

**TRAINING OF LOCAL GOVERNMENT AREA FUNCTIONARIES IN THIRTY-SIX STATES AND FCT FOR 2023 PHC**

**THURSDAY 13TH MARCH - WEDNESDAY 19TH APRIL 2023 BUILDING NUMBERING AND HOUSEHOLD LISTING TIMETABLE**

| **DATE** | **NAME OF** | **DAYS OF TRAINING** | **THEME** | **MODULES/TOPICS/ACTIVITIES** | **EXPECTED OUTCOME** | **TIME** |
| --- | --- | --- | --- | --- | --- | --- |
| **PRESENTER** | **HOURS** | **TOTAL MINS** |
| **WED 12 APR** | **TCMA** | **ARRIVAL DAY** |  | **ARRIVAL** |  |  |
| **ARRIVAL, DOCUMENTATION AND DISTRIBUTION OF MATERIALS** | **Registration of trainees, identification of classes, collection of ID cards training materials** | **All Day** |  |
| **THU 13 APR** |  | **DAY 1** | **INTRODUCTION****DUTIES OF FUNCTIONARIES****CONCEPTS AND DEFINITIONS** | **ARRIVAL** |  | **7:30AM** | **30** |
|  | **OPENING CEREMONY** |  | **8:00 -9:00 AM** | **60** |
|  | **GROUND RULES** |  | **9:00 - 9: 10 AM** | **10** |
|  | **AIMS AND OBJECTIVES OF THE TRAINING** |  | **9:10 - 9:25 AM** | **15** |
|  | **1ST QUIZ** |  | **9:25 - 9:40 AM** | **15** |
|  | **Q&A SESSION** |  | **9:40 - 9:55 AM** | **15** |
|  | **TEA BREAK** |  | **9:55 - 10:35 AM** | **30** |
|  | **CHAPTER 1 - INTRODUCTION TO 2023 POPULATION AND HOUSING CENSUS** | **At the end of this section, participants are expected to have knowledge of pre-independence census taking, the pattern and challenges of census taking in post-independence Nigeria.** | **10:35 - 11:05 AM** | **40** |
|  | **CHAPTER 2-LEGAL FRAMEWORK, ORGANIZATION, AND MANAGEMENT** | **At the end of this section, participants are expected to know the legal provisions and statutory requirements for the 2023 census.** | **11:05AM - 11:45 PM** | **40** |
|  | **CHAPTER 3-**[**CODE OF CONDUCT AND RESPONSIBILITIES**](https://docs.google.com/document/d/1uLrQnBI6f8NPPBd0lcVendE8uRFhyvxHCXNgNufjBWY/edit#heading=h.kpovljwscrh9) | **At the end of this section, participants are expected to know the duties of the various field officers during the census exercise** | **11:45PM - 12:30 PM** | **45** |
|  | **GREEN CENSUS** | **At the end of this section, participants are expected to know the impact of Census taking on climate change** | **12:30PM - 12:50PM** | **20** |
|  | **PRAYER TIME/ LUNCH BREAK** |  | **1:00 PM - 2:00 PM** | **60** |
|  | **CHAPTER 4: SEXUAL EXPLOITATION / HARASSMENT AND ABUSE** | **At the end of this section, participants are expected to understand the concept of sexual harassment and the legal provision on sexual exploitation, harassment and abuse as enshrined in the criminal code, Penal Code and United Nations standards of conduct** | **2:00 PM - 2:15PM** | **15** |
|  | **CHAPTER 5: DUTIES AND RESPONSIBILITIES OF ENUMERATORS** | **At the end of this section, Field functionaries (supervisor and enumerator) will understand their roles and responsibilities during the census exercise** | **2:15PM - 2:45 PM** | **30** |
|  | **CHAPTER 6:** [**DUTIES AND RESPONSIBILITIES OF FIELD SUPERVISORS**](https://docs.google.com/document/d/1uLrQnBI6f8NPPBd0lcVendE8uRFhyvxHCXNgNufjBWY/edit#heading=h.j8ad0nw2ob66) | **At the end of this section, field functionaries (supervisor and enumerator) will understand their roles and responsibilities during the 2023 Census**  | **2.45PM - 3:15 PM** | **30** |
