

Tool for Assessing Pilot Electronic Censuses (TAPEC)

for Administrators

International Programs Center

U.S. Census Bureau

What is TAPEC?

- The **Tool for Assessing Pilot Electronic Censuses (TAPEC)** is a diagnostic toolkit developed to assist national statistical offices (NSO) comprehensively assess their electronic pilot census of population and housing in preparation for the full census.
- 3 assessment activities + 11-module assessment workbook.
- Once all the TAPEC activities and modules are completed, the TAPEC compiles a **Report on Issues**.

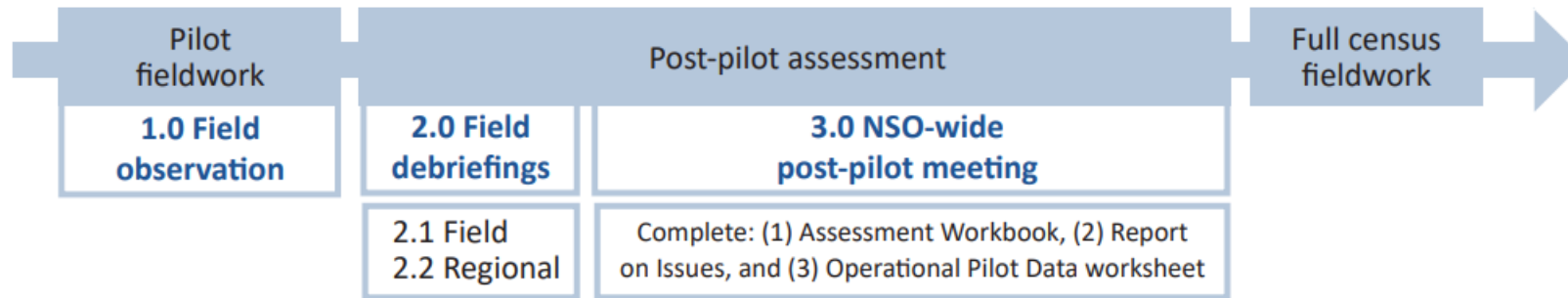


Comprehensive
assessment of the
electronic pilot census



TAPEC Activities

Figure 1. TAPEC Activities Timeline



Activity	Phase	Participants	TAPEC Materials
1.0 Field Observation	Pilot fieldwork	Field observer(s)	<ul style="list-style-type: none"> • Field Observation form • Assessment Workbook
2.0 Field Debriefings 2.1 Field team debriefing 2.2 Regional debriefing	Post-pilot assessment	Field enumerators, field supervisors, and regional supervisors	<ul style="list-style-type: none"> • Field Enumerator Debriefing form • Field Supervisor Debriefing Form
3.0 NSO-wide Post-Pilot Meeting		All relevant NSO managers and senior staff	<ul style="list-style-type: none"> • Assessment Workbook • Report on Issues • Operational Pilot Data worksheet

TAPEC Toolkit: Materials

TAPEC Instructions

OVERVIEW

What is the TAPEC? The Tool for Assessing Pilot Electronic Censuses (TAPEC) is a diagnostic toolkit developed to assist national statistical offices (NSO) comprehensively assess their electronic pilot census of population and housing in preparation for the full census. The TAPEC consists of three assessment activities that begin during pilot fieldwork and continue through the post-pilot assessment period (see Figure 1 below). The TAPEC toolkit consists of an 11-module assessment workbook and three supporting documents.

Figure 1. TAPEC Activities Timeline

ASSESSMENT ACTIVITIES

The TAPEC is composed of three assessment activities:

Activity	Phase	Participants	TAPEC Materials
1.0 Field Observation	Pilot fieldwork	Field observer(s)	• Field Observation form • Assessment Workbook
2.0 Field Debriefings 2.1 Field team debriefing 2.2 Regional debriefing	Post-pilot assessment	Field enumerators, field supervisors, and regional supervisors	• Field Enumerator Debriefing Form • Field Supervisor Debriefing Form
3.0 NSO-wide Post-Pilot Meeting		All relevant NSO managers and senior staff	• Assessment Workbook • Report on Issues • Operational Pilot Data worksheet

1.0 Field Observation
The first activity is the field observation of the pilot. Field observer(s) print out and complete the **Field Observation form** during the pilot fieldwork. After completing the form, field observation responses are entered into the **Assessment Workbook**. The field observer(s) submit their completed Field Observation form with responses and comments to the NSO to input their responses in the **Assessment Workbook - Field Obs. Items** tab.

Note: If there are multiple field observers, the NSO staff member entering the field observation items in the workbook must consolidate the responses and comments in the workbook. See **Field Observation Form** instructions for more details.

