REPORT ON A MISSION TO KENYA
(9 August - 1 September 1988)

by

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This report is the sole responsibility of the writer. It has been submitted to the Department of Technical Co-operation, United Nations.
INTRODUCTION

1. This follow-up mission to Kenya was undertaken from 5 August to 1 September 1988. Originally the mission was planned to end on 25 August but at the request of Central Bureau of Statistics, Government of Kenya it was extended for one more week to do initial checking of field work in some arid districts and help field staff evolve a suitable strategy in consultation with the local administration.

2. The main purpose of mission was to evaluate the qualitative aspects of the field work and other associated cartographic activities completed so far and assess the status of progress made on various activities vis-a-vis the time schedules set in the work plan for their completion.

CONSULTATIONS

3. During the course of mission discussions were held with various officials whose names are given in Annex I. I wish to gratefully acknowledge the cooperation and support extended by them.

BACKGROUND

4. The forthcoming population and housing census of Kenya is scheduled to take place in August - September 1989. It may be recalled that during previous mission (13 - 30 January 1987) some field probings were done to develop a suitable strategy for EA delineation and mapping. At that time it was discovered that the sub-locations which constitute administrative units of lowest order are further sub-divided into villages with well defined boundaries almost all over the country and accordingly it was suggested to adopt these villages as the basic units for delineating EAs within the sub-locations.

5. The cartographic preparations for the census started in July 1987 with the organization of cartographic training workshop followed by launching of field work during subsequent month. By the end of year 1987 the field work was complete in 5 districts and in another three under progress when the two senior cartographers of Kenya Census Office visited Tanzania on an attachment programme and apprised the regional adviser of field procedures adopted in Kenya and status of progress achieved by that time. Based on these briefings certain improvements with regard to procedural and organizational aspects of the work were suggested to them for inclusion in the field strategy. The cartographers were advised also to revise the work of completed districts accordingly. The mission therefore intended to ensure the inclusion of these suggestions appropriately in the relevant field activities.

PRELIMINARY CARTOGRAPHIC PREPARATIONS

6. The preliminary cartographic activities indicated in the work plan prepared at the time of previous mission for completion before the start of field work, have been more or less carried out on schedule. The first training workshop organized at Machakos was attended mainly by the staff of cartography division. A training manual prepared by the cartography division was used as a background document in the workshop and later as a reference and guide to the field activities.
7. After the return of cartographers from their study tour in Tanzania the training manual was revised to include the proposed amendments in the field strategy and procedures. These revisions in the manual coupled with increase in the strength of field staff by inducting some more officials of state statistical offices, necessitated the organization of fresh training workshops which were held in Zanzibar from 10 - 23 April and Machakos from 15 - 16 June 1988. Thus the second phase of field work with revised methodology started in May 1988 in the districts other than those covered during first phase.

CARTOGRAPHIC FIELD WORK

Organization

8. For conduct of various field activities the field staff are grouped into teams each comprising one supervisor, generally a senior staff of cartography division, and available number of mapping assistants and assigned to a district at a time. Within the district work is carried out by sub-locations and urban centers in a sweeping manner. The field teams are supported extensively by the local authorities, mainly the sub-chiefs, in a) obtaining village-wise number of households to derive population estimates and accordingly determine the number of EAs in each, b) identifying boundaries of sub-locations and villages on the ground and demarcating same on the base map, and c) compiling the EA wise lists of households. The overall responsibility of organizing and executing field work in the districts, soliciting support of local administration and handling other administrative issues rests with the respective district statistical officers (DSOs). The supervision and progress monitoring of cartographic work is exercised by the senior staff of cartography division.

Strategy

9. The strategy adopted during the first phase of field work (July 1987 - April 1988) was confined mainly to demarcation of sub-location and village boundaries on the base map, determining the number of EAs on the basis of estimated number of households in a sub-location and finally delineating EAs by taking into account the village boundaries.