|  | **CHAPTER 7:** [**INTERVIEWING TECHNIQUES**](https://docs.google.com/document/d/1uLrQnBI6f8NPPBd0lcVendE8uRFhyvxHCXNgNufjBWY/edit#heading=h.7mg8fzi1yngh)**/ROLE PLAY** | **At the end of this section, participants are expected to understand interviewing techniques and be able to apply the techniques.** | **3:15PM - 4:00PM** | **45** |
|  | **CENSUS CONCEPTS AND DEFINITIONS**  | **At the end of this section, participants are expected to understand all demographic and socio- economic concepts in Population and Housing Census.** | **4:00 - 5:00 PM** | **60** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **5:00 - 5:10 PM** | **10** |
|  | **FACILITATOR’S DAILY BRIEFING** |  | **5:10 - 5:55 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **FRI 14 APR** |   | **DAY 2** | **CAPI APPLICATIONS****EAD MAPS****AGE ESTIMATION** | **DAY 1 RECAP & QUIZ** |  | **7:30 - 7:50 AM** | **20** |
|   | **Q&A SESSION** |  | **7:50 - 8:20 AM** | **30** |
|   | **CHAPTER 10: TABLET FEATURES AND USE** | **At the end of this section, participants are expected to know how to use the tablet.** | **8:20 - 8:40 AM** | **20** |
|   | **CHAPTER 11: INTRODUCTION TO CAPI APPLICATION** | **At the end of this section, participants are expected to understand how to enter information into the CAPI** | **8:40 - 11:00 AM** | **105** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **CHAPTER 9: USE OF MAPS** | **At the end of this section, participants are expected to have basic knowledge of Enumeration Area (EA), EA Demarcation (EAD) and importance of maps.** | **11:15 AM - 12:05 PM** | **50** |
|  | **FIELD PRACTICALS: SATELLITE IMAGERY INTERPRETATION** | **FIELD PRACTICALS** | **12:05 PM - 12:55 PM** | **50** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 PM - 2:00 PM** | **60** |
|   | **CHAPTER 12- GENERAL LISTING AND ENUMERATION PROCEDURES** | **At the end of this section, participants are expected to understand the enumeration procedures and precautions to be observed during enumeration** | **2:00 - 2:40 PM** | **40** |
|  | **CHAPTER 13: ESTIMATION OF AGE AND DATES OF KEY EVENTS** | **At the end of this section, participants are expected to understand and be able to estimate age of a respondent.** | **2:40 - 3:40 PM** | **60** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION**  |  | **3:40 - 4:00 PM** | **20** |
|  | **FACILITATOR'S EVALUATION BY TRAINEES** |  | **4:00 - 4:45 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **SAT 15 APR** |   | **DAY 3** | **SPECIAL POPULATION****DATA QUALITY ASSURANCE****TRAINING CENTER MANAGEMENT****BUILDING NUMBERING AND HOUSEHOLD LISTING QUESTIONNAIRE**  | **DAY 2 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **CHAPTER 16: ENUMERATING SPECIAL POPULATION** | **At the end of this section, participants are expected to know how and be able to enumerate the different types of population groups.** | **8:40 - 11:00 PM** | **80** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|   | **CHAPTER 18: DATA QUALITY ASSURANCE FRAMEWORK** | **At the end of this section, participants are expected to understand how validation exercises for quality check can be carried out.** | **11:15 - 12:15 PM** | **60** |