Instructions (PDF)

Tool for Assessing Pilot Electronic Censuses (TAPEC)
Field Observation Items

NAME OF THE OBSERVER: _____ REGION: _____ PROVINCE: _____ GEOGRAPHIC CODES: _____
DATE OF OBSERVATION (DD/MM/YYYY): _____ ENUMERATION AREA: _____ NA = Not applicable
DK = Don't know

PILOT ENUMERATION

5.6 There were sufficient arrangements to charge the tablets and power banks in the field Yes No NA DK

5.8 Data transmission through the network was problem free Yes No NA DK

IT INFRASTRUCTURE

6.5 Tablet syncing using Bluetooth worked as designed Yes No NA DK

6.6 Tablet syncing using the internet worked as designed Yes No NA DK

TABLET PREPARATION

MAPS

8.1 The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected Yes No NA DK

8.3 The physical features were useful for recognizing demarcation between neighboring EA Yes No NA DK

8.6 Landmarks were accurate with sufficient coverage to aid in navigation Yes No NA DK

(continue comments on back of form if needed)

Field Observation form (PDF)

Tool for Assessing Pilot Electronic Censuses (TAPEC)
Field Enumerator Debriefing Form

NAME OF THE ENUMERATOR: _____ PROVINCE/REGION: _____ GEOGRAPHIC CODES: _____
DATE OF DEBRIEF (DD/MM/YYYY): _____ ENUMERATION AREA: _____ NAME OF SUPERVISOR: _____

OVERALL EVALUATION

On a scale of 1 (very poor) to 5 (very good), rate the following in your pilot experience:

	1 VERY POOR	2 POOR	3 ACCEPTABLE	4 GOOD	5 VERY GOOD
Overall fieldwork experience					
Enumerator training					
Questionnaire functionality					
Mapping and navigation					
Respondent cooperation					
Questionnaire content					
Transportation					
Fieldwork equipment/supplies					
Safety and security					
Health and wellbeing					
Communication with team					
Payroll administration					
Supervision support					

GENERAL FEEDBACK

1. What worked well?

2. What can be improved?

2/11 (continue responses on back of form if needed)

Field Debriefing forms (PDF)

1. Enumerator Debriefing Form
2. Supervisor Debriefing Form

TAPEC Assessment Workbook
Introduction

This Assessment Workbook is an essential part of the TAPEC diagnostic toolkit and is used in Activity 1.0 and Activity 3.0 of the TAPEC assessment process.

Figure 1. TAPEC Activities Timeline

Instructions

1) After Activity 1.0 (Field Observation), the NSO inputs the collected responses in the (1) Field Obs. Info tab and (2) Field Obs. Items tab. These field observation responses will automatically populate in module tabs 5, 6, 8, 9, and 10 (highlighted in green).

Note: An observer may observe multiple enumeration areas or there may be multiple observers. For each area observed, the observer should complete a new Field Observation Items form and submit all forms to the NSO to be consolidated and entered into this workbook. The NSO must input the details of each observation in the Field Obs. Info tab and consolidate responses and comments in the Field Obs. Items tab.

2) In Activity 3.0 (NSO-wide post-pilot meeting), the NSO completes all 11 modules and the Operational Pilot Data worksheet.

3) Generate the Report on Issues by clicking the "Compile Report" button in the Report on Issues tab.

Workbook Contents

Field Observations	Field Observation Info	Field Observation Items
TAPEC Modules		
1. Sample	2. Human Resources	3. Outreach and Publicity
4. NSO Preparation	5. IT Infrastructure	6. Tablet Preparation
7. Training	8. Maps	9. Enumeration
10. CAPI Application	11. Questionnaire Content	

Cover | **Instructions** | **Field Obs. Info** | **Field Obs. Items** | 1. Sample | 2. Human Resources | 3. Out

Assessment Workbook (Excel)

- 11 Modules
- Operational Pilot Data worksheet
- Report on Issues

TAPEC Toolkit (cont.)

- **Instructions:** Introduction to TAPEC and overall description of the activities.
- **Field Observation form:** Contains field-specific module questions in a printable form that observers can complete in the field.
- **Field Debriefing forms (2):** Questions to guide field debriefings with enumerators and supervisors.
 - 1. Field Enumerator Debriefing form
 - 2. Field Supervisor Debriefing form

TAPEC Toolkit (cont.)

- **Assessment Modules Workbook:** 11 comprehensive assessment modules that cover various aspects of the pilot census.
 - 1. Sample; 2. Human Resources; 3. Outreach and Publicity; 4. NSO Preparation; 5. IT Infrastructure; 6. Tablet Preparation; 7. Training; 8. Maps; 9. Enumeration; 10. CAPI Application; 11. Questionnaire Content
 - **Operational Pilot Data worksheet** (in the workbook): Overall pilot statistics with important dates, average interview time, refusal and response rates, coverage rates, etc.
 - **Report on Issues** (in the workbook): Compiles all module items that have a response of “No” or “Don’t Know” and the corresponding comments, including problem questions.

