

Census Action Plan 2015:

Prepared by Census Commissioner

Status of Project	Given Timeframe	Activities and Tasks	Proposed Action/Responsible Officer	Cost Proposed Budget	Donors
Complete	17 Nov 2014 – 1 st week of Feb 2015	GPS , HH Listing and Demarcation	GPS and HH Listing completed. Demarcation is ongoing by Tiaotin and Census Staff Teimaro.	\$32,174.00	GOK
	02 March 2015 to 06 March 2015	Questionnaire Design workshop	CC send invitation to participants and set the date. Teimaro to distribute the invitation and follow up, print the questionnaire A4 size for the workshop. CC organize the workshop, identify the venue and materials, food etc. Project Accountant to arrange the purchasing and payments of the materials, venue, meals etc. Bwatinito to buy the materials and organize the materials for workshop and do payments. Need assistance (TA) SPC.	\$4,869.60	GOK
	09 March to 13 March	Data capturing system set up	IT team and 2 census staff and TA (SPC)		GOK
	11 March to 16 March	Questionnaire design 1 st Draft	Need assistance from SPC		GOK
	Mid May to end of May	Pilot Census: Recruit Field workers and train them. South Tarawa and one outer island ke Buota (If possible)	All field staff on South Tarawa will supervise by CC and one outer island or Buota supervise by DCC. Every Census team train on CSPro.	\$8,270.00	UNFPA
	First week of June	Questionnaire design final draft	Need assistance from SPC		GOK
	End of March	Monitoring and Evaluation of system and Timing of Processing;	CC timing of manual coding. Teimaro to supervise the manual data entry assisted by Bwatinito. SPC TA can assist in the process of the Pilot Census results.		UNFPA
	1 st week of April to end of April – recruit GPS operators for the	a. Questions checked through			

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	3 islands through Linnix Office and Island Council Kiritimati, Tabuaeran and Teraina. (need a letter to the council and Linnix)	<ul style="list-style-type: none"> b. Timing of manual coding and entering c. Line Island visits to do GPS, HH Listing and Demarcation 	CC, DCC and Tiaotin to do this in Kiritimati, Tabuaeran and Teraina. Teimaro to arrange bookings and per diems for Kiritimati, Tabuaeran and Teraina and Kanton if possible.		
	27 th April to 28 th April 2015	Revision of Questionnaire and Finalizing. Refining of the Capturing system	Census Team meet to revise Questionnaire assisted by LCTA and CTA		GOK
	1 st week August for recruitment 1 st week of Sept for training	Printing of Questionnaires enough for all Islands, prepare and print manuals for Supervisors. Prepare materials for Enumerators and manual Enumerators	CC & DS with the assistance of HR to recruit the supervisors. Island Councils to recruit outer island Supervisors. Teimaro arrange tickets to Tarawa and organize venue and meal for training. Ruria to arrange per diems for Supervisors, transport allowance and transport allowance for training. Teimaro to confirm travels and meet and arrange with Air Traffic Manager the access to South Tarawa and back for the month.	\$83,502.00	UNFPA
	Sept and October 2015	Preparation of materials, training, advocating and publicizing and enumeration	Teimaro assisted by Bwatinito organize to print questionnaires and prepared all instructions for Supervisors and Enumerators.		UNFPA
	August 2015	DCC preparation	CC and DCC will work together for a Linnix plan and budget. Project Accountant will arrange DWs for office work, salaries etc for the Linnix Group, DWs for the transportation for DCC and per diem for DCC. Teimaro and Bwatinito will arrange for the materials, all instructions books, computer desktop, printer, t-	\$115,080.00	GOK

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			shirts, questionnaires for enumeration for DCC to take with her/his.		
	First week of September	DCC will move to station in Kiritimati to enumerate Kiritimati, Tabuaeran, Teraina and Kanton	DCC will travel to Kiritimati can be accompanied by LCTA or CTA.		GOK
	Mid of September to end of September	Train Supervisors for manual collection	CC assisted by Census team to train Supervisors on manual data collection and monitoring of data collection.	\$83,502.00	UNFPA
	October 2015	Train Enumerators assisted by TA, Supervisors on manual data collection and monitoring	CC assisted by census team organize the manual training.		UNFPA
	October 2015	Prepare all field materials, T-shirts, Pens, Bags, IDs etc	Ruria assisted by Bwatinito prepare materials and air freight to transport the field materials with the Supervisors		UNFPA
	20 th Oct to 23 rd Oct 2015	Arrange to announce Publicity at Bairiki Square	CC and DS plan the public press. Ruria arrange the media, meal and LPO. Bwatinito organize performers Census show at \$\$\$ within the budget, the DJ and mics and speakers.	\$17,400.00	UNFPA
	19 th October 2015	To conduct the enumerators training by supervisors when returned back home (Outer islands)	Teimaro ensure Questionnaire are ready for South Tarawa and Outer Island Supervisors have taken their materials back to the islands.		UNFPA
	1 st Week of Nov 2015	Post them to their EAs and prepare HH Lists with numbers of HHs and Maps of EA	Tiaotin and SPC TA prepare maps. Teimaro assisted by Bwatinito prepare HH lists. CC organize Supervisors to allocate the enumerators with their EAs. Ruria prepare wages and field	\$32,174.00	GOK

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			allowance for lunches for Supervisors and Enumerators		
	7 th November 2015	Start Enumeration (Census Staff enumerate all instructions)	Ruria prepare field allowance.		
		Census officers work on Sunday to review the first dataset send during the first day of enumeration.			
		Awaiting the books returning for recording , validating and Register			