|  | **CHAPTER 19: PRE/POST FIELD DATA COLLECTION ACTIVITIES** | **At the end of this section, participants are expected to know the pre/post field data collection activities** | **12:15 - 1:00 PM** | **45** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **CHAPTER 20: TRAINING CENTER ADMINISTRATION AND MANAGEMENT** | **At the end of this section, participants are expected to understand the activities and usefulness of the Training Centre Administrators and their essence in the census training process.** | **2:00 - 2:50 PM** |  **50** |
|  | **CHAPTER 21: ADMINISTRATION AND LOGISTICS** |  | **2:50 - 2:40 PM** | **50** |
|  | **CHAPTER 22: MONITORING AND EVALUATION** | **At the end of this section, participants are expected to understand the concept, scope and importance of monitoring and evaluation** | **2.40 - 3:40 PM** | **50** |
|  | **CHAPTER 14: INSTRUCTIONS FOR COMPLETING BUILDING NUMBERING AND HOUSEHOLD LISTING QUESTIONNAIRE** * **EA MAPS**
* **GROUP LISTING METHODOLOGY**
 | **At the end of this section, participants are expected to be able to identify and locate assigned locality and EA, fetch EA map from the PDA, update and conduct building numbering and household listing in assigned EA** | **3:40 - 4:45 PM** | **65** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|   | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |   |  |  |  |  |  |
| **SUN 16 APR** |  | **DAY 4** | **BUILDING NUMBERING AND HOUSEHOLD LISTING** | **DAY 3 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|  | **Q&A SESSION** |  | **9:10 - 9:40 AM** | **30** |
|  | **CHAPTER 14: INSTRUCTIONS FOR COMPLETING BUILDING NUMBERING AND HOUSEHOLD LISTING QUESTIONNAIRE**  |  |  **9:40 - 11:00 AM** | **80** |
|  | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **CHAPTER 14: INSTRUCTIONS FOR COMPLETING BUILDING NUMBERING AND HOUSEHOLD LISTING QUESTIONNAIRE** |  | **11:15 - 12:15 PM** | **60** |
|  | **CLASS HANDS ON EXERCISE: PROVISIONING OF TABLETS, FETCHING OF EAs & BUILDING NUMBERING AND HOUSEHOLD LISTING** |  | **12:15 - 1:00 PM** | **135** |
|  | **PRAYER/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
| **ROLE PLAYING: BUILDING NUMBERING AND HOUSEHOLD LISTING*** **SATELLITE IMAGERY INTERPRETATION**
* **BUILDING NUMBERING**
* **VERIFY / ADD BUILDINGS**
* **FILLING THE HOUSEHOLD LISTING FORM**
* **WRAP UP**
 |  | **2:00 - 4:45 PM** | **205** |
| **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
| **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **MON 17 APR** |   | **DAY 5** |  | **DAY 4 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **CLASS HANDS ON EXERCISE: BUILDING NUMBERING AND HOUSEHOLD LISTING** | **Role play** | **8:40 - 11:00 AM** | **160** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **CLASS HANDS ON EXERCISE: BUILDING NUMBERING AND HOUSEHOLD LISTING (CONT’D)** | **Class simulation** | **11:15 - 1:00 PM** | **105** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **SUPERVISORS SPECIAL TRAINING** | **At the end of this section, participants are expected to understand the group listing methodology and the re-interview processes and procedure** | **2:00 - 3.15 PM** | **75** |
|   | **ROLE PLAYING: BUILDING NUMBERING AND HOUSEHOLD LISTING*** **SATELLITE IMAGERY INTERPRETATION**
* **BUILDING NUMBERING**
* **VERIFY / ADD BUILDINGS**
* **FILLING THE HOUSEHOLD LISTING FORM**
* **WRAP UP**