TAPEC Activity 1.0: Field observation

Activity	Phase	Participants	TAPEC Materials
1.0 Field Observation	Pilot fieldwork	Field observer(s)	<ul style="list-style-type: none">• Field Observation form• Assessment Workbook

1. The field observer prints out and completes the **Field Observation form** during the pilot fieldwork.

Tool for Assessing Pilot Electronic Censuses (TAPEC)

Field Observation Items

NAME OF THE OBSERVER <input type="text"/>	REGION <input type="text"/>	PROVINCE <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF OBSERVATION (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NA = Not applicable DK = Don't know	

PILOT ENUMERATION

IT INFRASTRUCTURE	5.6 There were sufficient arrangements to charge the tablets and power banks in the field <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	5.8 Data transmission through the network was problem free <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

TABLET PREPARATION	6.5 Tablet syncing using Bluetooth worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	6.6 Tablet syncing using the internet worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

MAPS	8.1 The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.3 The physical features were useful for recognizing demarcation between neighboring EA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.6 Landmarks were accurate with sufficient coverage to aid in navigation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

(continue comments on back of form if needed)

FIELDWORK PREPARATION

9.1 The vehicles are easily identified as part of the pilot census <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.2 Supervisors and enumerators had tablets that were fully charged at the beginning of their workday <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.3 Supervisors and enumerators kept their tablets safe and clean <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.4 Supervisors and enumerators were assigned the correct EA on the tablet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.5 If paper maps were provided, GEOIDs were accurate and consistent between supervisor and enumerator maps within a supervisory packet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

FIELDWORK SUPPLIES

9.6 Supervisors and enumerators wore uniforms/apron/caps <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.7 Supervisors and enumerators wore visible identification badges <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.8 Every supervisor and enumerator carried an official letter that authorized them to collect data <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
9.9 Every supervisor and enumerator had a printed manual, if not included in the tablet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

Field Observation form: Example

Example: How to complete the Field Observation form items and comments

5.6	There were sufficient arrangements to charge the tablets and power banks in the field <i>Not enough power banks and power cords were available to charge all tablets. Only 2 power banks available for 10 enumerators in area observed.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
5.8	Data transmission through the network was problem free <i>Network reception was very poor in the field, so data transmission was spotty. Field supervisor had to travel to urban center to transmit data.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

Tool for Assessing Pilot Electronic Censuses (TAPEC)

Field Observation Items

NAME OF THE OBSERVER <input type="text"/>	REGION <input type="text"/>	PROVINCE <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF OBSERVATION (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NA = Not applicable DK = Don't know	

Data that will be inputted into the **Field Obs. Info** tab

PILOT ENUMERATION	
IT INFRASTRUCTURE	5.6 There were sufficient arrangements to charge the tablets and power banks in the field <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	5.8 Data transmission through the network was problem free <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
TABLET PREPARATION	6.5 Tablet synching using Bluetooth worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	6.6 Tablet synching using the internet worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
MAPS	8.1 The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.3 The physical features were useful for recognizing demarcation between neighboring EA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.6 Landmarks were accurate with sufficient coverage to aid in navigation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

Data that will be inputted into the **Field Obs. Items** tab

FIELDWORK PREP	9.1 The vehicles are easily identified as part of the pilot census <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.2 Supervisors and enumerators had tablets that were fully charged at the beginning of their workday <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.3 Supervisors and enumerators kept their tablets safe and clean <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
FIELDWORK SUPPLIES	9.4 Supervisors and enumerators were assigned the correct EA on the tablet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.5 If paper maps were provided, GEOIDs were accurate and consistent between supervisor and enumerator maps within a supervisory packet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.6 Supervisors and enumerators wore uniforms/apron/caps <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
FIELDWORK SUPPLIES	9.7 Supervisors and enumerators wore visible identification badges <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.8 Every supervisor and enumerator carried an official letter that authorized them to collect data <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	9.9 Every supervisor and enumerator had a printed manual, if not included in the tablet <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

(Continue comments on back of form)

Tool for Assessing Pilot Electronic Censuses (TAPEC)

Field Observation Items

NAME OF THE OBSERVER <input type="text"/>	REGION <input type="text"/>	PROVINCE <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF OBSERVATION (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NA = Not applicable DK = Don't know	