10. The above strategy has since been modified to include the following additional procedural steps:

I. Obtaining estimated number of households for individual villages and accordingly determining number of EAs for each.

II. Delineating larger villages into EAs of equitable size and plotting additional feature and benchmark details on the map to facilitate the demarcation of EA boundaries and relocate the same at the time of enumeration.

III. Compilation of EA wise household lists by the local sub-chiefs.

IV. Verification of these household lists to ensure the delineation of EAs of appropriate size and split those found to be of larger size.
Urban Areas

11. The field procedures in urban areas include base map updating, structure listing and counting of households in the residential buildings to derive population estimates and accordingly delineation of EAs on the urban base maps. The urban areas for which base maps could not be obtained from the Survey of Kenya or any other source are to be field sketched and these sketch maps in turn used as base for EA delineation. The locations of structures and code numbers assigned to each on the ground are indicated on the base map also to facilitate quick and correct identification of EA boundaries.

12. For 1989 census the urban areas may be defined in the same manner as of previous census. Thus all the municipalities, urban councils, town councils and trading centres having population of 2000 or more are to be classified as 'urban'. There are several trading centers which spread over the areas of two or more sub-locations. On the layout maps of such trading centres, the boundaries of respective sub-locations are demarcated distinctively and EAs are delineated not to cut across the same.

13. The boundaries of urban councils and town councils as defined by the Ministry of Local Government generally encompass one or several sub-locations in their entirety. Thus these urban and town councils often include certain areas which are not of urban character by any reckoning. Therefore while delineating these urban areas into EAs the limits of actual urban area are identified and the EAs carved out within the same are coded with a separate identification so as to facilitate the reporting of data for 'core town' and 'peri-urban' parts of the concerned urban councils separately.

STATUS OF CARTOGRAPHIC FIELD WORK

Districts Completed During First Phase

14. As indicated in the foregoing the first phase of field work which started in July 1997 with limited staff and adopting slightly simplified procedures had covered 8 districts, namely: Nakuru, Busia, Bungoma, Kisumu, Siaya, Kisii, South Nyanza and Machakos. The work in these districts need to be revised as per amended procedures to complete the following additional activities.

I. Obtaining lists of villages indicating number of households in each on form 1.

II. Determining the number and names of villages to be split into two or more EAs for each sub-location.

III. Splitting these larger villages into required number of EAs in consultation with the concerned sub-chiefs and providing them copies of form 7 to complete the EA wise lists of households.

IV. Also getting the household listings compiled in respect of other villages constituted into single EAs or clubbed to form an EA.

V. Retrieval of completed household listings on form 7 from the sub-chiefs and verification of same to ensure the delineation of EAs having prescribed population size.
VI. Splitting of EAs, if any, found to be of larger than the prescribed size and accordingly revising the relevant household listings in the field.

Districts Completed During Second Phase

15. The second phase of field work started in May 1988 after revision of training manual and organization of training workshops. By the time of mission field work was over in 11 districts, namely: Mandi, Masin-Gishu, Tabu (excepting 2 sub-locations), Turiyanga, Kuru (excepting 2 sub-locations), Trans-Ujira, Elleya-Larakwet, Lurang, Nyori, Karicho and Takuru. The field returns from the first four of these districts which were already received and properly recorded at the headquarters, were examined and the following suggestions were made for necessary follow-up action.

I. Field returns must be examined thoroughly by the respective team leaders and the cases found incorrectly done and requiring field revisits for their rectification should be noted for each sub-location.

II. Some of the household listings obtained from the sub-chiefs were found to be inconsistent in many respects. For instance in one sub-location the household lists of each village contained exactly 100 households, the maximum number a sheet could accommodate, while in another a composite list of households was prepared for the entire sub-location. Such and similar other inconsistencies in the household lists should preferably be checked by the team leader and not rectified with the help of the concerned sub-chiefs in the field itself.