 | **Role play** | **3:15 - 4:45 PM** | **90** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|   | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **TUE 18 APR** |   | **DAY 6** | **FIELD PRACTICALS** | **DAY 5 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **PREPARATION FOR FIELD PRACTICALS: PROVISIONING OF TABLETS, FETCHING OF EAs** |  | **8:40 - 11:00 AM** | **80** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **FIELD PRACTICALS: BUILDING NUMBERING AND HOUSEHOLD LISTING** |  | **11:15 - 1:00 PM** | **105** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **FIELD PRACTICALS: BUILDING NUMBERING AND HOUSEHOLD LISTING (CONT’D)** |  | **2:00 - 4:00 PM** | **120** |
|  | **FIELD PRACTICALS REVIEW** |  | **4:00 - 4:45 PM** | **45** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|   | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **WED 19 APR** |   | **DAY 7** | **FIELD PRACTICALS****ASSIGNMENT OF FUNCTIONARIES** | **DAY 6 RECAP & NATIONAL ASSESSMENT (EXAM)** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **FIELD PRACTICALS: BUILDING NUMBERING AND HOUSEHOLD LISTING (CONT’D)** |  | **8:40 - 11:00 AM** | **80** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **FIELD PRACTICALS: BUILDING NUMBERING AND HOUSEHOLD LISTING (CONT’D)** |  | **11:15 - 1:00 PM** | **105** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **PROVISIONING OF TABLETS & FETCHING OF EAs** |  | **2:00 - 3:30 PM** | **90** |
|  | **PROVISIONING OF TABLETS & FETCHING OF EAs** |  | **3:30 - 4:30 PM** | **30** |
|  |  **CLOSING REMARK** |  | **4:30 - 4:45 PM** | **15** |
|   | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|  | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 -5:40 PM** | **40** |
| **DEPARTURE** |



**TRAINING OF LOCAL GOVERNMENT AREA FUNCTIONARIES IN THIRTY-SIX STATES AND FCT FOR 2023 PHC**

 **WEDNESDAY 26TH APRIL - SUNDAY 30TH APRIL 2023**

 **PERSON’S ENUMERATION TIMETABLE**

| **DATE** | **NAME OF** | **DAYS OF TRAINING** |  | **MODULES/TOPICS/ACTIVITIES** |  | **TIME** |
| --- | --- | --- | --- | --- | --- | --- |
| **PRESENTER** |  | **HOURS** | **TOTAL MINS** |
| **TUE 25TH APR** | **Secretariat** | **ARRIVAL DAY** |  | **ARRIVAL** |  |  |
| **ARRIVAL, DOCUMENTATION AND DISTRIBUTION OF MATERIALS** |  | **ALL DAY** |  |
|  |  |  | **ARRIVAL** | **REGISTRATION** |  | **7:30 - 8:00AM** | **30** |
| **WED 26 APR** |  | **DAY 1** | **NPC01 - PERSONS ENUMERATION QUESTIONNAIRE** | **OPENING CEREMONY** |  | **8:00 -9:00 AM** | **60** |
|  | **AIMS AND OBJECTIVES OF THE TRAINING** |  | **9:00 - 9:15 AM** | **15** |
|  | **GROUND RULES** |  | **9:15 - 9:25 AM** | **10** |
|  | **REFRESHER ON CONCEPTS, INTERVIEWING TECHNIQUES AND CAPI USE** | **At the end of this section, participants are expected to be reminded of the population and housing census concepts and definitions, interviewing techniques, and the use of the CAPI.** | **9:25 - 10:00AM** | **35** |
|  | **CHAPTER 15: INSTRUCTIONS FOR COMPLETING PERSONS ENUMERATION QUESTIONNAIRE (Form NPC01** | **At the end of this section, participants are expected to be able to complete NPC01, the person's enumeration questionnaire** | **10:00 - 11:00 AM** | **60** |
|  | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **CHAPTER 15: INSTRUCTIONS FOR COMPLETING PERSONS ENUMERATION QUESTIONNAIRE (Form NPC01)** | **Role Play** | **11:15 - 1:00 PM** | **105** |
|  | **ROLE PLAY** |
|  | **PRAYER TIME/ LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **CLASS HANDS-ON:(PERSONS CHARACTERISTICS)** |  | **2:00-3:00 PM** | **60** |
|  | **HOUSEHOLD BASED QUESTIONS****CLASS SIMULATION** | **Simulations** | **3:00 - 4:00 PM** | **60** |