Data that will be inputted into the **Field Obs. Info** tab

PILOT ENUMERATION	
IT INFRASTRUCTURE	5.6 There were sufficient arrangements to charge the tablets and power banks in the field <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	5.8 Data transmission through the network was problem free <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
TABLET PREPARATION	6.5 Tablet synching using Bluetooth worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	6.6 Tablet synching using the internet worked as designed <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
MAPS	8.1 The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.3 The physical features were useful for recognizing demarcation between neighboring EA <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.6 Landmarks were accurate with sufficient coverage to aid in navigation <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

(continue comments on back of form if needed)

	A	B	C	D
1	Observation Information			
2	After completing the Activity 1.0: Field Observation Form , enter the details below for your observation and input responses into the next "Field Obs. Items" tab. Field observation responses will automatically populate in the corresponding green fields throughout the remaining modules.			
3	Note: An observer may observe multiple enumeration areas. For each area observed, the observer should complete a new Field Observation Items worksheet and make a separate copy of this <i>Assessment Modules spreadsheet</i> .			
4				
5				
6	Observation			
7	Name of the observer:			
8	Date of observation (DD/MM/YYYY):			
9	Province/region:			
10	Village/township:			
11	Enumeration area:			
12	Geographic codes:			
13				
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Assessment Workbook (Excel)

Tool for Assessing Pilot Electronic Censuses (TAPEC)

Field Observation Items

NAME OF THE OBSERVER <input type="text"/>	PROVINCE/REGION <input type="text"/>	VILLAGE/REGION <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF OBSERVATION (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NA = Not applicable DK = Don't know	

PILOT ENUMERATION

IT INFRASTRUCTURE	5.6	There were sufficient arrangements to charge the tablets and power banks in the field	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	5.8	Data transmission through the network was problem free	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
TABLET PREPARATION	6.5	Tablet syncing using Bluetooth worked as designed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	6.6	Tablet syncing using the internet worked as designed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
MAPS	8.1	The EA boundaries followed the physical features as expected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.3	The physical features were useful for recognizing demarcation between neighboring EA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.6	Landmarks were accurate with sufficient coverage to aid in navigation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

Data that will be inputted into the **Field Obs. Items** tab

	A	B	C	D
1	Item	Field Observation Items	Y/N/NA/DK	Comments
2				
3		<i>IT Infrastructure - NSO</i>		
4	5.6	There were sufficient arrangements to charge the tablets and power banks in the field		
5				
6		<i>IT Infrastructure - Telecom Infrastructure</i>		
7	5.8	Data transmission through the network was		
8				
9		<i>Tablet Preparation - Tablets</i>		
10	6.5	Tablet syncing using Bluetooth worked as		
11	6.6	Tablet syncing using the internet worked as		
12				
13		<i>Maps - Quality</i>		
14	8.1	The EA boundaries followed the physical features as expected		
15	8.3	The physical features were useful boundaries for recognizing demarcation between neighboring EA		
16	8.6	Landmarks were accurate with sufficient coverage to aid in navigation		
17				
18		<i>Enumeration - Preparation for Fieldwork</i>		
19	9.1	The vehicles are easily identified as part of the pilot census		
20	9.2	Supervisors and enumerators had tablets that were fully charged at the beginning of their		
21	9.3	Supervisors and enumerators kept their tablets safe and clean		
22	9.4	Supervisors and enumerators were assigned the correct EA on the tablet		
23	9.5	If paper maps were provided, GEOIDs were accurate and consistent between supervisor and enumerator maps within a supervisory packet		
24				
25		<i>Enumeration - Field Staff Supplies</i>		
26	9.6	Supervisors and enumerators wore		
27	9.7	Supervisors and enumerators wore visible identification badges		
28	9.8	Every supervisor and enumerator carried an official letter that authorized them to collect data		
29	9.9	Every supervisor and enumerator had a printed manual, if not included in the tablet		
30	9.10	Every supervisor and enumerator had a waterproof bag to carry materials		
31	9.11	Every supervisor and enumerator had a tablet in a protective case		
32	9.12	Every supervisor and enumerator had a pencil and notepad		

Assessment Workbook (Excel)

Multiple Observers or Observations

- If there are multiple field observers or observed areas, the NSO must consolidate all field item responses and comments.
- The item responses must reflect ANY issues found in the field observation.
- Specific issues found in region(s) should be detailed in the “Comments” field of the **Field Obs. Items** spreadsheet in the Assessment Workbook.

Multiple Observers or Observations: Example

Example: Inputting data with multiple field observations in the **Assessment Workbook - Field Obs. Items** spreadsheet

Item	Field Observation Items	Y/N/NA/DK	Comments
5.6	There were sufficient arrangements to charge the tablets and power banks in the field	No	Region 1 and 2: Had sufficient power banks. Region 3: Did not have enough power banks for all tablets.
<i>IT Infrastructure - Telecom Infrastructure</i>			
5.8	Data transmission through the network was problem free	Don't know	Region 1 and 2: Data transmissions observed were problem free. Region 3: Observer did not see data transmitted.