III. The size of EAs should be kept within the prescribed range, say 70 -140 households. Thus villages found having 140 or more household must be divided into required number of EAs.

IV. Plotting of relevant information the map and writing of boundary descriptions must be completed in the field.

16. The other activities which still remains to be accomplished in respect of these districts are:

I. Conolction of field work in the leftover sub-locations in Kuru and Tabu districts.

II. Collection of EA wise household listing forms in respect of the remaining sub-locations.

III. Checking and verification of these household listings to ensure the consistency of filled-in details and determine the number and names of EAs needing further splitting.

IV. Organization of field callbacks to, a) further split the larger EAs and revise household listings accordingly, b) rectify household listing forms not found in order, c) resolve boundary disputes in consultation with concerned district authorities and accordingly finalize the base maps and EA delineation.
Districts Under Progress

17. At the time of mission field work was under progress in nine districts-Laikipia, Baringo, Kitui, Kwale, Kilifi, Taita-Taveta, Kambu, Nandaru and West Pokot. Some of these districts were visited during the course of mission and the main findings are indicated in the subsequent sections of the report (Paras 22 - 26)

Semi-Arid and Arid Districts

18. The districts falling under this category are, Turkana, Samburu, Marsabit, Isiolo, Nandi, Wajir, Garissa, Tana-River and Lamu in North-Eastern part and Narok and Kajiado in Southern part. The field work in all these districts was started simultaneously on 26 August and scheduled to complete in about 5 or 6 weeks time. These timings of field work were purposely selected to determine the whereabouts and patterns of movements of the nomadic population during this particular season as the census enumeration is scheduled to take place during same time next year.

19. Prior to commencement of field work, a meeting of team leaders assigned to these districts was convened on 18 August at the headquarters to brief them on the general strategies and other issues pertinent to conduct of field work in these areas. Subsequently the regional adviser in company of the cartographer in-charge of cartography division visited Tana-River and Garissa districts to meet the field teams and participate in their first meeting with the Divisional Officers (DOs) called at the office of the District Commissioner to brief them about the purpose and scope of cartographic field work and discuss its strategies and other related issues.

20. The general strategy of field work as discussed and agreed upon in the meeting for adoption in these districts comprise the following main procedural steps.

I. Obtaining lists of administrative divisions from the concerned authorities at the district headquarters.

II. Providing copies of forms I and VII, in adequate number, to the DOs and explaining them the relevant concepts and procedures involved in filling up the same.

III. Fixing appointments with DOs for visits to their respective divisions for collection of completed copies of forms I and VII and carrying out EA delineation and other related tasks.

IV. At divisional headquarters demarcating boundaries of locations and sub-locations on the base maps in consultation with concerned chiefs and sub-chiefs.

V. Obtaining completed copies of the forms I and VII from the respective sub-chiefs and give a consistency check to same.

VI. Plotting locations of villages listed on form I on the base map with the help of respective sub-chiefs.
VII. On the basis of form VII determining number of EAs for each village and accordingly delineating the same on base map. If required, visits to the villages, needing splitting into a number of EAs may be made to complete the exercise properly.

VIII. The EAs for temporary and nomadic population may be delineated separately and distinctified by a suitable code or symbols on the map.

IX. Collecting all such other details as considered helpful in planning and conducting enumeration of nomadic population, like: places of their permanent residence, expected duration of stay at the present place, time and destination of next movement, etc.

X. Obtaining relevant details and maps for project areas and irrigation schemes located in these areas from the concerned project authorities and carrying out the exercise of EA delineation accordingly.

XI. Completing all the documents (Maps and forms) in all respects before leaving the field as call backs to these areas will not be possible.

