zonal training.

THE ROLE OF HQ MONITORING OFFICER

- To carry out Quality-check as stipulated in 2(iv) below
- To retrieve the first batch of completed questionnaires at the end of monitoring exercise to NBS HQ on 21st September, 2006

THE ROLES OF FIELD COORDINATORS

- To coordinate the field activities including quality check exercise within the zone allotted to him/her.
- To carry out on-the-spot assessment of field operation as stipulated in 2(v) below.

QUALITY CHECK GUIDELINES

- INTRODUCTION
- No Quality-check instrument is prepared for this exercise
- Officers are enjoined to use their Apriori knowledge of quality-checks in previous exercises to look out for:
 - Errors of omission
 - Errors of double entries
 - Transcription errors
 - Error of Inconsistencies
- Record such errors as detected in either EA Identification, HU Listing and completed questionnaires on a plain sheet of paper

QUALITY CHECK BY THE STATE OFFICER

- Skim-check listing in 2 EAs (1 Urban, 1 Rural)
- Skim-check five questionnaires across sectors
- Visit/cover the one urban and one rural EA
 - Check the correctness of EA identification and HU Listing in the Urban EA
 - Check the correctness of questionnaires completion in 2 HUs in the rural EA

QUALITY-CHECK BY THE ZONAL CONTROLLER

- Visit only 2 weak/problematic states within the zone
- In each of the states, visit/cover one urban and one rural EA only, but different from the ones covered by the state officers
- Do the check as stipulated for the state officer above

QUALITY-CHECK BY HQ MONITORING OFFICER

- Skim check 10 listing booklet across sectors
- Skim check 10 completed questionnaires across sectors
if less than 10, skim check all
- Visit/cover one urban EA in the zonal capital
 - Check the correctness of EA identification and HU Listing in the EA
 - Check the correctness of questionnaire completion in 2 HU in the EA

ON-THE-SPOT ASSESSMENT BY THE FIELD COORDINATOR

- Visit at least two states within the zone and see that operations are going on as scheduled.