In this example, three regions were observed and issues were detected in Region 3, so the item response reflects the issue in Region 3 and the comments detail the specific issues found in each region.

TAPEC Activity 1.0: Field observation

Activity	Phase	Participants	TAPEC Materials
1.0 Field Observation	Pilot fieldwork	Field observer(s)	<ul style="list-style-type: none">• Field Observation form• Assessment Workbook

1. The field observer prints out and completes the **Field Observation form** during the pilot fieldwork.
 2. After field observations, responses are entered into the **Assessment Workbook**:
 - a. Field observation information is entered into the **Field Obs. Info.** spreadsheet
 - b. Field observation responses are entered into the **Field Obs. Items** spreadsheet*
- * Field responses, which are **highlighted in green** throughout the modules, will automatically populate in the other spreadsheets.

TAPEC Activity 2.0: Field debriefing

Activity	Phase	Participants	TAPEC Materials
2.0 Field Debriefings 2.1 Field team debriefing 2.2 Regional debriefing	Post-pilot assessment	Field enumerators, field supervisors, and regional supervisors	<ul style="list-style-type: none">• Field Enumerator Debriefing form• Field Supervisor Debriefing Form

1. After fieldwork is complete, enumerators fill out the **Field Enumerator Debriefing form**.
2. Field supervisors debrief with enumerators and complete the **Field Supervisor Debriefing form**.
3. If applicable, regional supervisors debrief with field supervisors before the NSO-wide post-pilot meeting.

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Field Enumerator Debriefing Form

NAME OF THE ENUMERATOR <input type="text"/>	PROVINCE/REGION <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF DEBRIEF (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NAME OF SUPERVISOR <input type="text"/>

OVERALL EVALUATION

On a scale of 1 (very poor) to 5 (very good), rate the following in your pilot experience:

	1 VERY POOR	2 POOR	3 ACCEPTABLE	4 GOOD	5 VERY GOOD
Overall fieldwork experience					
Enumerator training					
Questionnaire functionality					
Mapping and navigation					
Respondent cooperation					
Questionnaire content					
Transportation					
Fieldwork equipment/supplies					
Safety and security					
Health and wellbeing					
Communication with team					
Payroll administration					
Supervision support					

GENERAL FEEDBACK

1. What worked well?

2. What can be improved?

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Field Supervisor Debriefing Form

Instructions: At the field team debriefing meeting, field supervisors will complete this form with feedback from enumerators and their own experiences.

NAME OF FIELD SUPERVISOR <input type="text"/>	PROVINCE <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF DEBRIEF (DD/MM/YYYY) <input type="text"/>	NAME OF REGIONAL SUPERVISOR <input type="text"/>	

OVERALL FIELDWORK EXPERIENCE

1a. What worked well?

1b. What can be improved?

ENUMERATOR TRAINING

2a. Did the team feel sufficiently prepared for fieldwork with the training received? If no, please explain.

2b. Was there any content that training did not cover that came up during fieldwork? If yes, please specify.

2c. Any suggestions for improving enumerator training? Be specific.