Urban Areas of Nairobi and Mombasa

21. Field work in the urban areas of Nairobi and Mombasa is planned to start early November 1988 when the work in the districts, currently under progress, is expected to get complete and field teams become available for redeployment to these areas. It is intended to put several teams in these areas so as to complete the entire work in about two months time. In this connection the cartographer in-charge of cartography division was advised to procure the latest maps or machine plots for Nairobi and Mombasa available at the Survey of Kenya Office and make adequate copies thereof prior to start of field work.

Field Trips

22. During mission trips were made to several districts in company of the cartographer, in-charge, cartography division to evaluate the quality of completed field outputs and assess the status of the overall progress. The main observations made during these trips are indicated hereunder.

23. In Kitui district the field work started on 21 July and till the date of visit (13/8/88) 27 sub-locations were complete. If the present rate of work, which seems optimum under the circumstances, is sustained the entire district is estimated to be covered by the October end. The work turned out by the team so far was found well organized, systematic and qualitatively of a very good standard.

24. In Huru district, field work has been completed in its all the sub-locations excepting two which are scheduled to be taken up after the completion of work in the arid and semi-arid areas. The main problems encountered during the field exercise in the district include boundary disputes in about 15 sub-locations, lack of co-operation from local chiefs in some of the areas, non-understanding of the concept of the household by some of the sub-chiefs resulting into filling of household listing forms by them in an erroneous
manner. As explained by the district statistical officer and the team leader, most of the boundary disputes in the districts had protracted since long because the concerned administrative authorities could not resolve the same due to obstinate attitude of the local chiefs, to the issue. However, the team leader was advised to investigate the matter thoroughly up to village level, if necessary, and determine the factual position accordingly to demarcate boundaries on census maps after apprising the district administrative authorities and seeking their consent about the same.

25. In Taito-Taveta district, the work was almost half-way through when the regional adviser met the team on 20/8/88. On the whole the work was of good quality and with the present speed the entire district was expected to be covered by 20th September 1988.

26. The field team working in Kwale district was visited on 22/8/88 when the field work in 51 sub-locations, out of total 69, was complete. The remainder of sub-locations were estimated to get completed in another three weeks time. The overall quality of work was found to be very satisfactory. However in coastal sub-locations having hotels, lodges etc the team leader was advised to do a thorough probing into the number of beds or rooms in each in order to be able to precisely decide about the number of EAs to be delineated in such areas. The work in one of such completed sub-location was suggested for revision accordingly.

Revision of Work Plan

27. Based on the status of progress made on the various activities taken up so far and those remaining to be taken up and completed before the enumeration date, a detailed work plan of the pre-enumeration cartographic activities was prepared in consultation with cartographer in-charge of cartography division. A copy of the revised work plan is placed at Annex II.

28. According to revised work plan the last bit of field work pertaining to the revision of work in the districts completed during first phase (see para. 14) will be completed by the end of February 1989. The drafting, reproduction of EA maps and other relevant documents, and assembling of EA wise packages containing copy of the respective sub-location maps with the boundaries of concerned EA raised bold by colour or other suitable marking, EA boundary descriptions, household listings, etc. will go simultaneously and completed by mid June 1989.

29. The in-charge of cartography division who is playing key role in organization and conduct of cartographic field work and other associated preparatory activities was advised to stick to the revised work plan strictly as there is no scope for any further slippage in implementation schedules set for individual activities. Therefore, necessary arrangements for providing financial and logistical support to these activities should always be made in time so as to keep those ongoing uninterruptedly and get completed within prescribed time schedules. However, implementation on any activities if found getting prolonged beyond the prescribed time schedule, additional reinforcement should be provided to arrest the delay and complete it on time. This is important as most of these activities are functionally interlinked and therefore delay in the completion of one may have cumulative affect on the starting dates and duration of others, thereby upsetting the entire work plan.
Pilot Census

30. Initially pilot census was planned to take place in August but due to delay in approval and release of the requisite funds by the government, it was rescheduled to be held sometime during September 1988. However the exercise of EA delineation and mapping in the sub-locations sampled for pilot census has already been completed in the districts taken up so far. For the districts in arid and semi-arid areas where field work started on 26 August, the field teams have been instructed to complete the work in sampled sub-locations on priority basis.

