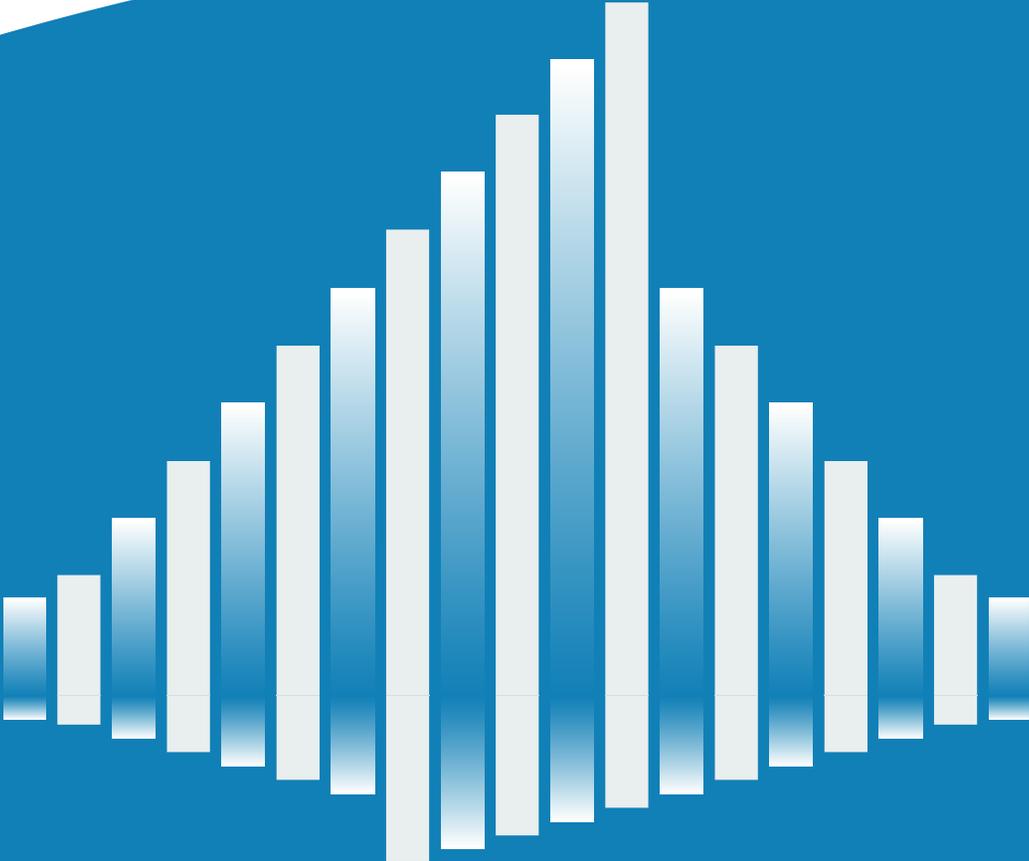


Tool for Assessing Statistical Capacity (TASC)

Version 2.0



U.S. Agency for International Development
Bureau for Global Health
Office of Population and Reproductive Health
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The U.S. Census Bureau's Tool for Assessing Statistical Capacity (TASC)

The development of TASC was sponsored by the United States
Agency for International Development



1. Institutional Capacity					
		3	2	1	0
Legal Environment					
1.1	Law exists that creates and mandates a National Statistical System (NSS), and it names the National Statistical Office (NSO) as the leader	The law exists and is followed	The law does not exist but the NSO acts as the leader	The law exists but is not followed	The law does not exist and the NSO does not lead the system
1.2	Law exists that mandates collection of census at defined intervals of 5-10 years	Law exists and censuses are always conducted on time	Law exists but the timeline for censuses is not always followed	Law exists but does not define a specific time period	There is no such law
1.3	Law exists that specifies that respondents' data will be kept confidential and used for statistical purposes only	Law addressing confidentiality and use exists and is enforced	Law addressing some aspects exists and is enforced	Law exists but is not enforced	There is no such law
1.4	Procedures exist to report political or administrative pressure when producing and disseminating statistical information	Procedures exist and employees are trained regularly in how to use them	Procedures exist but employees are only trained periodically in how to use them	Procedures exist but employees are not trained in how to use them	The are no such procedures
1.5	Law exists that mandates respondent participation in censuses	Law exists and is enforced	Law exists but is only occasionally enforced	Law exists but is not enforced	There is no such law
1.6	Current legislation specifies the following concerning the head of the NSO: the selection process, job requirements, term limits, and the causes for dismissal	The legislation exists and includes ALL these aspects	The legislation exists and includes ALMOST ALL these aspects	The legislation exists and includes SOME of these aspects	The legislation does NOT exist
1.7	Decisions on all steps of data collection and dissemination are made independently from political influence	NSO makes all decisions on data collection and dissemination independently	NSO makes all decisions independently but sometimes faces pressure about data collection or dissemination	NSO often faces pressure when collecting and disseminating data	Data collection and dissemination are censored

1. Institutional Capacity					
		3	2	1	0
1.8	The country has implemented a statistical code of good practice, following international standards and adapted to the local context. It is available to all the members of the NSS	Yes, and it is followed by all of the members of the NSS	Yes, but it is only followed by some members of the NSS	Yes, but it is only followed by the NSO	A statistical code of good practices does not exist
Data Confidentiality and Protection					
1.9	Data confidentiality training exists and covers: the role of the public's cooperation and trust, prohibition of browsing data without authorization, and the protection of human research participants	Training program exists and all elements are covered in training	Training program exists but not all elements are covered	Training program does not exist but some guidance is given to employees concerning data confidentiality	Training program does not exist and employees receive no data confidentiality guidance
1.10	Training concerning ethics in statistics exists and covers the importance of producing and disseminating reliable statistics	Training exists and is given to all staff involved in data production and dissemination	Training exists but is only given to managers of data production and dissemination	Training does not exist but some guidance is given to staff regarding ethics in statistics	Training does not exist and staff receives no guidance on ethics in statistics
1.11	All staff are trained on data confidentiality within 60 days of their hire and regularly thereafter (every year or two)	All staff are trained on data confidentiality within 60 days of hire and regularly thereafter	Only staff directly handling sensitive data are trained on data confidentiality within 60 days of hire and regularly thereafter	Staff directly handling sensitive data are trained on data confidentiality but no timeline is followed	No training on data confidentiality exists
1.12	NSO has an appropriate group (such as a Data Review Board) that enforces confidentiality and reviews guidelines at least once a year	A group exists that controls confidentiality and updates guidelines regularly	A group exists that controls confidentiality, but does not update guidelines regularly	A group exists but little is done to ensure confidentiality	The group does not exist
1.13	Data confidentiality and protection practices are implemented throughout all phases of a project (questionnaires are stored in locked areas, passwords exist for all computers, sharing of personally identifiable information (PII) is prohibited, published data are made anonymous, etc.)	Data security is ALWAYS ensured throughout projects	Data security is OFTEN ensured throughout projects	Data security is SOMETIMES ensured throughout projects	Data security is RARELY ensured throughout projects

1. Institutional Capacity		3	2	1	0
		1.14	Paper questionnaires are shredded, chemically decomposed, pulverized, or burned for disposal in a specified time frame (If NSO does not use paper questionnaires for censuses or surveys = N/A)	Paper questionnaires are ALWAYS disposed of securely and in a specified time frame	Paper questionnaires are OFTEN disposed of securely and in a specified time frame
1.15	NSO assesses data collection annually for what is being collected, how it is being collected, and why it is needed	All elements are regularly assessed	All elements are sometimes assessed	All elements are rarely assessed	No elements are assessed
Organizational Structure					
1.16	NSO has a mission statement that is purposefully followed	Mission statement exists and steps are taken to follow it	Mission statement exists but few steps are taken to follow it	Mission statement exists but is too broad to have clear follow up steps	No mission statement
1.17	NSO organizational chart is available to the public and reflects actual reporting structure of the NSO and specifies position titles	Detailed organizational chart reflecting actual reporting structure is available to the public	Detailed organizational chart exists and is available to the public, but it is not up to date	Organizational chart exists (basic or detailed) but is not made available to the public	No organizational chart exists
1.18	NSO has strategic multi-year plan updated annually which identifies organizational challenges, activities, and goals	Multi-year strategic plan covering activities, challenges and goals exists and is updated annually	Multi-year strategic plan covering activities, challenges and goals exists but is not updated annually	Strategic plan exists but is inadequate	NSO does not have a strategic plan
1.19	Strategic statistical plan includes a household survey program with a timeline that is followed	Strategic statistical plan includes household survey program with timeline that is followed	Strategic statistical plan includes household survey program with a timeline but the timeline is not followed	Strategic statistical plan includes household survey program without a timeline	Strategic statistical plan does not exist or does not include a household survey program

1. Institutional Capacity					
		3	2	1	0
1.20	There is an advisory council with members of the public and private sectors that advises the NSO	The advisory council includes members from the public and private sectors and meets regularly	The advisory council includes members from the public and private sectors but does not meet regularly	The advisory council includes members from the public or private sector	There is no such advisory council
1.21	NSO has a formal established procedure to critically evaluate past activities and recommendations are considered when developing future activities	Past activities are evaluated and recommendations are considered when developing future activities	Past activities are evaluated and recommendations are considered when developing future activities, with outside assistance	Past activities are evaluated but recommendations are not often considered when developing future activities	No report or evaluation
1.22	Periodicity for collection of major surveys is defined and followed	Periodicity is ALWAYS defined for the collection of major surveys and is ALWAYS followed	Periodicity is always defined for the collection of major surveys but is only SOMETIMES followed	Periodicity is SOMETIMES defined for the collection of major surveys and is only SOMETIMES followed	Periodicity is not defined for major surveys
Human and Physical Capital					
1.23	NSO has a core staff specialized in each of the following: census/survey planning, questionnaire development, field operations, data processing, sampling, data analysis, evaluation, and dissemination	NSO has core staff in ALL these areas	NSO has core staff in MOST of these areas	NSO has core staff in SOME of these areas	NSO has core staff in VERY FEW of these areas
1.24	New hires are recruited based on qualifications that match the needs of the NSO	New hires are ALWAYS recruited based on appropriate qualifications that match the needs of the agency	New hires are OFTEN recruited based on appropriate qualifications that match the needs of the agency	New hires are SOMETIMES recruited based on appropriate qualifications that match the needs of the agency	New hires are RARELY recruited based on appropriate qualifications that match the needs of the agency

1. Institutional Capacity					
		3	2	1	0
1.25	NSO has a succession plan to identify specific employees to take on larger responsibility and training is provided to ensure the plan succeeds	Succession plan identifies and prepares employees to advance	Succession plan identifies employees to advance but does not train or help them to do so	Succession plan exists but is either not known or not followed	No succession plan exists
1.26	NSO has incentives in place to enhance staff retention and reduce turnover	NSO has incentives in place that are effective in enhancing staff retention and reducing turnover	NSO has incentives in place that somewhat enhance staff retention and reduce turnover	NSO has incentives in place that are not effective in enhancing staff retention and reducing turnover	NSO does not have incentives in place to enhance staff retention and reduce turnover
1.27	NSO has an on-the-job training program that is supported financially and employees are given time to attend training	NSO has an on-the-job training program and employees are BOTH supported financially and given time	NSO has an on-the-job training program and employees are EITHER supported financially or given time	NSO has an on-the-job training program but employees are NEITHER supported financially nor given time	NSO does NOT have an on-the-job training program
1.28	Employee performance is reviewed frequently, at least annually, and new performance goals are set	Performance is reviewed frequently and new performance goals are set	Performance is reviewed frequently but no new goals are set	Performance is not reviewed regularly	No performance review
1.29	Employees are encouraged to do analytical work, to publish scientific papers, and to present them at seminars and conferences when relevant	Employees are financially supported and given time to do relevant analytical work, publish, and present at seminars/ conferences	Employees are encouraged to do relevant analytical work, publish, and present at seminars/ conferences but either not given time OR not supported financially	Employees are encouraged to do relevant analytical work but are NEITHER given time nor financial support	Employees are not encouraged to do analytical work