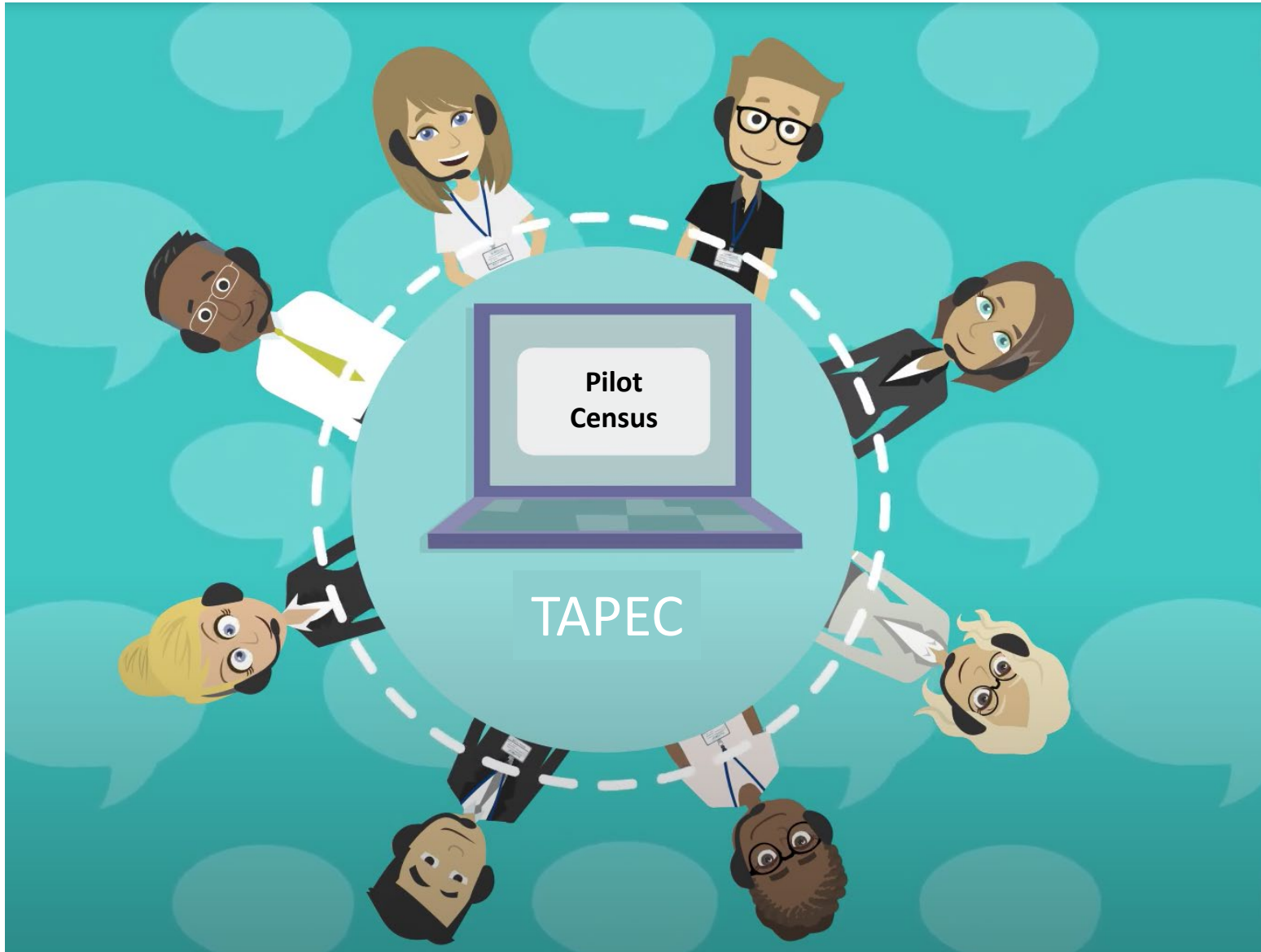
QUESTIONNAIRE FUNCTIONALITY

3a. Did the team have any issues with preloaded administrative/geocode information? If yes, please specify.

3b. Did the team have any issues with logging into the application? If yes, please specify.

3c. Did the team have any issues saving responses or transferring data? If yes, please specify.

TAPEC Activity 3.0: NSO-Wide Post-Pilot Meeting



TAPEC Activity 3.0: NSO Post-Pilot Meeting

Activity	Phase	Participants	TAPEC Materials
3.0 NSO-wide Post-Pilot Meeting	Post-pilot assessment	All relevant NSO managers and senior staff	<ul style="list-style-type: none">• Assessment Workbook• Report on Issues• Operational Pilot Data worksheet

1. The NSO hosts a meeting of relevant managers and senior staff.
 - Relevant staff may include HR, outreach and publicity, logistics, subject matter specialists, trainers, geographers, IT specialists and programmers, and regional supervisors.
2. The NSO completes all 11 modules and **Operational Pilot Data** worksheet in the **Assessment Workbook** that was started in Activity 1.0.

Assessment Modules

1. Sample
2. Human Resources
3. Outreach and Publicity
4. NSO Preparation
5. IT Infrastructure*
6. Tablet Preparation*
7. Training
8. Maps*
9. Enumeration*
10. CAPI Application*
11. Questionnaire Content

*contains field observation items

Module #1: Sample

- **This module asks questions about:**
 1. Quality of Sample
- **Total items: 8**
- **Field items: 0**
- **Should be completed by:**
 - Sampling senior staff and managers

Example:

Item	Pilot Sample	Y/N/NA/DK	Comments
<i>Quality of Sample</i>			
1.1	The pilot sample is drawn from the updated mapping/address canvassing exercise	Yes	
1.2	The pilot includes a representative sample of regions/provinces	No	North region was omitted due to conflict

Module #2: Human Resources

- **This module asks questions about:**
 1. Recruitment
 2. Payroll
- **Total items: 11**
- **Field items: 0**
- **Should be completed by:**
 - HR and public information specialists and managers

Example:

Item	Human Resources	Y/N/NA/DK	Comments
<i>Recruitment</i>			
2.1	Fieldwork positions were advertised for recruitment	Yes	
2.2	Criteria for hiring was objective, based on knowledge and skills	No	Career public servants were exempted from competency test.