CONCLUSIONS AND RECOMMENDATIONS

31. The revised work plan prepared during mission for the remaining pre-enumeration cartographic activities should be adhered to strictly in order to meet the deadlines scheduled for each activity. Since most of these activities are functionally interrelated the delay in one may necessitate postponing of implantation on others thus disrupting the entire work plan. Therefore any activity found logging behind the schedule should immediately be supported with additional staff and logistics to ensure its timely completion.

32. The completion of the EA wise household lists (form No. 7) by respective sub-chiefs seems to be the most serious snag in the field work. Even in respect of the completed districts, the household listing forms have not been received for about 30 to 50 percent of the sub-locations. The main reason for delay on the part of sub-chiefs in completing these listings is their inability to write themselves, or find someone else ready to volunteer for doing the job. Some of the sub-chiefs even have to hire someone on their own to do this job. Therefore, it is suggested that a token honourarium of about 100 shillings should be paid to each sub-chief to compensate for expenses being incurred by them and also motivate them to expedite the completion of work.

33. The field staff in most of the districts visited by regional adviser were found in high morale and with a remarkable spirit of dedication to the work assigned to them. This was well reflected in the good quality of work turned out by them. In order to keep it up they should be provided with timely and adequate financial and logistical support to keep the work ongoing without any interruption and complete it on time.

34. The team leaders should be advised to give consistency checks to all the records (forms and maps) before leaving the area in order to rectify the discrepancies, if any, on the spot itself. The detection of these discrepancies later at the headquarters and their rectification in the field may not only involve redoubling of efforts and resources but also consume additional time thereby upsetting the schedules of other activities.

35. The fair drafting of EA maps (sub-location maps) is already underway. Some corrections may have to be incorporated into the maps being drafted now after the revisional round of field work in the respective areas to rectify certain EA delineations. In the revised work plan the entire drafting activity has been scheduled to finish by end of May 1989. In order to ensure timely completion of this activity some additional staff should be associated with it as and when they become available after completion of field work.
The identification of boundaries up to village level on the ground by the field staff with the help of local sub-chiefs and village elders and putting the same on maps is in fact the most ambitious activity ever undertaken by any Government department in the country. The significance of this information has already been appreciated by the other concerned authorities in correctly defining and demarcating the administrative boundaries on the survey maps. This information therefore should be consolidated properly and later brought out in the form of maps and gazetteers for reference and use by all the concerned.
ANNEX I

NAMES OF PERSONS CONTACTED DURING THE MISSION

I. Central Bureau of Statistics, Ministry of Planning and National Development
   1. Mr. J. A. Mwaniki, Director Central Bureau of Statistics
   2. Dr. John Kekovolo, Census Director
   3. Mr. I.K. Mwangangi, Economist/Statistician (Cartographer)
   4. Mrs. E. Odhiambo, Economist/Statistician (Cartographer)

II. UNFPA, Nairobi
   1. Mr. M. Heyn, Deputy Representative and Senior Adviser on Population
   2. Mr. C. Olenja, National Programme Officer

III. Regional Center for Services in Surveying, Mapping and Remote Sensing
   1. Mr. Bernard Anthony Sikilo, Director General
   2. Mr. J. A. Baraza, Imagery Analyst

IV. Survey of Kenya
   1. Mr. Obadiah M. Wainaina, Supertending Surveyor (Mapping).

I. District Statistical Office, Kitui
   1. Mr. Samuel Nthenge, District Statistical Officer
   2. Mr. Nelson N. Lumumba, Team Leader
   3. Mr. Julius S. Muchika, Assistant Team Leader

II. District Statistical Office, Meru
   1. Mr. S. K. Mungu, District Statistical Officer
   2. Mr. B. M. Ndilingo, Team Leader