1. Institutional Capacity					
		3	2	1	0
1.30	Local area network exists, is maintained, and widely used by staff	Local area network exists, is maintained, and widely used by staff	Local area network exists, is maintained, but only used by some staff	Local area network exists but is not maintained	Not present
1.31	Physical facilities are adequate to perform required tasks (such as power sources, space for work, places for meetings, space for training, etc.)	Physical facilities are plentiful and facilitate completing required tasks	Physical facilities are limited but this does not delay completing required tasks	Physical facilities are limited and this causes some delay completing required tasks	Physical facilities are severely limited and this delays completing required tasks
1.32	Equipment (including computers, printers, desks, office supplies etc.) are adequate to perform required tasks	Equipment is sufficient and facilitates completing required tasks	Equipment is limited but this does not delay completing required tasks	Equipment is limited and this causes some delay completing required tasks	Equipment is severely limited and this delays completing required tasks
Stakeholder Coordination					
1.33	NSO leads the National Statistical System by coordinating data sharing among domestic data collecting and producing agencies so that the needs of users are met and duplication of effort is prevented	NSO coordinates statistical activities among domestic agencies and ensures user needs are met and efforts are not duplicated	NSO coordinates statistical activities among domestic agencies but does not ensure that user needs are met or that efforts are not duplicated	NSO coordinates data collection only among certain agencies and does not ensure that user needs are met or that efforts are not duplicated	NSO does not coordinate data collection efforts

1. Institutional Capacity					
		3	2	1	0
1.34	NSO leads the National Statistical System by setting standards for nomenclatures and classifications that follow international standards and are adapted to local context	NSO ensures nomenclatures and classifications follow international standards and are adapted to local context for a wide set of variables	NSO ensures nomenclatures and classifications follow international standards and are adapted to local context only when those variables are being used in NSO censuses and surveys	NSO ensures nomenclatures and classifications follow international standards and are adapted to local context for a reduced set of widely used variables	NSO rarely ensures nomenclatures and classifications follow international standards and are adapted to local context
1.35	NSO has an advocacy program that seeks domestic and international donor financial and technical support for statistics (If NSO does not require donor support = 3)	Program exists and seeks national and international support	Program exists but only seeks national or international support	Program does not exist but some stakeholders are contacted	Program does not exist and stakeholders are not contacted
1.36	Sufficient government funding is available for statistics and little outside funding is needed	Government funding is sufficient and covers all needs	Government funding is not sufficient but covers most needs	Government funding is not sufficient and covers few needs	Funding is mostly from international sources
1.37	NSO assesses financial needs annually and requests funding from the central government sufficiently in advance of expenses	Financial needs are assessed annually and funding requests are made of central government in time for funding to be available when needed	Financial needs are assessed annually but funding problems sometimes delay activities	Financial needs are assessed annually but funding problems often delay activities	Financial needs are not assessed annually
1.38	NSO assesses financial needs annually and makes funding requests to donors sufficiently in advance of expenses (If NSO does not need donor support = 3)	Financial needs are assessed annually and funding requests are made of donors in time for funding to be available when needed	Financial needs are assessed annually but funding problems sometimes delay activities	Financial needs are assessed annually but funding problems often delay activities	Financial needs are not assessed annually and NSO does not seek donor support

1. Institutional Capacity					
		3	2	1	0
1.39	NSO technical needs are assessed annually (If NSO does not require technical assistance = 3)	Technical assistance needs are assessed and strategically planned annually	Technical assistance needs are assessed annually but plans are largely reactive	Technical assistance needs are identified as opportunities become apparent	Technical assistance needs are not assessed
1.40	All NSO external technical assistance has a clear scope of work, deliverables, and outputs identified prior to entering an agreement (If NSO does not require technical assistance = 3)	Technical assistance has ALL elements prior to entering an agreement	Technical assistance has MOST elements prior to entering an agreement	Technical assistance has SOME elements prior to entering an agreement	Technical assistance does NOT have elements prior to entering an agreement

2. Census / Survey Planning and Management					
		3	2	1	0
Human and Physical Capital					
2.1	National Statistical Office (NSO) has permanent staff trained and experienced in applying project management principles including budgeting, scheduling, reporting, and quality control for census and survey operations	NSO has sufficient permanent staff trained and experienced in applying project management principles	NSO has permanent staff trained and experienced in applying some project management principles	NSO has permanent staff trained but not experienced in applying project management principles	NSO does not have permanent staff trained or experienced in project management principles
2.2	Plans for each census include detailed physical space and equipment requirements	Plans for each census ALWAYS include detailed physical space and equipment requirements	Plans for each census OFTEN include physical space and equipment requirements	Plans for each census SOMETIMES include physical space and equipment requirements	Plans for each census RARELY include physical space and equipment requirements
2.3	Plans for major surveys include detailed physical space and equipment requirements	Plans for major surveys ALWAYS include detailed physical space and equipment requirements	Plans for major surveys OFTEN include physical space and equipment requirements	Plans for major surveys SOMETIMES include physical space and equipment requirements	Plans for major surveys RARELY include physical space and equipment requirements
2.4	Plans for each census include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for each census ALWAYS include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for each census OFTEN include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for each census SOMETIMES include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for each census RARELY include estimates of staffing needs, types of skills required, and time when staff are needed

2. Census / Survey Planning and Management					
		3	2	1	0
2.5	Plans for major surveys include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for major surveys ALWAYS include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for major surveys OFTEN include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for major surveys SOMETIMES include estimates of staffing needs, types of skills required, and time when staff are needed	Plans for major surveys RARELY include estimates of staffing needs, types of skills required, and time when staff are needed
2.6	NSO has an established hierarchical structure and a planning committee in place to regularly review and approve project plans	NSO has established mechanisms to regularly review and approve project plans	NSO has established mechanisms to review and approve project plans but planning committee only meets occasionally	NSO convenes committees in an ad hoc manner to review and approve project plans	NSO does not have established mechanisms to review and approve project plans
2.7	If mobile data capture is used, a multi-disciplinary working group is formed that includes experts in: design, field operations, and programming and analysis that make joint decisions (If NSO does not use mobile data capture = N/A)	The group meets regularly and includes staff from all of these areas	The group meets regularly but only includes staff from some of these areas	The group is formed but does not meet regularly	The group is not formed
2.8	If mobile data capture is under consideration or in use, a multi-disciplinary working group has evaluated the advantages and disadvantages of using mobile data capture (If NSO is not considering or does not use mobile data capture = N/A)	The group exists and produced a detailed report that was disseminated to and considered by senior decision makers	The group exists and evaluated mobile data capture and produced a report, but it was not considered by senior decision makers	The group exists and evaluated mobile data capture but did not produce a report	The group is not formed

2. Census / Survey Planning and Management					
		3	2	1	0
2.9	If mobile data capture is being considered, a multi-disciplinary working group has evaluated the infrastructure and resource requirements of such a system and the readiness of the NSO to deliver such a system given constraints (time, budget, scope). (If NSO does not use mobile data capture = N/A)	The group has considered the feasibility of a mobile data collection system by evaluating resource and infrastructure requirements against time, budget, and scope constraints	The group evaluated the ability of the NSO to deliver a mobile data collection but omitted budget, time, or scope considerations	The group has formed but such an evaluation has not taken place	The group is not formed
2.10	The publicity campaign for each census involves local leaders and high profile members of the community to help spread awareness and improve participation	The publicity campaign for each census ALWAYS includes local leaders and other high profile individuals	The publicity campaign for each census OFTEN includes local leaders and other high profile individuals	The publicity campaign for each census SOMETIMES includes local leaders and other high profile individuals	The publicity campaign for each census RARELY includes local leaders and other high profile individuals
Methodological Soundness and International Standards					
2.11	Project budgets are divided into major operations, such as - planning & preparatory work, geographic work, data collection, data processing, analysis, publication, quality control, and general administration and operational services - and include detailed cost estimates of all equipment, facilities, and supplies	Project budgets are estimated by major operations and include costs of equipment, facilities, and supplies	Project budgets are estimated by major operations and do not include costs of equipment, facilities, and supplies	Project budgets are not disaggregated by major operations but do include costs of equipment, facilities, and supplies	Project budgets are not disaggregated by major operation and do not include costs of equipment, facilities, and supplies

2. Census / Survey Planning and Management					
		3	2	1	0
2.12	The NSO uses project management scheduling tools to determine the timing and dependencies between the various components of census and survey operations (network analysis, flow charts, calendars, etc.)	The NSO uses project management scheduling tools to determine the timing and dependencies between various project components	The NSO uses project management scheduling tools to determine the timing but NOT the dependencies between various project components	The NSO uses very simple and non-detailed tools to determine timing of project operations	The NSO does not use tools to determine the timing of project operations
2.13	For each new survey, the information available through administrative records is evaluated to demonstrate that they are inadequate to fill the needs of the new survey	Evidence is evaluated for ALL new surveys	Evidence is evaluated for MOST new surveys	Evidence is evaluated for SOME new surveys	Evidence is NOT evaluated for new surveys or administrative records do not exist
2.14	For each census a publicity campaign exists for each stage where NSO staff come in contact with the public: cartographic operations, the pilot census, and enumeration (for the census and the post-enumeration check)	The publicity campaign for each census covers ALL of these operations	The publicity campaign for each census covers TWO of these operations	The publicity campaign for each census covers ONE of these operations	The publicity campaign for each census covers NONE of these operations
2.15	For major surveys, a publicity campaign exists for each stage where NSO staff come in contact with the public: cartographic operations, the pilot, and enumeration	The publicity campaign for major surveys covers ALL of these operations	The publicity campaign for major surveys covers TWO of these operations	The publicity campaign for major surveys covers ONE of these operations	The publicity campaign for major surveys covers NONE of these operations
Quality Assurance					
2.16	NSO uses a reporting system to monitor that census and survey operations are proceeding according to plan and that cases of over expenditure are detected promptly	NSO uses a reporting system that monitors both the schedules and budgets of projects in a timely manner	NSO uses a reporting system that monitors both the schedules AND budgets of a project but NOT in a timely manner	NSO uses a reporting system that monitors EITHER the schedules OR budgets of projects.	NSO does not use a reporting system

2. Census / Survey Planning and Management					
		3	2	1	0
2.17	Quality assurance program is designed to detect errors and perform remedial actions throughout each phase of all statistical activities	Quality assurance program detects errors and performs remedial actions throughout each phase of all statistical activities	Quality assurance program detects errors and performs remedial actions throughout SOME phases of statistical activities	Quality assurance program detects errors but DOES NOT perform remedial actions throughout all phases of statistical activities	A quality assurance program to detect errors and perform remedial actions does not exist
2.18	For each census, the publicity campaign does the following: 1) informs the public of what information will be collected and how it will be used, 2) uses a variety of means to reach the public (media, posters, festivals, etc.), and 3) targets hard to enumerate populations	The publicity campaign for each census covers ALL of these aspects	The publicity campaign for each census covers TWO of these aspects	The publicity campaign for each census covers ONE of these aspects	The publicity campaign for each census covers NONE of these aspects
Written Procedures and Documentation					
2.19	NSO develops a final report for each census which documents the success, failures, and possible adaptations of census plans so that the experience gained can be utilized for future planning purposes	Census final report exists and includes successes, failures, and possible adaptations of census plans	Census final report exists and includes successes and failures but DOES NOT include a discussion on possible adaptations of census plans	Census final report exists and includes successes but DOES NOT include failures or possible adaptations of census plans	No census final report is prepared
2.20	NSO develops a final report for each recurring survey, which documents the success, failures, and possible adaptations of survey plans so that the experience gained can be utilized for future planning purposes	For each recurring survey a final document exists and includes successes, failures, and possible adaptations of survey plans	For each recurring survey a final document exists and includes successes and failures but DOES NOT include a discussion on possible adaptations of survey plans	For each recurring survey a final document exists and includes successes but DOES NOT include failures or possible adaptations of survey plans	No final document is prepared for each recurring survey