Module #3: Outreach and Publicity

- **This module asks questions about:**
 1. Publicity Campaign
 2. Production of Outreach Materials
- **Total items:** 7
- **Field items:** 0
- **Should be completed by:**
 - Publicity and public information specialists

Example:

<i>Production of outreach materials</i>		
3.6	All outreach materials were produced in an timely manner	Yes
3.7	All outreach materials were deployed and displayed in an timely manner	Yes

Module #4: NSO Preparation

- **This module asks questions about:**

1. Printing
2. Transportation
3. Regional Offices
4. Supervisor and Enumerator Kits
5. Solar Chargers/Back up Power Banks

- **Total items: 33**

- **Field items: 0**

- **Should be completed by:**

- Logistics and acquisitions managers

Example:

Item	NSO Preparation	Y/N/NA/DK	Comments
<i>Printing</i>			
4.1	The NSO had adequate number of plotters, if printing in-house and paper maps were used	No	Map printing will be subcontracted.
4.2	The NSO produced maps for supervisors and enumerators in a timely manner, if paper maps were used	Yes	
4.3	The NSO distributed printed maps for supervisors and enumerators in a timely manner, if paper maps were used	Yes	

Module #5: IT Infrastructure

- **This module asks questions about:**

1. NSO Infrastructure
2. Telecom Infrastructure
3. IT Security

- **Total items:** 15

- **Field items:** 2

- **Should be completed by:**

- IT supervisors and managers

Example:

Item	IT Infrastructure	Y/N/NA/DK	Comments
<i>Telecom Infrastructure</i>			
5.7	Contract with telecommunications company was well specified and implemented	No	Contract did not specify data allowance, so data was capped in field.
5.8	Data transmission through the network was problem free	Response missing	Comments missing on Field Obs. Items tab

Module #6: Tablet Preparation

- **This module asks questions about:**

1. Tablets

- **Total items:** 12

- **Field items:** 2

- **Should be completed by:**

- IT supervisors and managers; Field observers

Example:

Item	Tablet Preparation	Y/N/NA/DK	Comments
<i>Tablets</i>			
6.1	Auto-update of operating system and third party applications used for data collection was disabled (e.g., CSEntry auto-update was turned off)	Yes	
6.2	Unnecessary applications and entertainment websites were blocked	No	Facebook application was not blocked.

Module #7: Training

- **This module asks questions about:**

1. Training Venue and Transportation
2. Trainers and Training Curriculum
3. Payroll

- **Total items: 38**

- **Field items: 0**

- **Should be completed by:**

- HR managers; Training coordinators?

Example:

Item	Training	Y/N/NA/DK	Comments
<i>Training Venue and Transportation</i>			
7.1	Training venues for pilot census were booked in a timely manner	Yes	
7.2	Training rooms for pilot census were large enough to accommodate participants	No	There was not enough space for all the trainees. Some participants had to stand.

Module #8: Maps

- **This module asks questions about:**

1. Map Quality

- **Total items: 6**

- **Field items: 3**

- **Should be completed by:**

- Geographers; Field observers

Example:

Item	Maps	Y/N/NA/DK	Comments
	<i>Quality</i>		
8.1	The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected	No	In Region X, EA boundaries failed to follow the mountains. In Region Y, all EA boundaries were
8.2	EAs were clearly symbolized and easy to distinguish from other lines on the map	No	In Region X and Y, EA boundaries were unclear.

Module #9: Enumeration

- **This module asks questions about:**

1. Fieldwork Preparation
2. Fieldwork Supplies
3. Interviewing Skills
4. Team Work
5. Outreach

- **Total items:** 46

- **Field items:** 46

- **Should be completed by:**

- Field observers

Example:

Item	Enumeration	Y/N/NA/DK	Comments
	<i>Fieldwork Preparation</i>		
9.1	The vehicles are easily identified as part of the pilot census	No	Only trucks were marked. Vans were not marked.
9.2	Supervisors and enumerators had tablets that were fully charged at the beginning of their workday	No	All supervisors had charged tablets. Many enumerators did not have fully charged tablets.

Module #10: CAPI Application

- **This module asks questions about:**
 1. General CAPI Application
 2. Supervisor
 3. Enumerator
- **Total items:** 28
- **Field items:** 23
- **Should be completed by:**
 - IT supervisors and managers; Field supervisors

Example:

Item	CAPI Application	Y/N/NA/DK	Comments
	<i>General</i>		
10.1	Logging into the application was easy	No	4/17 enumerators had issues logging in.
10.2	Mapping application was available and loaded in less than a minute in all regions	No	Mapping application was available, but took at least 5 minutes to load.