III. District Statistical Office, Taita Taveta
   1. Mr. Omallo, District Statistical Officer
   2. Mr. Waithoku, Team Leader

IV. Provincial Statistical Office, Mombasa
   1. Mr. F. M. Munene, Provincial Statistical Officer
V. District Statistical Office, Kilifi
   1. Mr. H. M. Nwasingwa, District Statistical Officer
   2. Mr. Okath, Team Leader

VI. District Statistical Office Kwale
   1. Mr. Kahlo, Team Leader

VII. Tana River District
   1. Mr. P. O. Raburu, District Commissioner
   2. Mr. J. K. Mwaura, D.O.I.
   3. Mr. L. K. Chongo, D.O. Bura Division

VIII. Garissa District
   1. Mr. Benjamin Raich, District Commissioner
   2. Mr. Elegana, D.O.I.
   3. Mr. P. Witie, Provincial Statistical Officer
ANNEX II

Revised work plan of pro-enumeration cartographic activities for 1989 population census (31/8/88).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Place</th>
<th>Starting date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Activities in respect of district completed during first phase of field work (Kakamega, Busia, Bungoma Kisumu, Siyaya, Kissi, South Nyanza, Machokas).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Briefing District Statistical Officers (DSOs) on filling of Form VII (Household listing) and handing over them blank forms in required quantities</td>
<td>Nairobi</td>
<td>1st week of November 1988</td>
<td>Responsible - Census Director Output - DSOs briefed and forms delivered to them (1 week)</td>
</tr>
<tr>
<td>II. Distribution of form VII by the DSOs to sub-chiefs and briefing them on the concepts and procedures involved in completing the same.</td>
<td>District hqrs.</td>
<td>Last week of Nov.</td>
<td>Responsible - Concerned DSOs Output - Sub-chiefs briefed and forms distributed to them (3 weeks)</td>
</tr>
<tr>
<td>III. Collection of Completed forms from Sub-Chiefs</td>
<td>District Hqrs.</td>
<td>Mid-December</td>
<td>Responsible - DSOs Output - Completed Copies of household listing forms received (2 weeks)</td>
</tr>
<tr>
<td>IV. Transmission of completed household listing forms to headquarters</td>
<td>District Hqrs./Nairobi</td>
<td>First week of Jan.</td>
<td>Responsible - DSOs Output - Listing forms received at hqrs. (1 week)</td>
</tr>
<tr>
<td>V. Checking and verification of forms and determining the EAs needing call backs</td>
<td>Nairobi</td>
<td>2nd week of Jan. 1989</td>
<td>Responsible - Census Director/ Cartography Division Output - List of EAs to be revisited (1 week)</td>
</tr>
<tr>
<td>VI. Revision of field work in the listed EAs</td>
<td>Concerned sub-locations/EAs</td>
<td>1st week of February 1989</td>
<td>Responsible - DSOs/Field staff Output - Revised field outputs (1 month)</td>
</tr>
</tbody>
</table>
B. Collection of Form VII in respect of 11 districts (Uasin-Gishu, Nandi, Trans-Zooia, Kepu (excepting 2 sub-locations), Embu (excepting 2 sublocations), Elgeyo-Marakwet, Kirinyanga, Muranga, Nyeri, Kericho, Nakuru, completed during 2nd phase of field work.