2. Census / Survey Planning and Management

		3	2	1	0
2.21	The elements of a well-developed, integrated publicity campaign are captured in a document that provides a roadmap for communications efforts during the census lifecycle	A unified document exists, integrating various parts of the publicity campaign and reflecting an agreement on the style and substance of the campaign reached through the NSO	Multiple documents exists, with elements of the publicity campaign under the control of teams spread throughout the NSO	Elements of the publicity campaign are not documented	There is no publicity campaign
2.22	The elements of a well-developed, integrated publicity campaign are captured in a document that provides a roadmap for communications efforts during the survey lifecycle	A unified document exists, integrating various parts of the publicity campaign and reflecting an agreement on the style and substance of the campaign reached through the NSO	Multiple documents exists, with elements of the publicity campaign under the control of teams spread throughout the NSO	Elements of the publicity campaign are not documented	There is no publicity campaign

3. Mapping					
		3	2	1	0
Human and Physical Capital					
3.1	National Statistical Office (NSO) has an established mapping unit with dedicated staff responsible for the collection, preparation, use, and publication of maps and management of geospatial data for census and survey purposes	NSO has an established mapping unit with dedicated staff responsible for the collection, preparation, use, and publication of maps and geospatial data	NSO has an established mapping unit with dedicated staff that is responsible for some of the elements	NSO has an established mapping unit that is responsible for some of the elements but staff is not dedicated	The NSO does not have a permanent mapping office but other staff sometimes work on the listed elements
3.2	NSO has permanent staff trained in Geographic Information Systems (GIS) including concepts, implementation, basic technology requirements, database development, and management	NSO has permanent staff trained in ALL elements	NSO has permanent staff trained in MOST elements	NSO has permanent staff trained in SOME elements	NSO has untrained permanent staff
3.3	Cartographic staff is involved in creating thematic maps (designed to highlight a specific topic) for data dissemination products using GIS software	Cartographic staff involved in creating thematic maps for MOST publications	Cartographic staff involved in creating thematic maps for SOME publications	Cartographic staff is involved only in map-specific publications (e.g., atlas)	Cartographic staff does not create thematic maps
3.4	Staff have the training to produce or manage the delivery of reference and thematic maps via the NSO website using multiple formats, including interactive web maps and static map products	NSO permanent staff have extensive training in web GIS methods or can independently manage contractor delivery of online geospatial products	NSO permanent staff have basic training in web GIS methods or provide some input to contractors on the delivery of online geospatial products	NSO permanent staff have no web training or provide little or no input on the delivery of online geospatial products	NSO does not publish maps or cartographic databases on the internet

3. Mapping					
		3	2	1	0
3.5	NSO has capability to freely disseminate all geospatial datasets of administrative and statistical geography via the NSO website in an industry standard format (e.g., shapefiles, geodatabases, KML) corresponding to all publicly-released census/survey tabulations	NSO can release ALL administrative and statistical geography in an industry-standard format corresponding tabulated results (e.g., provinces, districts, and towns)	NSO can release SOME administrative and statistical geography corresponding to tabulated results (e.g., provincial-level only or not all surveys)	NSO can release administrative and statistical geography in an industry-standard format via physical media (e.g., CD)	NSO cannot release administrative and statistical geography in an industry-standard format
3.6	Staff has experience with digitization and can integrate digitized data from different sources for use in a spatial database that meets NSO mission needs	Staff has experience with digitization and maintains a complete, integrated, enterprise (multi-user) spatial database	Staff has experience with digitization and maintains a complete, integrated, spatial database (not enterprise)	Staff has experience with digitization but resulting data are not integrated into a spatial database	Staff has no experience in digitizing or integrating maps
3.7	Mapping unit has hardware (e.g., computers, plotters, or servers) and software that are up to date, sufficient to complete required tasks, and adequately supported by NSO IT staff	Sufficient hardware and software are available to complete required tasks and adequately supported by IT staff	Sufficient hardware and/or software are available to complete required tasks, but IT support is limited	Hardware and/or software are sufficient at present, but will require upgrade to meet future needs	Hardware or software are not sufficient to meet mission needs

3. Mapping					
		3	2	1	0
Methodological Soundness and International Standards					
3.8	If mobile data capture is used for data collection, NSO can program devices with access to imagery and vector map data (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	Devices can have live access to best-available imagery and vector data which is maintained by the NSO	Devices can have cached access to best-available imagery or vector data which is maintained by the NSO	Devices can have access to older imagery or vector data which are not maintained by the NSO	Devices have no access to imagery or vector data
3.9	If mobile data capture is used for data collection, edits can be made to collection geography in the field and stored in the same format as the centralized data (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	Edits to collection geography can be made on the device in the field and are stored in the same format as the centralized data	Edits to collection geography can be made on the device in the field but are stored in a different format than the centralized data	Only certain aspects of collection geography can be edited on the device in the field	Collection geography cannot be edited on the device in the field
3.10	An ongoing program exists that updates spatial data to reflect changes in administrative boundaries and redelineates statistical areas based on intercensal changes in population distribution	An ongoing program exists that updates spatial data to match administrative changes and redefines statistical areas	An ongoing program exists that updates spatial data but does not redefine statistical areas	A program exists that only updates spatial data for some areas of the country or incorporates spatial data produced by a limited number of intercensal surveys	NSO does not have an ongoing spatial data update program
3.11	Enumeration area maps are designed to facilitate enumerator orientation, meaning that they are legible, scaled appropriately, have clear and unambiguous boundaries, and are designed so that an enumerator can canvass the entire area in the time allotted	Maps contain ALL of the elements correctly designed to facilitate enumerator orientation	Enumeration area maps contain MOST elements correctly designed to facilitate enumerator orientation	Enumeration area maps contain SOME of the elements correctly designed to facilitate enumerator orientation	Enumeration area maps are not created

3. Mapping					
		3	2	1	0
3.12	NSO uses a national standard for place names and place codes for the geographic hierarchy of the country that encompasses all administrative and statistical areas and is implemented across all geospatial products	A national standard for place names and codes is implemented across all products and is consistently maintained	A national standard for place names and codes is only implemented for some products or not regularly maintained	A national standard for place names and codes exists, but is not implemented	A national standard for place names and codes does not exist
Quality Assurance					
3.13	Mapping unit conducts thorough review of map dissemination products before they are publicly released (data accuracy, correct positioning, clarity of map elements, etc.)	Map review is ALWAYS conducted	Map review is OFTEN conducted	Map review is SOMETIMES conducted	Map review is NEVER conducted
3.14	GPS-verified national datasets are used for census and survey operations (e.g., road network, housing location points, or landmarks)	NSO routinely uses GPS-verified data for all national spatial layers	NSO routinely uses GPS-verified data for some national spatial layers	NSO sometimes uses GPS-verification for some national spatial layers	NSO does not use GPS-verified data
3.15	Satellite or aerial imagery are used to verify physical features (housing units, roads, rivers) and boundaries	NSO uses imagery, and images are available for the ENTIRE country	NSO uses imagery and images are available for MOST of the country (only remote areas excluded)	NSO uses imagery and images are available for SOME of the country (only major settlements included)	NSO does not use imagery or cannot afford purchasing
3.16	Pertinent spatial data (e.g., boundaries, housing units, structures) are verified in the field prior to enumeration	NSO verifies data using networked mobile data capture technology	NSO verifies data using offline mobile data capture technology	NSO verifies data using printed maps	Data are not verified before enumeration

3. Mapping					
		3	2	1	0
3.17	NSO works with other national mapping agencies to obtain spatial data (such as topography, roads, legal boundaries) to avoid duplication of effort	NSO and mapping agency share digital layers and cooperate on updates	NSO obtains some digital map layers from mapping agency	NSO and mapping agency are in sporadic contact	NSO does not work with mapping agency, or no mapping agency exists
3.18	NSO uses GIS to produce maps for enumeration	ALL enumeration maps are created using GIS	Only maps for supervisors and higher level field officers are created using GIS	Only very high level field officer maps are created using GIS	No maps are created using GIS
3.19	Enumerators are instructed to note errors, inconsistencies, or updates in their EAs and the spatial database is updated after verification	Enumerators are instructed to provide feedback and ALL data in the spatial database are updated after verification	Enumerators are instructed to provide feedback and MOST data in the spatial database are updated after verification	Enumerators are instructed to provide feedback and SOME data in the spatial database are updated after verification	Enumerators are not instructed to provide feedback on spatial data
3.20	If mobile data capture is used for address/housing unit listing, NSO centrally stores and integrates the captured spatial data with subsequent census or survey operations (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance is an integrated part of the listing software control system	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance issues are resolved by NSO staff in the central office	The data captured during geographic listing require significant manual intervention before use in subsequent operations but remain in digital format	Spatial data are used to create paper maps for use in subsequent operations

3. Mapping					
		3	2	1	0
Written Procedures and Documentation					
3.21	Mapping unit has a formal plan covering the entire census/survey mapping process, including review of existing maps and data, interaction with other government mapping offices, staffing and technology needs, digitizing, fieldwork, map correction and revision, and map production	NSO has permanent effort to keep census/survey mapping plan current	A complete plan from past censuses or surveys is available, and only minor updates are needed	A plan is available from a past census or survey, but a major revision is needed	There is no plan or an entirely new plan is necessary due to methodological changes
3.22	Mapping unit has created formal training materials for field staff detailing how to read maps, how to use maps during enumeration, and how to correct map errors	Training materials for field staff on ALL elements exist	Training materials for field staff on MOST elements exist	Training materials for field staff on SOME elements exist	No training materials for field staff exist
3.23	GIS data sets and databases are documented with standardized metadata that includes data sources, authors, production methods, and dates of production	Metadata documentation exists for ALL elements	Metadata documentation exists for MOST elements	Metadata documentation exists for SOME elements	No metadata documentation exists
3.24	Inventories are kept of geospatial products, including GIS databases, datasets, and map products	NSO has complete, cataloged inventory of all geospatial products	NSO has partially-cataloged inventory of geospatial products	NSO has cataloged inventory of geospatial publications (e.g., atlases, wall maps), but not spatial datasets (e.g., shapefiles)	NSO has no spatial data inventory

4. Sampling		3	2	1	0
		Human and Physical Capital			
4.1	National Statistical Office (NSO) has permanent staff trained in sampling theory, sampling concepts, and mathematical statistics (e.g., Central Limit Theorem, normal distribution, cluster sampling, simple random sampling, etc.)	NSO has permanent staff trained in all areas	NSO has insufficient permanent staff trained in some areas and/or relies on contractors trained in these areas	NSO does not have permanent staff trained in these areas and relies entirely on contractors	NSO does not have permanent or contracted staff trained in these areas
4.2	NSO has permanent staff experienced in sample design and operations (e.g. identifying the sample in the field, designing an appropriate sample balancing field realities and budget with scope)	NSO has sufficient permanent staff experienced in sample design and operations	NSO has insufficient permanent staff experienced in sample design and operations and/or relies on contractors experienced in these areas	NSO does not have staff experienced in either sample design or operations and relies entirely on experienced contractors	NSO does not have permanent or contracted staff with experience in these areas
4.3	NSO has samplers specialized by area (household, business, etc.)	NSO has samplers specialized in ALL areas	NSO has samplers specialized in MOST areas	NSO has samplers specialized in SOME areas	NSO does not have samplers specialized by area
Methodological Soundness and International Standards					
4.4	Data adjustments are made (non-interview adjustments, ratio adjustments, or similar adjustments to the weights)	Data adjustments are ALWAYS made	Data adjustments are FREQUENTLY made	Data adjustments are SOMETIMES made	Data adjustments are NOT made
4.5	Master sampling frame is developed from the most recent census and utilized to obtain the sample and weighting factors needed to implement surveys	Master sampling frame developed from the most recent census and utilized to obtain the sample and weighting factors for surveys	Master sampling frame is developed from the most recent census but is not utilized to obtain sample and weighting factors for surveys	Master sampling frame is developed partially from the most recent census and is not utilized in surveys	Master sampling frame is independent of most recent census or does not exist