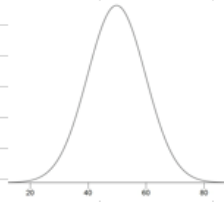
Module #11: Questionnaire Content

- **This module asks questions about:**
 1. Questionnaire content
- **Total items:** 10
- **Field items:** 0
- **Should be completed by:**
 - Subject Matter Experts; Field supervisors

Example:

Item	Questionnaire Content	Y/N/NA/DK	Comments
<i>All questions in these sections had no issues and were easy to understand:</i>			<i>For questions with issues, specify question reference numbers and issues in the comments.</i>
11.1	Geographic and internal migration characteristics (e.g., place of birth or place of usual residence)	No	Issues with skip patterns
11.2	International migration characteristics (e.g., country of birth or year of arrival)	No	Missing consistency checks

Operational Pilot Data Worksheet: Example

Operational Pilot Data						
	Start Date	End Date				
Training of trainers	5/1/2029	5/15/2029				
Training of supervisors and enumerators	6/1/2029	6/30/2029				
Pilot census	7/1/2029	7/15/2029				
	Total	Urban	Rural	Municipio A	Municipio B	Municipio C
Number of pilot enumeration areas	36	24	12	6	12	18
Number of supervisors	6	4	2	1	2	3
Number of enumerators	34	18	16	9	9	16
Ratio of enumerators to supervisors	5.7	4.5	8.0	9.0	4.5	5.3
	Total	Urban	Rural			
Average interview time (minutes)	44	40	52			
Interview time histogram (insert from server dashboard)						
						
	Total	Urban	Rural	[Region]	[Region]	[Region]
Response rate <i>(# of HHs with complete interviews/# of HHs visited)*100</i>	70%	66%	54%			
Refusal rate <i>(# of HHs with refused interviews/# of HHs visited)*100</i>	25%	23%	26%			
Coverage rate <i>(# of HHs visited/total # of HHs)*100</i>	97%	96%	97%			

TAPEC Activity 3.0: NSO Post-Pilot Meeting

Activity	Phase	Participants	TAPEC Materials
3.0 NSO-wide Post-Pilot Meeting	Post-pilot assessment	All relevant NSO managers and senior staff	<ul style="list-style-type: none">• Assessment Workbook• Report on Issues• Operational Pilot Data worksheet

1. The NSO hosts a meeting of relevant managers and senior staff.
 - Relevant staff may include HR, outreach and publicity, logistics, subject matter specialists, trainers, geographers, IT specialists and programmers, and regional supervisors.
2. The NSO completes all 11 modules and **Operational Pilot Data** worksheet in the **Assessment Workbook** that was started in Activity 1.0.
3. Once all modules are completed, the **Report on Issues** is generated by clicking on the “*Compile Report*” button.

Report on Issues: Example

Report on Issues to Address		
Item	Question	Remarks
This page compiles all the responses that were either 'No' or "Don't know" and the corresponding remarks. After completing all the modules, click the "Compile Report" button to the right to populate the report below. If any changes are made in module responses, click "Compile Report" again to update the Report on Issues.		
Items with 'NO' responses		
4.3	The NSO distributed printed maps for supervisors and enumerators in a timely manner, if paper maps were used	Printing was delayed.
4.14	Census materials were properly organized	Materials were missing and unable to be located.
11.2	International migration characteristics (e.g., country of birth or year of arrival)	P06a - Missing ethnicity categories
11.6	Other demographic and social characteristics (e.g., marital status, language, disability)	P40-43 - Disability questions do not follow Washington Group standards.
Items with 'DON'T KNOW' responses		
4.26	Every tablet was in a protective case	Not sure, some did and some did not.

Compile Report

Assessment Workbook (Excel)

TAPEC Activity 3.0: NSO Post-Pilot Meeting

Activity	Phase	Participants	TAPEC Materials
3.0 NSO-wide Post-Pilot Meeting	Post-pilot assessment	All relevant NSO managers and senior staff	<ul style="list-style-type: none">• Assessment Workbook• Report on Issues• Operational Pilot Data worksheet

1. The NSO hosts a meeting of relevant managers and senior staff.
 - Relevant staff may include HR, outreach and publicity, logistics, subject matter specialists, trainers, geographers, IT specialists and programmers, and regional supervisors.
2. The NSO completes all 11 modules and **Operational Pilot Data** worksheet in the **Assessment Workbook** that was started in Activity 1.0.
3. Once all modules are completed, the **Report on Issues** is generated by clicking on the “*Compile Report*” button.
4. Managers discuss and address issues flagged in the **Report on Issues** in a timely manner prior to the full census.

Thank you!

Questions and comments welcome.