I. Collection of Form No. VII in respect of the remaining completed sub-locations

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Concerned</th>
<th>District hqrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output</td>
<td>Completed copies of Form VII received from sub-chiefs</td>
<td></td>
</tr>
</tbody>
</table>

II. Transmission of completed forms along with other returns to the headquarters

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Concerned</th>
<th>District hqrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output</td>
<td>Copies of completed forms received at hqrs.</td>
<td></td>
</tr>
</tbody>
</table>

III. Checking and verification of completed forms and determining about the EAs needing revision/further splitting

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Concerned</th>
<th>District hqrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output</td>
<td>Lists of the EAs needing call backs</td>
<td></td>
</tr>
</tbody>
</table>

IV. Completing field work in the left out sub-locations and revisiting the villages/EAs requiring revision/further splitting

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Concerned</th>
<th>District areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output</td>
<td>Revised EA delineation and other documents</td>
<td></td>
</tr>
</tbody>
</table>

C. Activities in respect of districts under progress (Laikipia, Baringo, Kitui, Kwale, Kilifi, Kiambu, Nyandarua, West Pokot).

I. Completion of field work in the remaining sub-locations

<table>
<thead>
<tr>
<th>Responsible</th>
<th>Concerned</th>
<th>Districts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output</td>
<td>Completed field returns</td>
<td></td>
</tr>
</tbody>
</table>

Sept. 88 (1 month)

1st week of October 88 (1 week)

1st week of November 88 (2 weeks)

3rd week of November 88 (1 month)

Continuing (end of Oct. 88)
II. Collection of completed form VII from the sub-chiefs

Responsible - DSOS

Output: Copies of completed form VII received

III. Checking and verification of form VII and other field returns and revisiting the EAs needing further splitting

Responsible - Team Leader

Output: Relevant documents in respect of split EAs revised.

VI. Transmission of finally completed field returns to the headquarters

Responsible - DSOS

Output: Field returns received in the headquarters.

D. Arid and Semi-arid areas taken up during last week of August 1988 (Turkana, Samburu, Narok, Kasiado, Marsabit, Isiolo, Mandera, Wajir, Carissa, Tana River, Lamu)

I. Distribution of Forms F and VII to the respective Divisional Officers (D.Os) for onward transmission to local sub-chiefs for completion

Responsible - DSOS and Team Leaders

Output: Forms I and VII distributed to D.Os

II. Field work to collect completed forms from sub-chiefs, updating of base map, plotting of listed localities and delineation of EAs.

Responsible - Team Leaders/field staff

Output: EAS delineated and relevant records completed

E. Urban districts of Nairobi and Mombasa

I. Procurement of latest base maps/materials (printed maps, machine September 88 Plots, site plans, etc).

Responsible - Cartography Division

Output: Copies of base maps received
II. Office preparation/updating of base map

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi/Mombasa</td>
<td>1st week of October (1 month)</td>
</tr>
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</table>

**Responsible:** Cartography Division

**Output:** copies of processed/updated base maps

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III. Field work to accomplish field updating, EA delineation and mapping and completion of relevant forms.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi/Mombasa</td>
<td>Early Nov. 88 (2 months)</td>
</tr>
</tbody>
</table>

**Responsible:** Field staff

**Output:** EA maps and other relevant field returns.

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F. Drafting and reproduction of enumeration maps

I. Drafting of sub-location and urban layout maps

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi</td>
<td>By end of May'89</td>
</tr>
</tbody>
</table>

**Responsible:** Cartography Division

**Output:** Final drafts of sub-location maps

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II. Procurement of reproduction materials (Ammonia paper, and developer)

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York/Nairobi</td>
<td>Mid-Nov. 88 (1 month)</td>
</tr>
</tbody>
</table>

**Responsible:** UNFPA/CBS

**Output:** Reproduction materials received

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III. Reproduction and assembling of sub-location/EA maps, boundary descriptions and EA wise household/structure listings.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi</td>
<td>December'88 (51/2 months)</td>
</tr>
</tbody>
</table>

**Responsible:** Cartography Division

**Output:** Copies of relevant documents reproduced and assembled EA wise.

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IV. Transmission of the EA wise map packages alongwith questionnaires and other materials to the district headquarters.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nairobi/district hqrs</td>
<td>June 1989</td>
</tr>
</tbody>
</table>

**Responsible:** CBS

**Output:** Materials received at district hqrs.