4. Sampling		3	2	1	0
		4.6	Methods of calculating sampling error follow international standards and are available to the public upon request	Methods of calculating sampling error follow international standards and are available to the public upon request	Methods of calculating sampling error follow international standards but are not available to the public upon request
4.7	Methods of calculating non-sampling error follow international standards and are available to the public upon request	Methods of calculating non-sampling error follow international standards and are available to the public upon request	Methods of calculating non-sampling error follow international standards but are not available to the public upon request	NSO calculates non-sampling error but does not follow international standards	Non-sampling errors are not calculated
Quality Assurance					
4.8	Sampling frames and sample designs are reviewed by experts for coverage, efficiency, logistical feasibility, and to determine if the sample size is sufficient for each domain of analysis	ALL areas are reviewed by experts prior to surveys	MOST areas are reviewed by experts prior to surveys	SOME areas are reviewed by experts prior to surveys	Experts do NOT review these areas prior to surveys
4.9	Following data collection, survey data are analyzed to ensure sampling specifications have been met	This analysis is ALWAYS done	This analysis is OFTEN done	This analysis is SOMETIMES done	This analysis is NEVER done
Written Procedures and Documentation					
4.10	NSO has manuals for NSO sampling experts that explain how to create a sample and details the sampling methodology, including the calculation of probabilities of selection, response and coverage rates, and the calculation of survey weights for each survey	Manuals exist that cover ALL of these elements	Manuals exist that cover MOST of these elements	Manuals exist that cover SOME of these elements	Manuals do NOT exist
4.11	NSO has written documentation for data users explaining how to correctly use the dataset and details the sampling methodology, including the calculation of probabilities of selection, response and coverage rates, and the calculation of survey weights for each survey	Written documentation on ALL elements exists	Written documentation on MOST elements exists	Written documentation on SOME elements exists	Written documentation does NOT exist

5. Questionnaire Content and Testing

		3	2	1	0
Human and Physical Capital					
5.1	National Statistical Office (NSO) has subject-matter experts who are permanent staff for: age, gender, education, migration, fertility, mortality, race/ethnicity/tribe, household and housing characteristics, and health	NSO has permanent subject matter experts in all areas	NSO has permanent subject-matter experts in MOST of the areas listed and relies on contractors for SOME of the areas listed	NSO has permanent subject-matter experts in SOME of the areas listed and relies on contractors for MOST of the areas listed	NSO does NOT have permanent or contracted subject-matter experts for any of the areas listed
5.2	Subject matter staff are involved in reviewing and testing the questionnaire	Subject matter staff review and test ALL modules of the questionnaire	Subject matter staff review and test MOST modules of the questionnaire	Subject matter staff review and test SOME modules of the questionnaire	Subject matter staff are not involved
Methodological Soundness and International Standards					
5.3	Questionnaire content is decided taking historical continuity and international standards into account	They are taken into account for ALL censuses and surveys	They are taken into account for MOST censuses and surveys	They are only taken into account for SOME censuses and surveys	They are NOT taken into account
5.4	For each census, data users are consulted during the development of the questionnaire	Data users are consulted at least at the beginning and end of the development of the census questionnaire	Data users are consulted at least once during the development of the census questionnaire	Data users are consulted during the development of some modules or aspects of the census questionnaire and not others	Data users are not consulted during the development of the census questionnaire

5. Questionnaire Content and Testing					
		3	2	1	0
5.5	For major surveys, data users are consulted during the development of the questionnaire	Data users are consulted at least at the beginning and end of the development of the questionnaires for major surveys	Data users are consulted at least once during the development of the questionnaires for major surveys	Data users are consulted during the development of some questionnaires for major surveys and not others	Data users are not consulted during the development of the questionnaires for major surveys
5.6	Questionnaires follow internationally accepted standards for wording of questions and response categories in order to adequately measure concepts	Questionnaire wording and response categories follow international standards and are adapted to the local context	Questionnaire wording and response categories follow international standards but are not adapted to the local context	Questionnaire wording and response categories sometimes follow international standards	Questionnaire wording and response categories rarely follow international standards
5.7	Questionnaires topics are chosen based on survey objectives and follow international standards that are adapted to the local context	Topics chosen are based on survey objectives and follow international standards that are adapted to the local context	Topics chosen are based on survey objectives, follow international standards but are not adapted to the local context	Topics chosen are either not based on survey objectives or do not follow international standards	Topics chosen are rarely based on survey objectives or follow international standards
5.8	Checks of translated questionnaires are conducted including: 1) Independent forward translation by two translators, 2) back-translation by two additional translators who worked independent of each other, and 3) revisions made to translated questionnaire based on discrepancies in translation (If NSO does not need to translate questionnaires = N/A)	All steps are followed	Forward and back-translation are done, but discrepancies are not checked	Only forward-translation is done	Only certain concepts are translated or no translation is done

5. Questionnaire Content and Testing

3

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1

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Quality Assurance

5.9	Respondent and interviewer burden are balanced with ensuring collection of desired data. For example, the number of questions are limited so that respondents and interviewers will not get tired and give/collect bad data	Respondent and interviewer burden are ALWAYS considered and balanced with collecting desired data	Respondent and interviewer burden are OFTEN considered and balanced with collecting desired data	Respondent and interviewer burden are SOMETIMES considered and balanced with collecting desired data	Respondent and interviewer burden are RARELY considered and balanced with collecting desired data
5.10	For each census, cognitive pretesting is always conducted. Modifications are made based on testing and the questionnaire is retested. Cognitive pretesting tests that the question is measuring what it is intending to measure (respondents understand the question the same way researchers do) and that data are valid and reliable	For each census, cognitive pretesting is always conducted and, if it leads to modifications in the questionnaire, modifications are retested	For each census, cognitive pretesting is always conducted but, if it leads to modifications in the questionnaire, modifications are not retested	For each census, cognitive pretesting is sometimes conducted and sometimes leads to modifications in the questionnaire	Cognitive pretesting is not conducted for each census
5.11	For major surveys, cognitive pretesting is always conducted. Modifications are made based on testing and the questionnaire is retested. Cognitive pretesting tests that the question is measuring what it is intending to measure (respondents understand the question the same way researchers do) and that data are valid and reliable	For major surveys, cognitive pretesting is always conducted and, if it leads to modifications in the questionnaire, modifications are retested	For major surveys, cognitive pretesting is always conducted but, if it leads to modifications in the questionnaire, modifications are not retested	For major surveys, cognitive pretesting is sometimes conducted and sometimes leads to modifications in the questionnaire	Cognitive pretesting is not conducted for major surveys

5. Questionnaire Content and Testing					
		3	2	1	0
5.12	When the content of a census questionnaire is being decided, new questions and changes to the questionnaire are systematically tested prior to data collection. Modifications are made based on testing and questionnaire is retested	Multiple testing methods are always used to pretest new census questions. Modifications are retested	At least one testing method is always used to pretest new census questions. Modifications are retested	New census questions are sometimes pretested or modifications are not retested	New census questions are not pretested
5.13	When the content of questionnaires for major surveys is being decided, new questions and changes to the questionnaire are systematically tested prior to data collection. Modifications are made based on testing and questionnaire is retested	Multiple testing methods are always used to pretest new survey questions. Modifications are retested	At least one testing method is always used to pretest new survey questions. Modifications are retested	New survey questions are sometimes pretested or modifications are not retested	New survey questions are not pretested
5.14	Questionnaires are designed and tested in accordance with the data capture system chosen: KEYING: 1) designed for keyer speed and accuracy, 2) minimized page flipping; SCANNING: 1) tested for handwriting clarity and darkness, 2) accuracy is checked for character recognition, 3) formatted for accurate scanning; MOBILE DATA CAPTURE: 1) taken advantage of easier inclusion of skip patterns or filter questions, 2) conducted content usability testing, 3) conducted device usability testing [Note: Answer for the most advanced data capture system in use by the NSO]	All aspects of the questionnaire are designed and tested in accordance with the data processing system	All aspects of the questionnaire are designed in accordance with the data processing system but only some are tested	Only some aspects of the questionnaire are designed and tested in accordance with the data processing system	The data processing system is not taken into account when designing or testing the questionnaire
Written Procedures and Documentation					
5.15	For each census, questionnaire testing procedures and results are documented and referenced during the questionnaire design phase for subsequent censuses and surveys	For each census, procedures and results are documented and used to improve subsequent questionnaires	For each census, procedures and results are documented but not used to improve subsequent questionnaires	Some documentation for each census exists but it is unclear	There is no documentation of this kind for censuses

5. Questionnaire Content and Testing					
		3	2	1	0
5.16	For major surveys, questionnaire testing procedures and results are documented and referenced during the questionnaire design phase for subsequent censuses and surveys	For major surveys, procedures and results are documented and used to improve subsequent questionnaires	For major surveys, procedures and results are documented but not used to improve subsequent questionnaires	Some documentation for major surveys exists but it is unclear	There is no documentation of this kind for major surveys

6. Field Operations		3	2	1	0
		Human and Physical Capital			
6.1	A plan exists that enables hiring and training a sufficient number of enumerators and supervisors in a timely manner	The training plan exists and has been implemented successfully both in the number of enumerators and supervisors hired and trained and the timing of the training	The training plan exists but there have been problems with EITHER hiring enough enumerators and supervisors or completing training in time	The training plan exists but there have been problems with BOTH hiring enough enumerators and supervisors and completing training in time	The training plan does not exist
6.2	The hierarchical structure for field operations is transparent and effective	The hierarchical structure is transparent and has been effective in the past	Hierarchical structure is in place and proven to be effective but is not transparent	Hierarchical structure is transparent but breakdowns occur periodically	The organizational structure is unclear and this often causes problems
6.3	A sound delivery structure is in place to ensure materials reach the individual enumeration areas as scheduled and in good condition	A sound structure exists and includes contingency plans for potential risks	A sound structure exists but there is no plan for contingencies	A sound structure exists for some areas of the country and there is no plan for contingencies	A sound structure does not exist and materials reach the field in an ad hoc manner
6.4	Regional offices are established to facilitate field work operations (if regional offices are not needed = N/A)	Regional offices exist and they cover ALL of the country	Regional offices exist and they cover MOST of the country	Regional offices exist but they only cover a SMALL portion of the country	All operations are centralized
Methodological Soundness and International Standards					
6.5	A system is in place that tracks or monitors the movement of field work materials (questionnaire, enumerator kits, maps, pencils, etc.)	System to track the movement of materials in the field is in place and provides adequate time to make adjustments	System to track the movement of materials in the field is in place but does not provide adequate time to make adjustments	System to track the movement of materials in the field is in place but only for certain components	System to track the movement of materials in the field is not in place