|  | **CLASS HANDS-ON: (HOUSEHOLD-BASED QUESTIONS)****CLASS SIMULATION** |  |  **4:00 - 4:45 PM** | **45** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|  | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:40 PM** | **40** |
|  |  |  |  |  |  |  |  |
| **THU****27 APR** |   | **DAY 2** |  | **DAY 1 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|   | **CHAPTER 17: REINTERVIEW SURVEY** | **At the end of this section, supervisors should understand the reinterview questionnaire and be able to administer it.** | **8:40 - 11:00 AM** | **30** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **TRAINING OF SUPERVISORS; HANDS-ON FOR SUPERVISORS** |  | **11:15 - 1:00 PM**  | **45** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **ROLE PLAYING:*** **PERSONS ENUMERATION**
* **RE-INTERVIEW FOR SUPERVISORS**
 | **Role Play** | **2:00 - 3:00 PM** | **60** |
|   | **ROLE PLAYING (CONT’D):*** **PERSONS ENUMERATION**
* **RE-INTERVIEW FOR SUPERVISORS**
 |  | **3:00 - 4:45 PM** | **105** |
|   | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|  | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |  |  |  |  |  |  |
| **FRI****28 APR** |   | **DAY 3** |  | **DAY 2 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **PREPARATION FOR FIELD WORK** |  | **8:40 - 10:00 PM** | **80** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|   | **FIELD PRACTICALS: PERSON’S ENUMERATION** | **Practicals** | **11:15 - 1:00 PM** | **60** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **FIELD PRACTICALS: PERSON’S ENUMERATION** |  | **2:00 - 4:30 PM** |  **150** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:30 - 5:00 PM** | **30** |
|   | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|   |
| **SAT 29 APR** |  | **DAY 4** |  | **DAY 3 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|  | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **FIELD PRACTICALS REVIEW** | **Review** | **8:40 - 11:00 PM** | **160** |
|  | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **FIELD PRACTICALS: PERSON’S ENUMERATION** |  | **11:15 - 2:30 PM** | **195** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **2:30 - 3:30 PM** | **60** |
| **FIELD PRACTICALS: PERSON’S ENUMERATION** |  | **3:30 - 4:45 PM** | **75** |
| **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
| **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |
| **SUN 30 APR** |   | **DAY 5** |  | **DAY 4 RECAP & QUIZ** |  | **7:30 - 8:10 AM** | **40** |
|   | **Q&A SESSION** |  | **8:10 - 8:40 AM** | **30** |
|  | **FIELD PRACTICALS REVIEW** |  | **8:40 - 11:00 AM** | **140** |
|   | **TEA BREAK** |  | **11:00 - 11:15 AM** | **15** |
|  | **FIELD PRACTICALS: RE-INTERVIEW** |  | **11:15 - 12:15 PM** | **60** |
|  | **PRAYER TIME/LUNCH BREAK** |  | **1:00 - 2:00 PM** | **60** |
|  | **FIELD PRACTICALS: RE-INTERVIEW** |  |  **2:00 - 2:30 PM** | **30** |
|   | **ASSIGNMENT OF ENUMERATORS AND SUPERVISORS TO SAs and EAs** |  | **2:30 - 3:30 PM** | **60** |
|  | **FIELD PRACTICALS REVIEW: RE-INTERVIEW** |  | **3:30 - 4:30 PM** | **60** |
|  | **CLOSING REMARKS** |  | **4:30 - 4:45 PM** | **15** |
|  | **-END OF TRAINING****-ONLINE TRAINING EVALUATION** |  | **4:45 - 5:00 PM** | **15** |
|   | **FACILITATOR’S DAILY BRIEFING** |  | **5:00 - 5:45 PM** | **45** |
|  |  |  |  | **DEPARTURE** |  |  |  |
|  |   |   |  |  |  |   |   |