

TERMS OF REFERENCE

Data Processing of Census 2014 of Republic of Maldives

TEB/2013/94

BACKGROUND

The Government of Maldives will conduct a Population and Housing Census in September 2014. The Statistics Division of the Department of National Planning, Ministry of Finance and Treasury, as the National Statistics Agency, is mandated to conduct the census.

The last census held, Census 2006, used OMR and ICR technology for data capture. Data processing was outsourced to an external firm, who printed the questionnaires abroad and assisted the questionnaire scanning and other major parts of the operation. Scanners were purchased by the GOM for use in this exercise.

The Statistics Division of the Department of National Planning wishes to outsource the scanning and processing for the Population and Housing Census of the Maldives 2014 using similar technology. DNP seeks to hire an ICR firm that would provide the service with their own equipment over duration of about 15 months, from January 2014 to the completion of data capture in May 2015.

SCOPE OF WORK

Interested firms should have a vast experience in handling and implementing ICR technology, preferably in statistical data processing. The firms should be able to provide their services with their own equipment and willing to be stationed in Maldives for capturing the pilot census data (estimated at one month) and for capturing the national census data (estimated at two months). The expected outcomes should be delivered within the agreed timeframe. In the process the firm is also required to train DNP staff in the application of ICR technology.

More specifically, the firm will undertake the following tasks:

- 1- Installing and setting up ICR systems for capturing the data of the pilot census and the 2014 national census.
- 2- Providing the final design of the form sets for the pilot census and for the national census. These form set should have a unique serial number and should be delivered on time (for pilot and main census operation).
- 3- Provide a sample form set for DNP approval three weeks before pilot testing. The forms provided should meet the expected quality standard of DNP.
- 4- Designing and programming a data output format suitable for further processing to generate census tables.
- 5- Training and providing hands-on support to DNP staff for operating the scanners and running the complete forms processing system.
- 6- Provide a manual of instructions on how questionnaire need to be filled during field operation.

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- 7- Assisting DNP operators in processing the form images and executing the necessary computer-assisted coding.
- 8- Providing guidance in correcting rejected forms and feeding them back into the processing chain.
- 9- Maintaining a stand-by scanner to ensure uninterrupted operation of the capturing process for the national census.

SERVICES PROVIDED BY THE DNP

- 1- Organized storage for the questionnaires, both pre- and post-processing
- 2- Adequate space for operating the scanning equipments.
- 3- PC equipment for image processing and other scanning-related duties.
- 4- Day-to-day operating staff.
- 5- Text/code listings for all fields requiring computer-assisted coding

QUALITY CONTROLS AND COMPUTER-ASSISTED CODING

Questionnaires containing incorrect geo-codes need to be rejected for review and correction.

Computer assisted coding is to be provided for the following fields:

- Atoll/Island (Place of enumeration)
 - Nationality
 - Place of registration
 - Place of birth
 - Place of usual residence
 - Place of previous residence
 - Place of residence during past year
- (all 4-digit codes)
- Economic activity
- (4-digit code)
- Occupation
- (4-digit code)

WORK LOAD

National census:

Household questionnaires: 80,000 (Estimated Households)

Projected population: 470,000

EXPECTED OUTCOME:

- Pilot census data capture completed one month after all questionnaires are available and visually checked.

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- Census 2014 data capture completed two months after all questionnaires are available and visually checked.
- Training of DNP counterparts in OMR/ICR technology and handling.

In summary the following outcomes should be available within the given time frame:

Product	Time Frame
1- Sample form sets for DNP approval	February 2014
2- Form sets for the pilot census	February/March 2014
3- Data file/database of pilot results	One month after clean questionnaires available
4- Form sets for the national census	Beginning of June 2014
5- Datafile/database of census results	Two months after clean questionnaires available

Specific Conditions:

All the deliverables should be in dbf format. The Statistics Division of Department of National Planning will be the sole owner of the products.

Profile of consultant:

The following criteria will be applied in selecting the Consultancy Firm

- Experience in handling and delivering output on time.
- Scope of work undertaking over the past ten years.