6. Field Operations					
		3	2	1	0
6.6	For each census, there are procedures in place for what to do when questionnaires and/or mobile devices are lost or stolen. Backup questionnaires and/or mobile devices are available throughout the country to avoid delays	For each census, procedures and backup questionnaires and/or devices are in place	For the census, there are backup questionnaires and/or devices but with insufficient coverage across the country	For the census, procedures are in place but the backup questionnaires and/or devices are not distributed throughout the country	No procedures or backup questionnaires or devices are in place for each census
6.7	For major surveys, there are procedures in place for what to do when questionnaires and/or mobile devices are lost or stolen. Backup questionnaires and/or mobile devices are available throughout the country to avoid delays	For major surveys, procedures and backup questionnaires and/or devices are in place	For major surveys, there are backup questionnaires and/or devices but with insufficient coverage across the country	For major surveys, procedures are in place but the backup questionnaires and/or devices are not distributed throughout the country	No procedures or backup questionnaires or devices are in place for major surveys
6.8	Enumerator training includes the following: map field test, questionnaire field test, language/translation issues, and emphasis on explaining hard to understand or sensitive questions	Enumerator training includes ALL of these elements	Enumerator training includes MOST of these elements	Enumerator training includes SOME of these elements	Enumerator training includes NONE of these elements

6. Field Operations					
		3	2	1	0
6.9	Enumerator training includes aspects specific to the data processing system used: KEYING: 1) handwriting practice; SCANNING: 1) handwriting practice, 2) using appropriate writing instrument, 3) handling of questionnaires; MOBILE DATA CAPTURE: 1) how and how often to charge the device, 2) how to fill out the questionnaire and use the map, 3) how and how often to transmit data, and 4) troubleshooting [Note: Answer for the most advanced data capture system in use by the NSO]	All procedures relating to data capture in the field are included in enumerator training and no problems specific to the data processing system are encountered (e.g., no light handwriting for scanning)	All procedures relating to data capture in the field are included in enumerator training but some of the training is unsuccessful in preventing problems during data transfer and processing	Some but not all elements are included	No training specific to the data processing system used are included
6.10	Training of trainers includes the following: all aspects of enumerator training, longer training time than enumerators, supervisory activities such as tracking materials in the field, and instructions on how to be a good teacher/trainer	Training of trainers includes ALL of these elements	Training of trainers includes MOST of these elements	Training of trainers includes SOME of these elements	Training of trainers does NOT include any of these elements
Quality Assurance					
6.11	A pilot is conducted to test each component of the census, including: reading maps, movement of materials (e.g. questionnaires), field staff hierarchy, enumeration, etc.	Pilot is conducted and it includes testing of ALL aspects of field work	Pilot is conducted and it includes testing of MOST aspects of field work	Pilot is conducted and it includes testing of SOME aspects of field work	Pilot is not conducted
6.12	Lessons learned from the pilot census are documented and implemented for field work	Necessary revisions are ALWAYS documented and implemented for field work	Necessary revisions are USUALLY documented and implemented for field work	Necessary revisions are SOMETIMES documented and implemented for field work	NO aspects of field work are revised OR no pilot is conducted
6.13	National Statistical Office (NSO) has procedures in place to ensure the timely return of questionnaires and materials from the field	Mechanisms are in place and have been timely in the past	Mechanisms are in place but delays often take place	Mechanisms are in place but only in certain areas	Mechanisms are not in place

6. Field Operations		3	2	1	0
		6.14	During enumeration, supervisors check a sample of questionnaires for each enumerator for accuracy and completeness	A sample is checked for EACH enumerator on EACH day of enumeration	A sample is checked for EACH enumerator but only on SOME enumeration days
Written Procedures and Documentation					
6.15	NSO has a manual for training of trainers, a manual for enumerators, and a manual for supervisors	NSO has ALL THREE of these manuals	NSO has TWO of these manuals	NSO only has ONE of these manuals	NSO has NONE of these manuals
6.16	NSO has a manual for enumerators with the following elements: a description of the questionnaire and most questions, instructions for how to enumerate, how to read an EA map and identify boundaries, and helpful explanations for difficult questions and response categories	Manual for enumerators exists with all of these elements	Manual for enumerators exists with more than one but not all of these elements	Manual for enumerators exists but only has one of these elements	NSO does not have a manual for enumerators

7. Data Processing					
		3	2	1	0
Human and Physical Capital					
7.1	For each census, documentation of data adjustments, transformations, statistical analysis, edits, coding, and imputation of missing values exists and is available to the public upon request	ALL elements are documented for each census and available to the public upon request	MOST elements are documented for each census and available to the public upon request	SOME elements are documented for each census and available to the public upon request	For each census, elements are not documented or are not available to the public
7.2	For major surveys, documentation of data adjustments, transformations, statistical analysis, edits, coding, and imputation of missing values exists and is available to the public upon request	ALL elements are documented for major surveys and available to the public upon request	MOST elements are documented for major surveys and available to the public upon request	SOME elements are documented for major surveys and available to the public upon request	For major surveys, elements are not documented or are not available to the public
7.3	NSO has sufficient permanent staff trained and experienced in information technology (IT) and data processing requirements for census/survey operations	NSO has sufficient permanent staff trained and experienced in IT and data processing	NSO has sufficient permanent staff trained but not experienced in IT and data processing	NSO does not have sufficient permanent staff trained and experienced in IT and data processing or the staff is contracted	NSO does not have permanent or contracted staff trained or experienced in IT and data processing
7.4	The expertise for all steps of the data capture system resides with permanent staff in the NSO: KEYING: 1) create a data entry program, 2) program skip patterns and range and consistency checks; SCANNING: 1) design a form that meets the specifications of the scanning system, 2) set and monitor quality assurance standards for printing, 3) create a program that can capture the data from the form; MOBILE DATA CAPTURE: 1) create a program that enables field data capture 2) create a program that manages assignments and data transfer, 3) incorporate maps [Note: Answer for the most advanced data capture system in use by the NSO]	Expertise resides in the NSO for ALL elements and expertise resides in the NSO for the chosen capture technology	Expertise resides in the NSO for MOST elements of the chosen capture technology	Expertise resides in the NSO for SOME elements of the chosen capture technology	The NSO does not have expertise in the chosen capture technology

7. Data Processing					
		3	2	1	0
7.5	NSO has sufficient physical space, hardware, and software to effectively and efficiently conduct data processing activities	Space, hardware, and software are plentiful and facilitate completing required tasks	Space, hardware, or software are limited but does not delay completion of required tasks	Space, hardware, or software are limited and this causes some delay in the completion of required tasks	Space, hardware, or software are severely limited and this delays the completion of required tasks
7.6	If mobile devices are to be used and skills or equipment must be procured, the NSO has experience writing requirements and Requests for Proposal (RFPs) for use in IT-related procurement (If NSO does not use mobile data capture = N/A)	The NSO has experience writing detailed RFPs for mobile device acquisition and enterprise data collection system design, which state needs in terms of fulfilling specific operational requirements	The NSO has experience writing detailed IT-related RFPs, which state needs in terms of satisfying workflow requirements	The NSO has experience with RFPs for IT-related procurement, but requirements are stated in general terms	The NSO has limited experience in IT-related procurement
7.7	Data processing staff are involved in the process of designing questionnaires	Data processing staff are involved in every stage of questionnaire design	Data processing staff are involved only after questionnaire content has been finalized	Data processing staff are invited to comment on questionnaire design	Data processing staff are not involved in questionnaire design
7.8	If mobile data capture is used for data collection, the device has access to imagery and vector map data (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	Device has live access to best-available imagery and vector data which is maintained by the NSO	Device has cached access to best-available imagery or vector data which is maintained by the NSO	Device has access to older imagery or vector data which are not maintained by the NSO	Device has no access to imagery or vector data

7. Data Processing					
		3	2	1	0
7.9	If mobile devices are used in data collection, edits can be made to census geography in the field and stored in the same format as the centralized data (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	Edits to census geography can be made on the device in the field and are stored in the same format as the centralized data	Edits to census geography can be made on the device in the field but are stored in a different format than the centralized data	Only certain aspects of census geography can be edited on the device in the field	Census geography cannot be edited on the device in the field
7.10	If mobile data capture is used for address/housing unit listing, the geographic data collected in the field is centralized and integrated with subsequent census operations (If this is responsibility of another department of the NSS or the NSO does not use mobile data capture = N/A)	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance is an integrated part of the listing software control system	The enumeration universe is populated programmatically based on the centralized data captured during the housing unit listing operation and quality assurance issues are resolved by NSO staff in the central office	The data captured during geographic listing require significant manual intervention before use in subsequent operations	Data are converted to paper when transferring data between the geographic listing and enumeration phases of the census
7.11	If mobile data capture is used, the NSO has the resources to design and deploy a secure storage and data transmission system (If NSO does not use mobile data capture = N/A)	The NSO has the resources to design and deploy a digital data storage and transmission system that protects data security to best practice standards	The NSO has the resources to design and deploy a digital data storage and transmission system that may not meet data protection requirements	The NSO has the resources to design and deploy a digital data storage and transmission system that may involve offline components	The NSO lacks the resources to design and deploy any digital data storage and transmission system

7. Data Processing					
		3	2	1	0
Methodological Soundness and International Standards					
7.12	Coding standards (formatting, naming variables, variable names, etc.) exist and are enforced	Coding standards exist and are enforced	Coding standards exist but are not enforced	Coding standards exist only for some variables that require coding	Coding is not standardized
7.13	Data processing staff collaborate with subject-matter experts in the development of coding lists, edit and imputation specifications, and tabulation plans	Data processing and subject-matter staff involved in ALL areas	Data processing and subject-matter staff involved in MOST areas	Data processing and subject-matter staff involved in SOME areas	Data processing and subject-matter staff do not collaborate during these activities
7.14	Data edit and imputation programs are methodologically sound, efficient, and available to the public upon request	Data edit and imputation programs are methodologically sound, efficient, and available to the public upon request	Data edit and imputation programs are methodologically sound, efficient, but are not made available to the public upon request	Data edit and imputation specifications are methodologically sound but not efficient and not available to the public	Data edit and imputation specifications are not methodologically sound
7.15	Subject-matter staff review edit specifications, programs and outputs (both edited data and edit/imputation reports)	Subject matter staff ALWAYS review edit specifications, programs, and outputs	Subject matter staff OFTEN review edit specifications, programs, and outputs	Subject matter staff SOMETIMES review edit specifications, programs, and outputs	Subject matter staff DO NOT review edit specifications, programs or outputs
Quality Assurance					
7.16	Data processing methods are evaluated to try to minimize the amount of time between enumeration and data dissemination, while ensuring data quality	Methods are evaluated for ALL censuses and surveys	Methods are evaluated for MOST censuses and surveys	Methods are evaluated for SOME censuses and surveys	Methods are not evaluated

7. Data Processing					
		3	2	1	0
7.17	All data processing and analysis operations are tested during the pilot census	Pilot is conducted and it includes testing of ALL aspects of data processing and data analysis	Pilot is conducted and it includes testing of MOST aspects of data processing and data analysis	Pilot is conducted and it includes testing of SOME aspects of data processing and data analysis	Pilot is not conducted
7.18	All data processing and analysis operations are tested during the pilot for the major surveys	Pilot is conducted and it includes testing of ALL aspects of data processing and data analysis	Pilot is conducted and it includes testing of MOST aspects of data processing and data analysis	Pilot is conducted and it includes testing of SOME aspects of data processing and data analysis	Pilot is not conducted
7.19	Lessons learned from the census pilot are documented and implemented for data processing and data analysis	Necessary revisions are ALWAYS documented and implemented	Necessary revisions are USUALLY documented and implemented	Necessary revisions are SOMETIMES documented and implemented	NO aspects are revised or no pilot is conducted
7.20	Lessons learned from the pilot for the major surveys are documented and implemented for data processing and data analysis	Necessary revisions are ALWAYS documented and implemented	Necessary revisions are USUALLY documented and implemented	Necessary revisions are SOMETIMES documented and implemented	No aspects are revised or no pilot is conducted
7.21	A system exists that effectively monitors and tracks the movement of questionnaires from the receipt of questionnaires through storage	System is in place to monitor the flow of questionnaires through ALL processing stages	System is in place to monitor the flow of questionnaires through MOST processing stages	System is in place to monitor the flow of questionnaires through SOME processing stages	NSO does not have a system in place to monitor the flow of questionnaires through the processing stages
7.22	If mobile devices are used in data collection, a digital system is created by the NSO that links the enumerator to the device and to the enumeration area. The system allows for reassignment. (If the NSO does not use mobile data capture = N/A)	System was created by NSO and contains ALL elements	System was created by NSO and contains MOST elements	System exists but was not created by the NSO	No such system was created

7. Data Processing					
		3	2	1	0
7.23	If mobile devices are used in data collection, testing is done to simulate data transmission and load-testing (simulating the amount of data that could be downloaded to a server at one time) (If NSO does not use mobile devices = N/A)	Testing is done and a solution adopted that worked well during the last census or survey	Testing is done but there were some problems during the last census or survey	Testing is done but there were many problems during the last census or survey	No testing is done
7.24	A system is in place that monitors data capture rates, evaluating performance against benchmarks and directing corrective action if benchmarks are not met	Production rates can be reviewed in real time and feedback is given regularly to operators (enumerators or capture clerks)	Production rates can be reviewed regularly and used for operator feedback (enumerators or capture clerks)	The system allows for irregular review or the system is used to give feedback only irregularly	Production rates cannot be or are not reviewed
7.25	A system for verifying data capture activity is in place and the process is responsive to feedback based on verification KEYING: keying operator progress is monitored for accuracy; SCANNING: OMR and OCR accuracy are sampled, supplemental keying by operators verified for accuracy; MOBILE DATA CAPTURE: operational control system includes simultaneous data verification [Note: Answer for the most advanced data capture system in use by the NSO]	Verification is complete and programmatic, data capture activities are adjusted as necessary	Verification is partial or somewhat programmatic, data capture activities are adjusted as necessary	Some verification occurs but data capture activities are not adjusted based on results	No verification occurs
7.26	Subject-matter staff perform a final review of populated tables	Subject-matter staff ALWAYS perform a final review of populated tables	Subject-matter staff OFTEN perform a final review of populated tables	Subject-matter staff SOMETIMES perform a final review of populated tables	Subject-matter staff DO NOT perform a final review of populated tables

7. Data Processing					
		3	2	1	0
7.27	NSO has an archive system that saves microdata from censuses, surveys, and administrative records in a format that is suitable for long-term storage	Archive system exists and includes data from all THREE: censuses, surveys, and administrative records	Archive system exists but only includes TWO of the data types	Archive system exists but only includes ONE of the types of data	Archive system does not exist
Written Procedures and Documentation					
7.28	NSO has written coding, capture, and editing & imputation manuals for census data processing operations	For each census, manuals covering ALL aspects exist	For each census, manuals covering MOST aspects exist	For each census, manuals covering SOME aspects exist	For each census, no manuals exist or manuals are not used
7.29	NSO has written coding, capture, and editing & imputation manuals for data processing operations for the major surveys	For major surveys, manuals covering ALL aspects exist	For major surveys, manuals covering MOST aspects exist	For major surveys, manuals covering SOME aspects exist	For major surveys, no manuals exist or manuals are not used
7.30	All data processing activities (software programs utilized, data flow management, file and variable naming conventions, etc.) are documented for each census	ALL data processing activities are documented for each census	MOST data processing activities are documented for each census	SOME data processing activities are documented for each census	Data processing activities are not documented for each census
7.31	All data processing activities (software programs utilized, data flow management, file and variable naming conventions, etc.) are documented for major surveys	ALL data processing activities are documented for major surveys	MOST data processing activities are documented for major surveys	SOME data processing activities are documented for major surveys	Data processing activities are not documented for major surveys

7. Data Processing					
		3	2	1	0
7.32	Requirements and specifications are documented during software development and hardware procurement	Detailed documentation is produced and finalized, representing the consensus of experts involved in development and procurement	Detailed documentation is drafted but not finalized into a consensus document	Requirements and specifications are stated only in broad terms	Specifications and requirements are not documented
7.33	An archival and retrieval system is used to manage documentation related to data processing software development and hardware procurement	A documentation management system allowing for easy retrieval exists, is accessible and is regularly used	A documentation management system allowing for easy retrieval exists but is not always accessible or used	Documentation management is unsystematic, retrieval can be problematic	A document management system is not in place
7.34	Change control and version management procedures are used when developing requirement and specifications for hardware and software	Versions and change orders are managed as part of a systematic software development process	Version and change control is practiced but is not systematic	No change control or version management is practiced	Requirements and specifications are not used after being produced

8. Data Analysis and Evaluation

Human and Physical Capital

		3	2	1	0
8.1	National Statistical Office (NSO) has permanent subject-matter experts who are proficient in creating indicators for: age, gender, education, migration, fertility, mortality, race/ethnicity/tribe, household and housing characteristics, and health	NSO has permanent subject matter experts proficient in creating indicators for all areas	NSO has permanent subject-matter experts proficient in creating indicators for MOST of the areas listed and relies on contractors for SOME of the areas listed	NSO has permanent subject-matter experts proficient in creating indicators for SOME of the areas listed and relies on contractors for MOST of the areas listed	NSO does not have permanent or contracted subject-matter experts proficient in creating indicators for any of the areas listed
8.2	National Statistical Office (NSO) has experienced staff identified to conduct a post enumeration survey (PES) who are separate from census staff (If the NSO does not do a PES but conducts demographic analysis = N/A. If the NSO does not do a PES or demographic analysis = 0)	NSO has experienced staff identified and the staff are separate from census staff	NSO has experienced staff identified but they are not separate from census staff	NSO has staff separate from census staff identified but they are not experienced	NSO does not have staff identified or they do not conduct a PES
8.3	The NSO has permanent staff who are trained in conducting demographic analysis to evaluate the results of a census (If the NSO does not conduct demographic analysis but does a PES = N/A. If the NSO does not do demographic analysis or a PES = 0)	NSO has experienced permanent staff who have conducted demographic analysis in the past	NSO has insufficient trained permanent staff who have conducted demographic analysis in the past or the staff trained in demographic analysis collaborates with contracted staff	NSO relies entirely on contracted staff to conduct demographic analysis	NSO does not have permanent or contracted staff who have experienced in conducting demographic analysis

8. Data Analysis and Evaluation

		3	2	1	0
8.4	NSO has permanent data analysts or programmers trained in more advanced analysis software programs such as SAS, SPSS, STATA	NSO has sufficient permanent staff trained in advanced software analysis programs	NSO has insufficient permanent staff trained in advanced software analysis programs or the staff trained in advanced software analysis are contracted	NSO has insufficient permanent staff trained in advanced software analysis and does not have contracted staff trained in advanced software analysis	The NSO does not have permanent or contracted staff trained in advanced software analysis programs
8.5	NSO owns licenses for the data analysis programs utilized and the number is sufficient to complete NSO analysis work	NSO owns data analysis software and has enough licenses to complete ALL NSO analysis work	NSO owns data analysis software but SOMETIMES analysis is delayed due to lack of licenses	NSO owns data analysis software but OFTEN data analysis is delayed due to lack of licenses	NSO does not own data analysis software
8.6	NSO has sufficient permanent subject matter staff that are trained and experienced in producing thematic reports	NSO has sufficient permanent subject matter staff that are trained and experienced in producing thematic reports	NSO has sufficient permanent subject matter staff that are trained in producing thematic reports but are inexperienced	NSO has insufficient permanent staff that are trained and experienced in producing thematic reports or the staff trained in producing thematic reports is contracted	NSO does not have permanent or contracted subject-matter staff capable of producing thematic reports

8. Data Analysis and Evaluation					
		3	2	1	0
8.7	NSO has sufficient permanent subject matter staff who are trained and experienced in producing estimates and projections	NSO has sufficient permanent staff who are trained and experienced in producing estimates and projections	NSO has sufficient permanent staff who are trained in producing estimates and projections but are inexperienced	NSO has insufficient permanent staff who are trained and experienced in producing estimates and projections or the staff trained in producing estimates and projections are contracted	NSO does not have permanent or contracted staff in producing estimates and projections
8.8	NSO has sufficient subject matter staff who are trained and experienced in producing estimates of coverage and content error for censuses and surveys	NSO has sufficient permanent staff who are trained and experienced in producing estimates of coverage and content error	NSO has sufficient permanent staff who are trained in producing estimates of coverage and content error but are inexperienced	NSO has insufficient permanent staff who are trained and experienced in producing estimates of coverage and content error or the staff trained in producing estimates of coverage and content error are contracted	NSO does not have permanent or contracted staff or people identified to produce estimates of coverage and content error
Methodological Soundness and International Standards					
8.9	NSO uses the following techniques when conducting demographic analysis to check for content and coverage error in each census: visual inspection of data, age heaping testing, comparative studies with other data sources using estimates and projections, age distributions, and regression	ALL of these techniques are used to assess census data quality	At least THREE of these techniques are used to assess census data quality	ONE or TWO of these techniques are used to assess census data quality	Demographic analysis is NOT conducted for censuses

8. Data Analysis and Evaluation		3	2	1	0
		8.10	NSO uses the following techniques when conducting demographic analysis to check for content and coverage error in major surveys: visual inspection of data, age heaping testing, comparative studies with other data sources using estimates and projections, age distributions, and regression	ALL of these techniques are used to assess data quality for major surveys	At least THREE of these techniques are used to assess data quality for major surveys
8.11	Population projections by age and sex are available for multiple levels of geography	All projections are available and methodologies are reviewed frequently and updated as needed	Most projections are available by age and sex	Most projections are available but not broken down by age and sex or not available for sufficient geographic areas	Projections are not made or not available
8.12	Data analysts and subject-matter specialists produce a series of subject-matter reports to further the use of the data for each census	A series of pre-determined subject-matter analyses are conducted for each census	Some censuses have a predetermined series of subject-matter analyses	Subject-matter analysis for each census is conducted in an ad hoc manner	No subject-matter analysis beyond basic tabulations is conducted for censuses
8.13	Data analysts and subject-matter specialists produce a series of subject-matter reports to further the use of the data for each major survey	A series of pre-determined subject-matter analyses are conducted for every major survey	Some of the major surveys have a predetermined series of subject-matter analyses	Subject-matter analysis for each major survey is conducted in an ad hoc manner	No subject-matter analysis beyond basic tabulations is conducted for major surveys
Quality Assurance					
8.14	PES is conducted, and data are analyzed and published (If the NSO does not do a PES but conducts demographic analysis = N/A. If the NSO does not do a PES or demographic analysis = 0)	PES is conducted, data are analyzed and published	PES is conducted and matching and reconciliation to census data is carried out	PES enumeration is conducted but full PES analysis (including matching) is not done	PES is not conducted

8. Data Analysis and Evaluation		3	2	1	0
		8.15	Demographic analysis is conducted and all of the data used is fully independent from the Census (e.g., all data is from administrative registers such as a vital registration) (If the NSO does not conduct demographic analysis but does a PES = N/A. If the NSO does not do demographic analysis or a PES = 0)	Demographic analysis is conducted and ALL of the data used is fully independent from the census	Demographic analysis is conducted and MOST of the data used is independent from the census
8.16	A review procedure with clear standards for methodological soundness for data analysis exists	All statistical analysis outputs are reviewed by knowledgeable reviewers and review standards are clear	All statistical analysis outputs are reviewed by knowledgeable reviewers but standards are unclear	Only some of the statistical analysis outputs are reviewed by knowledgeable reviewers	Statistical analysis outputs are not reviewed
8.17	Statistics from censuses and surveys are consistent or reconcilable with those obtained through other data sources and/or statistical frameworks	Data are obtained from external sources and the consistency or reconcilability of census and survey data are reported with each release	Data are obtained from external sources and the consistency or reconcilability of census and survey data are reported with some releases	Data are obtained from external sources and consistency or reconcilability of census and survey data are studied but results are not reported	Data from external sources are not sought to determine consistency or reconcilability of census and survey data
Written Procedures and Documentation					
8.18	Written procedures on how to do basic statistical data analysis exist (regression, descriptives, t-tests, anova)	Written procedures exist for all methods used and are updated regularly	Written procedures exist for all methods used but are outdated	Written procedures exist for some methods used	Written procedures do not exist
8.19	NSO has written procedures for the PES and/or demographic analysis, and the documentation is available to the public upon request	Written procedures exist and documentation is available to the public upon request	Written procedures exist but are not available to the public	Written procedures exist but are outdated or incomplete	Written procedures do not exist or NSO has not conducted a PES or demographic analysis
8.20	NSO has a manual for estimation procedures including: measuring content and coverage error, imputation procedures, non-response adjustment procedures, and estimating probabilities for matching and resident status	Written procedures covering ALL aspects exist	Written procedures covering MOST aspects exist	Written procedures exist but cover FEW aspects	Written procedures do NOT exist

8. Data Analysis and Evaluation					
		3	2	1	0
8.21	Reports on previous data analyses and evaluations exist and are referenced when needed	The reports exist for all censuses and surveys and are referenced when needed	Reports exist for all censuses and surveys but they are not referenced when needed	Reports exist but only for certain censuses or surveys	No report exists
8.22	Subject-matter reports for each census include documentation of the methods used, significance levels, etc.	For each census, documentation standards are clear and included on all subject-matter reports	For each census, documentation is included but standards are not clear	For each census, documentation is included in an ad hoc manner	For each census, documentation is not included
8.23	Subject-matter reports for major surveys include documentation of the methods used, significance levels, etc.	For major surveys, documentation standards are clear and included on all subject-matter reports	For major surveys, documentation is included but standards are not clear	For major surveys, documentation is included in an ad hoc manner	For major surveys, documentation is not included

9. Data Dissemination					
		3	2	1	0
Human and Physical Capital					
9.1	Permanent staff are trained to address customer data requests	Permanent staff are trained and always responds to data requests	Permanent staff are trained but does not always respond to data requests	Permanent staff are not trained or the staff is contracted	Customer data requests are rarely addressed
9.2	National Statistical Office (NSO) has an established dissemination unit with dedicated permanent staff that has the objective of increasing awareness concerning use of statistics and is responsible for creating dissemination products in multiple formats	NSO has an established dissemination unit with dedicated permanent staff that has the objective of increasing awareness concerning use of statistics and is responsible for creating dissemination products in multiple formats	NSO has an established dissemination unit responsible for all elements but staff are not dedicated (staff work on other things besides dissemination)	NSO has an established dissemination unit that is responsible for some of the elements but does not have dedicated staff or the staff are contracted	NSO does not have a dissemination unit
9.3	NSO staff utilizes appropriate mechanisms for announcements of released and forthcoming products (press releases, internet announcements, technical/academic journals, etc.)	Dedicated staff utilizes general and targeted announcements for all released and forthcoming products	Appropriate mechanisms are used for announcements of all releases and forthcoming products but there are no dedicated staff	Appropriate mechanisms are sometimes used for announcements of releases and forthcoming products	No announcement mechanism or staff exists

9. Data Dissemination					
		3	2	1	0
9.4	NSO has permanent staff specialized in data visualization who utilize modern methods and tools to increase the number of data users	NSO has permanent staff specialized in data visualization who utilize modern methods	NSO has permanent staff specialized in data visualization but who utilize traditional dissemination methods	NSO has data visualization specialists but they are contracted	NSO does not have permanent or contracted staff specialized in data visualization
9.5	NSO has a list of high priority data users with specific data needs	NSO has a list of high priority data users with specific data needs	NSO has a list of some high priority data users with specific data needs	The list of high priority data users exists but it does not identify specific data needs	A list of high priority data users does not exist
Methodological Soundness and International Standards					
9.6	Tabulations and publications take into account international standards when deciding which tables and reports to publish	International standards are ALWAYS consulted when creating tables and publications	International standards are OFTEN consulted when creating tables and publications	International standards are SOMETIMES consulted when creating tables and publications	International standards are NEVER consulted when creating tables and publications
9.7	Census data are disseminated to the public through multiple media including paper, internet, and CD-ROM	Census data are disseminated to the public through MOST of these formats	Census data are disseminated to the public through SOME of these formats	Census data dissemination to the public is RARE	Census data are not disseminated to the public
9.8	For major surveys, data are disseminated to the public through multiple media including paper, internet, and CD-ROM	For major surveys, data are disseminated to the public through MOST of these formats	For major surveys, data are disseminated to the public through SOME of these formats	For major surveys, data dissemination to the public is RARE	For major surveys, data are not disseminated to the public
9.9	NSO has an official website that is regularly updated and maintained	Website exists and is regularly updated and maintained	Website exists but is not regularly updated	Website exists but no NSO staff is experienced or assigned to maintain it	NSO does not have website

9. Data Dissemination					
		3	2	1	0
9.10	Microdata from censuses and surveys conducted by the NSO are available online and maintain data confidentiality	Microdata from all censuses and surveys conducted by the NSO are online and maintain data confidentiality	Only the microdata from some censuses and surveys conducted by the NSO are online and maintain data confidentiality	The NSO has microdata for some censuses and surveys but they are not online	The NSO does not have microdata from any census or survey
9.11	Descriptive data and thematic reports are published for all surveys	Descriptive data and thematic reports are published for all surveys	Several types of descriptive data but no thematic reports are published for all surveys	Basic descriptive data is published for all surveys	There are some surveys for which no data is published
9.12	Thematic maps are included in various dissemination products, including books, subject matter reports, and internet products	Thematic maps are included in multiple types of dissemination products	Thematic maps are included in some types of dissemination products	Thematic maps are only included in one type of dissemination product	Thematic maps are not created
9.13	Reports include basic descriptive statistics at multiple levels of geography	ALL reports include all of these elements	MOST reports include all of these elements	SOME reports include these elements	RARELY do reports include these elements
9.14	The NSO has a regular training and promotion program for data users that aims to increase data usage	There is a training and promotion program	Training and promotion sessions for data users are held when possible	There are no promotional sessions and data users are only trained on request	The NSO does not train or encourage data users
9.15	For each census, domestic and international stakeholders and users are consulted on data dissemination formats to ensure the accessibility of data	Both types of data users are widely consulted for each census	Both types of data users are often consulted for each census	Both types of data users are identified, but rarely consulted for each census	The data users are not consulted for each census

9. Data Dissemination		3	2	1	0
		9.16	For each major survey, domestic and international stakeholders and users are consulted on data dissemination formats to ensure the accessibility of data	Both types of data users are widely consulted for major surveys	Both types of data users are often consulted for major surveys
9.17	NSO measures user satisfaction in some way (e.g. a survey of users)	NSO conducts annual study, reports findings, and implements change based on the reports	NSO conducts annual study and reports findings	NSO conducts annual study	No study is conducted
9.18	Subject matter reports are published (e.g., a report on gender, age, labor force, etc.)	Subject matter reports for MANY (5+) topics are published	Subject matter reports for SOME (2-4) topics are published	ONE subject matter report is published	Subject matter reports are NOT published
Quality Assurance					
9.19	Products undergo a strict review process that includes considerations for: confidentiality, accuracy of data, international standards, sensitivity, and conformity to publication standards	All products undergo a review of all aspects and the review process does not lead to delays in publication	All products undergo a review of all aspects but the release is often delayed as a result of the review process	Products undergo a review of most aspects	Products undergo little review before publication
9.20	A dissemination plan is created in advance of census fieldwork	A dissemination plan is created in advance of census fieldwork	A dissemination plan is created after census fieldwork but before data are available	A dissemination plan is created only once census data are available	No dissemination plan exists for censuses

9. Data Dissemination		3	2	1	0
		9.21	A dissemination plan is created in advance of fieldwork for major surveys	A dissemination plan is created in advance of fieldwork for major surveys	A dissemination plan is created after fieldwork for major surveys but before data are available
9.22	Guidelines exist for data releases to ensure confidentiality (i.e., collapsing, population threshold)	Confidentiality guidelines exist and data are reviewed prior to release	Confidentiality guidelines exist but data are not always reviewed prior to release	Confidentiality guidelines only exist for certain publication formats or variables	No formal confidentiality guidelines exist
9.23	Statistics and publications are released on a pre-announced schedule	Statistics and publications are released on a pre-announced schedule	Statistics and publications are released but there is no set schedule	There is a schedule for statistics and publications but it is not followed or the schedule is not complete	Statistics and publications are not published
9.24	Reports include a section or annex on accuracy of results, including a table with standard errors, confidence intervals, and design effects for most of the important estimates and indicators	Reports include ALL elements	Reports include MOST elements	Reports include SOME elements	Reports include NONE of these elements
9.25	NSO product catalog is maintained and a public library of relevant NSO publications exists	NSO publicizes annual product catalog and public library contains up-to-date NSO publications	NSO catalog is available upon request and public library contains up-to-date NSO publications	NSO catalog is incomplete or NSO library is out of date	NSO has no product catalog or library
Written Procedures and Documentation					
9.26	NSO products are reviewed annually to develop lessons learned and improve quality for subsequent releases	NSO products are reviewed annually and lessons learned are implemented	NSO products are reviewed periodically and lessons learned implemented	NSO reviews products but lessons learned are not implemented	No review of NSO products occurs

9. Data Dissemination					
		3	2	1	0
9.27	NSO has written standards addressing elements to include in each publication: presentation format, agency elements/branding, data quality standards, and documenting the source of data, the methodologies and major statistics for all publications	Written standards are clear and regularly updated	Written standards exist for some censuses or surveys	Written standards are unclear	No written standards exist
9.28	Metadata associated with each census or survey exist and are available to the public upon request	Metadata exist and are available to the public upon request	Metadata exist but are not available to the public	Metadata exist for certain surveys and censuses only	No metadata exist
9.29	A series of templates for subject matter reports and written procedures on how to create them exists	Templates exist for a series of well defined subject areas	Templates exist for some subject areas	A template exists for subject reports but is not specific to the subject area	No template exists

10. Publicity					
		3	2	1	0
Human and Physical Capital					
10.1	National Statistical Office (NSO) has permanent staff trained and experienced in publicity activities including press relations, public affairs and coordination	NSO has sufficient permanent staff trained and experienced in all publicity related activities	NSO has permanent staff trained and experienced in some publicity related activities	NSO has permanent staff assigned to publicity but with little training or experience	NSO does not have permanent staff trained or experienced in publicity activities
10.2	The NSO has a permanent publicity office with the resources necessary to plan, implement, and evaluate integrated communications operations	A permanent office exists with all necessary resources	A permanent office exists but it is not adequately resourced	A temporary office is formed when necessary	No permanent or temporary census office exists
10.3	Staff with experience in developing publicity strategy are part of the overall planning process for censuses or major surveys and are provided adequate funding for implementation	Publicity staff are able to develop a strategy with a sufficiently broad scope to cover the national audience and the publicity campaign is adequately funded	Staff are able to develop a strategy with a sufficiently broad scope to cover the national audience but the publicity campaign is not adequately funded	Publicity staff have limited involvement in the planning process or have limited funds for implementation	Publicity staff are not involved in census planning or lack any funds for implementation
10.4	For each census, a publicity campaign exists that covers each stage where NSO staff come in contact with the public: cartographic operations, pilot census, enumeration (for the census and the post-enumeration check) and dissemination	The publicity campaign for each census covers ALL of these operations	The publicity campaign for each census covers TWO or THREE of these operations	The publicity campaign for each census covers ONE of these operations	There is no publicity campaign

10. Publicity		3	2	1	0
10.5	For each major survey, a publicity campaign exists that covers each stage where NSO staff come in contact with the public: cartographic operations, pilot, data collection and dissemination	The publicity campaign for each major survey covers ALL of these operations	The publicity campaign for each major survey covers TWO or THREE of these operations	The publicity campaign for each major survey covers ONE of these operations	There is no publicity campaign
10.6	Staff with experience in developing publicity strategy are included as part of the overall census planning process	Plans for each census include a well-developed strategy with a sufficiently broad scope to cover the national audience and the publicity campaign is adequately funded	Plans for each census include a well-developed strategy with a sufficiently broad scope to cover the national audience but the publicity campaign is NOT adequately funded	Plans for each census include a well-developed strategy, but with a narrow scope	Publicity strategy is NEVER part of the census planning process
10.7	The publicity campaign for each major survey involves local leaders and high profile members of the community to help spread awareness and improve participation	The publicity campaign for each major survey ALWAYS includes local leaders and other high profile individuals	The publicity campaign for each major survey OFTEN includes local leaders and other high profile individuals	The publicity campaign for each major survey SOMETIMES includes local leaders and other high profile individuals	The publicity campaign for each major survey RARELY includes local leaders and other high profile individuals
10.8	The publicity campaign for each census involves local leaders and high profile members of the community to help spread awareness and improve participation	The publicity campaign for each census ALWAYS includes local leaders and other high profile individuals	The publicity campaign for each census OFTEN includes local leaders and other high profile individuals	The publicity campaign for each census SOMETIMES includes local leaders and other high profile individuals	The publicity campaign for each census RARELY includes local leaders and other high profile individuals

10. Publicity					
		3	2	1	0
Methodological Soundness and International Standards					
10.9	The NSO has a regular training and promotion program for data users that aims to increase data usage	There is a training and promotion program	Training and promotion sessions for data users are held when possible	There are no promotional sessions and data users are only trained on request	The NSO does not train or encourage data users
10.10	Branding elements, such as a logo and slogan, are incorporated into the census publicity campaign	Multiple branding elements are well-integrated in the publicity campaign	One branding element is designed as part of the publicity campaign	Branding elements exist, but are not well-integrated with the publicity campaign	Branding elements are not part of the publicity campaign
10.11	Components of the publicity campaign are designed and targeted at segments (e.g., ethnic/language/religious groups, income levels, age cohorts) of the national audience using an analytical approach	The audience is differentiated analytically and components of the publicity campaign are designed to reach each segment	The audience is partially differentiated and components of the publicity campaign are designed to reach the segments	A publicity campaign exists but is broad in nature, not targeting specific segments	There is no publicity campaign
10.12	For each census, the publicity campaign does the following: 1) informs the public of what information will be collected and how it will be used, 2) uses a variety of means to reach the public (media, posters, festivals, etc.), and 3) targets hard to enumerate populations	The publicity campaign for each census covers ALL of these aspects	The publicity campaign for each census covers TWO of these aspects	The publicity campaign for each census covers ONE of these aspects	The publicity campaign for each census covers NONE of these aspects

10. Publicity					
		3	2	1	0
Quality Assurance					
10.13	The general public are given the opportunity to provide feedback on their experiences working with the NSO on publicizing a census or survey	Feedback is regularly sought and used in the design of subsequent publicity campaigns	Feedback is sometimes sought or only sometimes used in the design of subsequent publicity campaigns	Feedback is not sought but when received, the NSO will respond	Feedback is not sought and the NSO will not respond
10.14	Partner organizations are given the opportunity to provide feedback on their experiences working with the NSO on publicizing a census or survey	Feedback is regularly sought and used in the design of subsequent publicity campaigns	Feedback is sometimes sought or only sometimes used in the design of subsequent publicity campaigns	Feedback is not sought but when received, the NSO always responds	Feedback is not sought and the NSO will not respond
10.15	Focus groups, outreach meetings and other evaluative methods are used to explore possible barriers to cooperation before a census publicity campaign is designed	Focus groups or meetings are ALWAYS used for ALL segments of the audience	Focus groups or meetings are OFTEN used for MOST segments of the audience	Focus groups or meetings are SELDOM used for SOME segments of the audience	There are no focus groups or meetings to explore possible barriers
10.16	Focus groups, outreach meetings and other methods are used to evaluate the effectiveness of the census publicity message during the census planning process	Focus groups or meetings are ALWAYS used for ALL segments of the audience	Focus groups or meetings are OFTEN used for MOST segments of the audience	Focus groups or meetings are SELDOM used for SOME segments of the audience	There are no focus groups or meetings to explore possible barriers

10. Publicity					
		3	2	1	0
Written Procedures and Documentation					
10.17	The elements of a well-developed, integrated publicity campaign are captured in a document that provides a roadmap for communication efforts during the census lifecycle	A unified document exists, integrating various parts of the publicity campaign and reflecting an agreement on the style and substance of the campaign reached through the NSO	Multiple documents exist, with elements of the publicity campaign under the control of teams spread throughout the NSO	Elements of the publicity campaign are not documented	There is no publicity campaign
10.18	The elements of a well-developed, integrated publicity campaign are captured in a document that provides a roadmap for communication efforts during the survey lifecycle	A unified document exists, integrating various parts of the publicity campaign and reflecting an agreement on the style and substance of the campaign reached through the NSO	Multiple documents exist, with elements of the publicity campaign under the control of teams spread throughout the NSO	Elements of the publicity campaign are not documented	There is no publicity campaign

10. Publicity		3	2	1	0
		10.19	The purpose and intent of the census is communicated to the public using standardized messaging through varied media according to a schedule established as part of the publicity campaign	Advertising in varied media informs the public of the purpose, importance and date of the census	Advertising in varied media informs the public of the date and either purpose or importance of the census
10.20	The purpose and intent of major surveys is communicated to the public using standardized messaging through varied media according to a scheduled established as part of the publicity campaign	Advertising in varied media informs the public of the purpose, importance and date of major surveys	Advertising in varied media informs the public of major surveys date and other operational information	Advertising informs the public only about the major survey date	No advertising regarding major surveys takes place
10.21	The release of statistics and publications is publicized on a pre-announced dissemination schedule	Statistics and publications are publicized and released on a pre-announced dissemination schedule	Statistics and publications are publicized and released on a pre-announced dissemination schedule but deadlines are missed	Scheduling and publicity is done ad hoc as products are prepared	There is no publicity or pre-announced schedule for dissemination products
10.22	The results of the focus groups on publicity are documented in a detailed manner along with the reasons for justifying the final publicity campaign	Results from ALL groups are documented systematically	Results from SOME groups are documented and/or results are treated systematically	Results are not usefully documented	There are no focus groups

A. Administrative Records					
		3	2	1	0
NOTE: For purposes of this tool, an administrative records database is composed of one or more administrative record sources that are adapted for statistical purposes					
Human and Physical Capital					
A.1	The National Statistical Office (NSO) has permanent staff who are experts in: transforming data from administrative registers into administrative records databases, evaluating the quality of administrative records databases, creating indicators and statistics from administrative records databases, and producing metadata for the databases	The NSO has permanent staff who are experts in all of these areas	The NSO has permanent staff who are experts in some of these areas	The NSO has experts in these areas but they are contracted	The NSO does NOT have permanent or contracted experts in these areas
Methodological Soundness and International Standards					
A.2	The NSO has an established method for keeping an up-to-date assessment of the state of the administrative records it uses with the most frequency, including evaluation of the: method and instrument of data collection, the process of data collection, the way data was handled, and the processing and organization of the databases	The assessment includes all of the listed elements for administrative records that are used most frequently	The assessment includes all of the listed elements but only for most of the important administrative records	There is only a general assessment for some administrative records that are used frequently	There is no assessment of the administrative records that are used most frequently
A.3	Legislation is in place that monitors the use of administrative data and it is followed	Legislation that monitors use of ALL sources of administrative data is in place and is followed	Legislation that monitors use of ALMOST ALL sources of administrative data is in place and is followed	Legislation that monitors use of SOME sources of administrative data is in place and is followed	There is no legislation that monitors the use of sources of administrative data
A.4	There is national legislation that guarantees that members of the National Statistical System (NSS) are able to access and use administrative records for statistical purposes	The legislation exists and is followed	The legislation exists but is not followed in all cases	The legislation does not exist but the records can be accessed for statistical purposes	The legislation does not exist and records cannot be accessed

A. Administrative Records					
		3	2	1	0
A.5	Administrative records that are used for statistical purposes are part of an integrated system of administrative record databases. This ensures that all administrative data can be used efficiently	There is an integrated system of administrative record databases	There is a system of administrative records databases, but it is not integrated	There is no system of administrative records databases, but there is currently an initiative to create it	There is no system of administrative records databases
A.6	The NSO has established basic administrative records databases, in a modular format, in order to have an integrated system of administrative records. For example, the following registers exist: population register, economic and occupational activity register, business register, and property register	ALL the registers exist in an integrated system	SOME of the registers exist in an integrated system	ONE of the registers exists in an integrated system	NONE of the registers exists in an integrated system
Quality Assurance					
A.7	A quality control system with defined protocols exists for the primary sources of administrative registers that serves to satisfy statistical requirements and needs.	There is a quality control system that is followed	There is a quality control system that is almost always followed	There is a quality control system but it is rarely followed	There is no quality control system
A.8	The statistical production calendar for products that use administrative records is established following the availability of administrative records	Yes, in all cases	Yes, in almost all cases	In few cases	The calendar is not adjusted to the availability of administrative records
A.9	The NSO has established an appropriate coding system to facilitate the reconciliation or matching work between different sources of administrative registers	There is a identifying code that is common to ALL registers	There is a identifying code that is common to ALMOST ALL registers	There is a identifying code that is common to SOME registers	There is NO identifying code that is common to registers

A. Administrative Records		3	2	1	0
		A.10	The classification systems used in administrative records databases are the same as those used in statistical records in the NSO and are applied in the same way	Yes, in all cases	No, but conversion tables exist to transform them for statistical use
A.11	The concepts and definitions of variables from administrative records databases are the same as those used in the statistical records of the NSO	Yes, in all cases	No, but conversion tables exist to transform them for statistical use	No, but general criteria are used to adapt them for statistical use	No, they are different
A.12	The elements or units used in administrative records databases correspond directly to the definition of elements or units used in the statistical records of the NSO	Yes, in all cases	No, but conversion tables exist to transform them for statistical use	No, but general criteria are used to adapt them for statistical use	No, they are different
Written Procedures and Documentation					
A.13	The NSO has an up-to-date inventory of administrative records that are available in the country, including name, governing laws, format in which the data are stored, objective, responsible party, reference population, geographical universe, etc.	Yes, the inventory includes all the information necessary to classify the data	The inventory only includes some of the necessary information to classify the data	The inventory includes very little information to classify the data	There is no inventory of administrative records sources
A.14	The administrative records databases have documentation covering methodology and systematized procedures. For example, there is metadata from all sources of administrative records, arrays of the data with elements and variables, documentation of data imported from other administrative records databases, quality indicators, and how the register was processed	Yes, there is metadata for all of these aspects and it is systematized	There is metadata, but only for some of the aspects mentioned, but it is systematized	There is metadata of very few for these aspects and it is not systematized	There is no metadata from administrative records databases

U.S. Census Bureau Tool for Assessing Statistical Capacity (TASC)

All answers will be kept confidential

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7. Data Processing

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8. Data Analysis and Evaluation

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9. Data Dissemination

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Number of years working at NSO:	Job title: