

The European Union's IPA 2008 National Programme for Bosnia and Herzegovina

Technical Assistance to Population and Housing Census – Phase II

Inception Report

Version: 1.0



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Attributes of document

Project Title: Technical Assistance to Population and Housing Census – Phase II

Project Number: 2012/288-524

Date: 17 July 2012

Version: 1.0

Status of document:

Draft	
For approval	X
Approved	

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ABBREVIATIONS AND USED EXPRESSIONS

The table below contains a list of abbreviations, which are included in the document and will be in use during the whole project.

Abbreviation/Expression	Definition
AGA	Adapted Global Assessment of the national system of official statistics
AGRPARS	Administration for Geodetic and Real Property Affairs of RS
Assistance project	Set of activities to be carried out by the Consultant on the basis of the Service contract N° 2012/288-254 in connection to the census project.
BD	Brčko District
BHAS	Agency for Statistics of Bosnia and Herzegovina
BI	Integrated Business Intelligence System
BiH	Bosnia and Herzegovina
CA	Contracting Authority
CCB	Central Census Bureau
Census project	The whole set of activities to be carried out for the housing and population census of BiH 2013 started not earlier than 18.04.2012 and ending not later than 18.07.2013.
CMIS	Census Management Information System
Consultant	The provider of services under this contract, AAM Consulting Ltd.
DB	Database
DDS	Data Dissemination Strategy
EA	Enumeration Area – smallest geographical area to be surveyed by one enumerator According to the methodology, up to 100 households plus 10% Official Gazzete BiH 45/11
ENP	European Neighborhood Policy
EU	European Union
ECDel	Delegation of the European Union to Bosnia and Herzegovina
EUPHC	European Union's Technical Assistance to Population and Housing Census 2011 in Bosnia and Herzegovina
EUR	Euro
EUROSTAT	Statistical Office of the European Communities
FBiH	Federation of Bosnia and Herzegovina
FIS	Institute for Statistics of the Federation of Bosnia and Herzegovina
GI	Geodetic Institutes of entities
GIS	Geographic Information System
H/W	Hardware
ICT	Information and Communication Technology
IPA	The Instrument for Pre-accession Assistance
IR	Inception Report
IT	Information Technology



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Abbreviation/Expression	Definition
KE	Key Expert
Main milestones	The milestones defined by the census law and the Service contract N° 2012/288-254
Manual	Document containing educational material for IT users, enumerators, instructors and/or supervisors.
MS-SQL	Microsoft Structured Query Language
NGO	Non-governmental Organization
NKE	Non Key Experts
OCR/ICR	Optical Character Recognition/Intelligent Character Recognition
ODBC	Open Database Connectivity
PES	Post Enumeration Survey
PHC	Population and Housing Census
PILPG	Public International and Policy Group
PM	Program Manager
Q& A	Questions and Answers
R	Statistical software
Regulation	Document defining procedural rules which the census staff shall follow during the execution of their activities necessary for the final success of the census. Regulations are to be approved by the Beneficiaries.
Requirement	Document defining requirements which shall be satisfied by the actors of the census staff or their subcontractors (e.g. data control requirements to be satisfied by the software system developed by an ICT subcontractor company).
RS	Republika Srpska
RSIS	Institute of Statistics of Republika Srpska
S/W	Software
SAS	Statistical Analysis Software
SC	Steering Committee
SDDB	Census Dissemination Database
SDMX standard	Statistical Data and Metadata exchange initiative
Second range milestones	The second range milestones are the latest dates (deadlines), until the Beneficiaries should accept / approve the products. These deadlines are typically deadlines for a set (group) of activities.
SPSS	Statistical software specialized for statistical analyses
SRCP	Status report on Census preparation
TA	Technical Assistance
TIS	Software for OCR/ICR application
TL	Team Leader
ToR	Terms of Reference
TP	Tabulation Plan
UN ECE	United Nations Economic Commission for Europe



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Abbreviation/Expression	Definition
UNFPA	United Nations Population Fond
USAID	United States Agency for international Development
WG	Working Group
WGDD	Working Group on Data Dissemination



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1. EXECUTIVE SUMMARY

The overall objective of the assignment covered by this Inception Report is to provide technical assistance on preparation for the Population and Housing Census in 2013 by building institutional capacity of the Agency for Statistics of BiH and the two entity Statistical Institutes.

The project commencement date was 18 April 2012 with the kick-off meeting in the premises of the ECDel in Sarajevo. During the ensuing 6 weeks inception period meetings were held with the leading management staff of the beneficiaries, BHAS Director, Mr Zdenko Milinović, Director FIS, Mrs. Hidajta Bajramović and RSIS Director, Mrs. Radmila Čičković. Meetings with responsible deputies were held (all meetings in Annex 9.4).

The identified objectives are divided into 6 components:

1. Organisation and methodology of the Census

Mr. Admir Kulić was nominated as Census Coordinator from the BHAS side. He will be assisted by heads of working groups, to be nominated soon. Working groups have to be created following the structure of Phase I project, with experts working on subject specific areas (methodology, coverage control and quality of census data, IT, dissemination, cartography) in order to facilitate further the implementation of the foreseen activities. The Beneficiaries counterparts for each of the 6 components were not officially nominated but the experts of WGs in Phase I started to work together even before commencement date of the project.

The Census Law was adopted in 2012, February 3rd and Central Census Bureau (CCB) was appointed and Mr. Zdenko Milinović was elected as Head of CCB.

Comparing the ToR and Technical Proposal with the Law of Population, Households and Dwellings Census, the Consultant identified that new activities are necessary, to assist the Pilot Census, planned for 1-15 of September 2012. Pilot Census was an assumption in TOR.,

The Pilot has impact on training of the instructors and methodology (Component 1), public awareness campaign (Component 3) and IT (Component 4), moreover leads to the reallocation of resources. No activities, no key and non-key expert days neither incidental expenditures were foreseen in the ToR.

The Pilot phase has an important contribution for testing the organisational issues, the census methodology and the hardware/software for data collection and processing. The methodology and the questionnaires will be reviewed, as well as the training materials may be improved. Training before pilot should be delivered and funded from incidentals budget. Concerning the training of instructors, the incidental budget structure is depending on the number of training days and number of persons that will be agreed (revision of training programs and concentration on major issues, while keeping the same number of trained persons - 20, 250, 2800), making provisions also for trainers who will deliver the training (up to 250 persons), the level of per diem (or meals expenditures), or maximum cost to cover accommodation. The total cost of training for field staff was estimated up to 250.000 Euro. When organizing the training of 2800 municipal instructors, the expenditures for 250 already trained Entities' supervisors should be added, because Entities's supervisors are delivering the training. No costs were allocated for premises of training, as this is by Census Law (Art.26, f) under local authorities obligations.



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Along training foreseen in TOR, the pilot census will require the training for a minimum 12 instructors before the pilot.

The estimated budget structure is in annex 9.2.

2. Coverage check and quality control of the Census data based on a sample

Phase I of the project delivered methodology and forms for conducting Post Enumeration Survey(PES).

The main tasks of Consultants will be dedicated in provide more assistance for selection of one method for sampling and for selection of adequate format of questionnaires and other forms to be used for PES.

Training will be delivered to Beneficiaries' staff in charge with PES and IT support for data processing of PES results and data analysis.

3. Public awareness

Slight changes in comparison with the Terms of Reference and Technical Offer regarding the activities to be performed under component 3 has been discussed and agreed with the Beneficiaries and are to carry out the Pilot Census.. These changes have a low impact on incidentals budget structure. The changes addressed to the extent(size) of public campaign and correlation with BiH Census budget provisions for public campaign, in order to better define the project activities to be financed from incidentals and to avoid overlapping.

For Public awareness campaign component, but dedicated to the **Pilot**, a targeted campaign will require specific activities and the use of incidental expenditure. The public campaign itself will become part of testing census tools during the Pilot, feedbacks collected during Pilot activities' evaluation may help in improving of methods, messages, means and channels to reach specific groups of population.

The KE2 discussed with experts from dissemination section on public campaign and made an evaluation of the activities to be performed for conducting the public campaign for Census. Till the IR was prepared no plans on public campaign were prepared by the beneficiary institutions,. Taking into consideration short time of inception period assessment, TL's and KE2's interpretation of TOR, the BHAS Census budget and planning within incidentals provisions, the proposed activities, services and products for public campaign to be organized and financed under incidentals may be covered with 275.000 Euro.

Out of expenditures for public campaign and training, the incidentals budget should cover also the required costs for other trainings, WGs meetings, other activities and our estimations are made for keeping a good balance between all components, giving priority to Public campaign and training of field staff.

Our rough estimates, based on research on local market for costs of services for public campaign and estimation of costs for training of trainers, Entities' instructors and municipal instructors led to following costs: Public awareness campaign and dissemination 275,000 Euro(39.2%), Training of trainers, Entities' instructors and municipal instructors 250,000 Euro (35.7%), Other trainings and workshops 53,000 Euro (7.6%), Study Tour, other per diems and travel costs 57,000 Euro(8,1%) and reserve of 66,000 Euro (9.4%) from 700,000 Euro total budget of incidentals. The estimated budget structure is presented in annex 9.2.

It is necessary to emphasize that working group will be established for purposes of creating a



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plan and all necessary activities for public campaign, and will be comprised of representatives of all three statistical institutions.

The Consultant already started to prepare the plan for all activities for the Public Awareness Campaign in accordance with the allocated amount from incidental budget, estimating the costs for each promotional activity and product. It follows that, in the shortest possible time to have discussions on this budget with the BHAS, RSIS and FIS Working Groups set up for publicity campaign, in order to have a common agreement on the activities to be conducted.

According with Census Law, art.20, the public campaign falls under BHAS responsibilities.

4. ICT support to the Census

Within the Pilot the IT component will include the evaluation of applications for data gathering and recognition rate during OCR/ICR operations, as well the selected methods for data checking, automatic codification for occupation. The Pilot should give also the opportunity for software applications acceptance (IPA 2009, Project for supply of necessary equipment and software necessary for carrying out the Population and Housing Census.

In project TOR there are activities for which we proposed in the tender documents, technical assistance as follow: ACTIVITY 4.7: Development of application for OCR/ICR processing, ACTIVITY 4.8 Development of application for manual correction of recognized data, ACTIVITY 4.9. Development of application for manual data entry and encoding, and ACTIVITY 4.10. Development of application for controls.

Without having in-depth information about contracts provisions for IT services provided to BHAS for data capture, but examining the TOR of such services and following discussions with BHAS IT Head, the activities listed above are mostly included in the system to be used for data capture.

By consequence the developing of application for OCR/ICR processing and Development of application for manual correction of recognized data are no longer the subject of this project, being part of the contract for supplying OCR/ICR services .

5. Cartography

The short assessment of cartography during the inception period revealed different situations for the Federation of BiH, Republika Srpska and Brcko District. Coverage with maps, updates, design of EA, contents of maps are varying.

FBiH is developing its register of spatial units which will be compatible with register of spatial units on state level. FIS signed the contract and delivery date is October 2012.

Brcko District already has created register of spatial units and it is compatible with the data model in BHAS. Address register for rural area of Brcko District is in process of creation.

Register of spatial units in RS is under competence of AGRPARS.

The Entities' Geodetic Institutes (GI) and Public Register in Brcko should convey to a unique methodology when EAs are built and delineated, and to solve the issues on Entities' borders acceptance for organization of census registration.



Agency for Statistics of BiH is close to the phase of signing the Agreement of Cooperation with the Ministry of Civil Affairs, among other, on cartography works. This is mainly related to coordination of entity geodetic institutes and Department for Public Register of Brcko District on activities of creating of cartography documentation and harmonization of the entity line.

Maps format are also part of the methodology, but at this time Consultant already observed a different approach on maps' content and format of delivery. This should be considered much more than a challenge, but a risk in not having full coverage for the census.

The short inventory of cartographic products revealed the fact that the maps for Republika Srpska, so called **EAs maps**, are to be delivered only as PDF image file, to be printed and distributed to enumerators for registration purposes.

The needs of Statistical Institutes to prepare for a GIS database and later to disseminate geo-referred census data at the lower geographical level, are requiring geographical information in digital format. But no digital data (polygons of EA and other map objects, streets, buildings, statistical and administrative polygons) will be received by all Beneficiaries. A country GIS database foreseen to be setup later will be incomplete, having digital data (polygons of administrative units, polygons of EAs, codes and/or names of polygons, shapes and/or points for buildings, building numbers and street names and other geographical information) only for Federation of BiH and Brcko District. Such data are not foreseen to be delivered for Republika Srpska till the date of delivery of IR.. More further consultations in relation with GIS database in RS should be made with AGRPARS.

6. Dissemination

The adoption of European regulations for this round of population and housing census (763/2008, 1201/2009, 519/2010, 1151/2010), was explained during the meetings with the main counterparts, having in mind the UN ECE recommendations also. It was explained that this process has to be viewed as on-going in the sense that changes are continuous and interlinked - most important being the census data dissemination, no classical tables being required by EUROSTAT, as for previous round of census, but new formats of census results, as such hypercubes in SDMX structure are required (EC Regulations 519/2010 and 1151/2010). The Census Hub are aimed to be implemented, EU draft regulation being prepared for adoption in 2012. "The Census European Hub is a conceptually new system whose aim is to achieve the dissemination of the 2011 Census data and housing censuses in the European Union Member States and EFTA countries.

The hub environment has been designed in order to offer an efficient solution for dissemination of census data and metadata, which are methodologically comparable between the Member States and structured in the same way. It is a pull mode based architecture for common data sharing, where a group of partners agree on providing access to their data according to standard processes, formats and technologies".

The EC regulations mentioned above are implemented by Member States, but BiH census data may be requested by EUROSTAT to be disseminated, if possible, in the same structure and format.

The requirements for this projects do not addressed to all this subjects. The Consultant could assist the beneficiaries on adopting of the proper solution for dissemination of data, for format of results and for



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tabulation program. The desirable solution for dissemination is PcAxis with its component PcWeb and such solution when appears to respond to national needs is just partially satisfactory for dissemination of data at international level. More details are under Chapter 4.1



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2. UPDATE ON BACKGROUND

2.1 BACKGROUND OF THE PROJECT

Comparing with project's TOR, no changes related to Beneficiary country and direct Beneficiaries, Contracting Authority, and relevant country background were recorded.

Current state in relevant sector

Based on the request of Agency for Statistics of Bosnia and Herzegovina (BHAS) in December 2009 in the frame of the Eurostat funded project 'Global assessments of statistical systems of candidate and potential candidate countries as well as ENP countries' the process of assessment (AGA) was undertaken and finalized in 2011.

This assessment revealed the status of census preparation and of indirectly statistical activities related to the census.

Phase I of EU project helped the preparation of census organization, methodology, IT, dissemination and cartography creating the tools and frame for Pilot census also.

Pilot Census to be implemented in 2011 was an assumption in the TOR however due to the lack of legal frame it has not been carried out till the commencement date of the TA project hence carrying out the Pilot census is an additional activity for the TA project.

There were other assumptions presented in TOR for successful implementation of the project:

- Adequate human, technical and financial resources in place to carry out the activities properly;
- Projects from IPA 2007 and IPA 2009 implemented;
- Relevant entity institutions prepared updated cartographic documentation and provide it to the project experts for further harmonization by the beginning of the project; ; Updating of cartographic documentation is underway, status for FBiH, RS and BD are different and the date in census law is 1.10.2012. So, this assumption for availability of updated cartographic documentation at the beginning of the project was not confirmed.
- Register of territorial units for the BiH agreed among three statistical institutions.

After the assessment of the situation it can be stated that the background is a bit different than expected since most important assumptions cannot be observed:

Pilot census has not been performed, adequate human resources have not been ensured by statistical offices, financial resource has not been allocated, Phase I deliverables have not been fully used or implemented, Register of territorial units for the BiH has not been established and not yet agreed among entities.

By adopting the legal frame the BHAS, RSIS and FIS and other stakeholders proceeded with the first steps, the Central Census Bureau was appointed and responsibilities were defined. The Entities/ Cantonal/ Municipal Census Commission were not yet appointed and organization of field activities cannot be started.

As the most preparatory work received technical assistance within Phase I, the revision of methodology, questionnaires, working plan was initiated, taking into account Census Law provisions.



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The deadline for finalization of Methodology and agreement of all three statistical institutions was established by the Beneficiaries for June 2012, in order to proceed to Pilot Census preparation. The Pilot Census time was selected for September 2012 and 60 EA were selected for territory of BiH.

Census budget for census it was approved and allocated by BiH Parliament. We want to point out on timely organization of tenders, because the schedule of activities to be financed are very restrictive, and large procurement tenders (due to value some of tenders should be internationally open) should be organized within the timeframe of census (production and delivery). One observation should be made on planning of budget, the cost of printing being included for 2012, while Census date is April 2013, and distribution should be done very close to the beginning of Census. Additional costs for storage, conservation and safeguarding will be necessary if printing is done in 2012.

2.2 RELATED PROGRAMS

There are a number of related projects which are essential to the successful completion of this project and it is necessary to ensure coordination with these projects, and be aware of their progress and/or outcome.

During the implementation of the project the following outcomes of previously implemented project shall be taken into consideration:

- The IPA 2007 EUPHC project (2010-2011) represents Phase I in the preparation for the Census, while the recent project (phase II) is financed under IPA 2008.

Beyond using and considering the results and experience of the above mentioned projects, Consultant will ensure continuous cooperation with the following projects:

- IPA 2009, Project for supply of necessary equipment necessary for carrying out the Population and Housing Census is programmed. Timely procurement of Census equipment is a crucial factor for the successful implementation of Census and progress of this project could have effect on technical assistance project. Project was launched in April, 2012.
- The Delegation of the European Union, through IPA 2008 funds, finances International Monitoring Operation for Census which would run in parallel to this project and would ensure that the enumeration of the population of Bosnia and Herzegovina is done in a fair and impartial way. First mission of the Monitoring team has taken place at the end of April, 2012.



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3. PROJECT SYNOPSIS

Overall Objective:	Institutional strengthening of the Statistical Institutes in BiH, and general improvement of statistics in terms of data quality and quantity.
Purpose	<ul style="list-style-type: none"> • Preparation for the Population and Housing Census in 2013 by building institutional capacity at the Agency for Statistics of BiH and the two entity statistical institutes; • Completion of all preparatory activities by all census stake-holders for successful implementation of the Census including cartography documentation and public awareness campaign; • To ensure successful implementation of Population Census in accordance with international recommendations; • Preparation of data entry, processing and analysis completed; • The preliminary results of the Census disseminated.
Results	<ul style="list-style-type: none"> • Result 1: BiH statisticians acquired competences and professional skills to implement census in accordance with the EU and International standards and trainers for enumerators trained • Result 2: BiH statisticians trained to perform coverage check and quality control of the census • Result 3: Public awareness campaign on the census successfully conducted (BiH public well informed about the purpose and importance of census) • Result 4: Staff trained to ensure ICT support to the census • Result 5: Cartography documentation (prepared by relevant entity institutions) adjusted to the census needs • Result 6: Staff trained to produce and disseminate the census results in accordance with the EU requirements
Beneficiaries	Agency for Statistics of Bosnia and Herzegovina , Sarajevo, including the Branch Office in Brcko District , Federal Office of Statistics of the Federation of Bosnia and Herzegovina in Sarajevo and Institute for Statistics of Republika Srpska in Banja Luka
Consultant	Consortium formed by AAM Management Information Consulting Ltd. as leader, Kronauer Consulting as consortium member and Hungarian Central Statistical Office , Gallup Organization Europe , Gallup Organization Hungary as capacity providers.
Budget	1 665 600 EUR
Duration	15 months, 18 April 2012 – 18 July 2013
Contract number	2012/288-524



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4. PROJECT IMPLEMENTATION

4.1 PERFORMED ACTIVITIES DURING THE INCEPTION PHASE

The Inception period duration given in TOR was for 6 weeks and started in 18 April 2012.

Main activities of the Consultant over this period were dedicated mostly for preparation of Inception Report.

The activities' chronology is not necessarily respected, as many were parallel organized or in several rounds.

Meetings

During the Inception Period more than 20 meetings were organized

List of meetings is presented in Annex 9.4.

Other activities related or not with meetings but for IR support:

1. Setup of office and planning of immediate activities, phase1 selected documents investigation and checking (KE1,KE2,KE3)
2. Conducting of Interviews for office assistant and selection of assistant
3. Preparation of project templates
4. Analysis of legal frame (Local and English versions of Census law received)
5. Analysis of methodology' updates (document received in local only) and of questionnaires. Translation will be necessary after final version accepted (June 2012).
6. Works on IR template
7. Contribution for IR content:
 - a. Elaboration on a top-down and down-top model of the census project as contribution to the inception report, conceptual approach, basic notions
 - b. Preparation of an activity table
 - c. Scheduling the census project activities
 - d. works on estimation for incidentals budget

Findings and conclusions

Findings and conclusions served for this report preparation and are included within specific chapters, by components and/or activities.

Main conclusions:

1. Cartography
 - a. FIS outsourced the preparation of census maps for Federation and the contract is prepared according with defined TOR. Only local language version of TOR was available for project and assessment was based mainly on discussions with FSIS experts. For Federation of BiH, the contract activities for production of maps, started even before the signature of the contract, are underway. The deadline for delivery of maps, but also for digital data is in six months after the contract signature. For the territory of Federation of BiH the estimated number of EAs stands for 13,000.
 - b. The Administration for Geodetic and Real Property Affairs of Federation of BiH has more than 40% of vectors (polygons) for spatial units, but covering more specifically industrial areas, in



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major cities, When supplying services for EAs map production the contractor of FIS will use such available information, along orthophotos for updates.

- c. Administration for Geodetic and Real Property Affairs of Republika Srpska, prepared maps for 50% of territory, having plans to finalize before the deadline specified in the census law. The maps are based on digital data (no orthophotos included) showing streets as lines, polygons for EA and shapes of buildings. Street names and building numbers are readable and visible, offering the necessary information for enumerator to be oriented. The latest figures received from Administration for Geodetic and Real Property Affairs of Republika Srpska shows that 7758 EA are foreseen from which 3884 are completed and 500 ready to print.
- d. Visits on the field should be made regularly in order to check EA map updates.
- e. Maps and 412 EA were prepared by Public Register in Brcko, updates made mainly for urban area, but till October remained rural areas will be updated. The examined map for enumerator shows orthophoto, street names, house number and area number. Visibility still need to be improved, but also description of area included in a text box. No clear border of EA may lead at the wrong identification of area.

Our assessment revealed the fact that the results of cartography for Republika Srpska so called **EAs maps**, are to be delivered only as PDF image files, to be printed and distributed to enumerators for orientation in the field during the census registration.

Taking into account the needs of Statistical Institutes to prepare for a GIS database and later to disseminate geo-referred census data at the lower geographical level, and based on information acquired from entities' GI and BHAS (in charge with maps for Brcko Districts), no digital data (polygons of EA and other map objects, streets, buildings, statistical and administrative polygons) will be received by all Beneficiaries. A country GIS database will be incomplete, having digital data (polygons of administrative units, polygons of EAs, codes and/or names of polygons, shapes and/or points for buildings, buildings' numbers and street names and other geographical information) only for Federation of BiH and Brcko District. Such data are not foreseen to be delivered for Republika Srpska. Some projects activities are related to geo-database and depending on later decision could be revised.

2. Dissemination

- a. For the online dissemination of the census results it is not yet established what kind of software to be used, PCAxis and to be purchased PcWeb licenses or to be used ODBC to MS SQL DB, or BI (integrated Business Intelligence system) or other freeware/open software/applications - we concluded that it is also a lack of staff resources, only one expert with limited hardware/software knowledge or programming skills in the dissemination section.

FIS is supporting the proposal of the Agency to use PCAXIS under the condition that they provide necessary licenses.

- b. If training it's foreseen to be delivered abroad (as for PCAxis eventually), depending also on number of recipients, number of modules/duration the strategy and the costs could be carefully examined if supported within incidentals budget.



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- c. The set of tables on BHAS Dissemination staff consideration at this moment is the set proposed by UN ECE for the previous round of censuses 2001 (English version).
- d. Concerning the EU Regulations for census dissemination, should be mentioned that no set tables is required this round of census, but countries (EU members, candidates invited also). A set of hypercubes (structured data in SDMX format) is required by EUROSTAT. Such hypercubes will serve also for dissemination of census data through Census Hub webgate. The consultant will propose an additional approach for data tabulation and dissemination in order to comply with EU requirements for dissemination. This approach may have impact on other components (IT) and possible on the budget (of project and Beneficiaries). Integration of a BI solution may handle tabulation, data base for dissemination, web dissemination, hypercubes generations and SDMX structuring and Census Hub access.

3. Public Campaign

- a. The public campaign should explain the importance of the forthcoming population and housing census for the description of the society, future development of the country, and the refreshing or gathering of demographic, social, regional and national information. The census has a large cultural and historical goal, not only to the country, but also world-wide. The public campaign should highlight the fact that the census is part of the country's official statistics.
- b. The main practical goal of public campaign is to create a positive attitude of the society to the census, addressing the inhabitants of the country to participate and give reliable responses about themselves.
- c. For public awareness campaign, whose organization, coordination and conducting is the responsibility of BHAS (census law, art 20), there is no activities plan for designing the promotional materials and a media campaign. It is needed to deploy immediately after IR approval one NKE in advertising and media relations to sustain the action plan for the census public campaign and to prepare the TOR for PAC services. Consultation with NGOs and other users representing civil society will help also in defining the actions for PAC and surveying of focus groups will be organized.
- d. The established working groups of beneficiaries will be requested to participate in designing of PAC.
- e. Within the draft census budget of Agency there are provisions for media campaign and printing of publicity materials sourced by state (around 429,915 BAM) without VAT,). The latest information made available by BHAS Director revealed that this amount is not operational, and PAC must be fully funded from incidentals.
- f. Our estimates of costs for Public campaign to be funded by project incidentals are around the amount of 275.000 Euro



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2. Census methodology and organization

- a. We have not yet conclusions on methodology; an updating of phase 1 English version document should be done for analysis when the final version will be received (June 2012).
- b. The information collected during discussions revealed that the changes are not substantial, but various documents dependent on methodology should be updated and checked.
- c. At the very first view the Questionnaires and Control will need minor updates on ID part and translation on Bosnian, Croatian and Serbian languages will impose also redesign for OCR of specific language questionnaire. Versions in national minorities and few foreign languages are also foreseen to be prepared.
- d. Phase I delivered questionnaires and other forms to be used for PES. Depending on selected methodology, the Consultant will assist the Beneficiaries in redesign if necessary.
- e. It is planned by Beneficiaries to have various manuals and instructions for different category of census staff and for different operations, as for example, the manual for methodology and the manual for organization). We foresee a need for translation in English of new created documents in order to be assessed and give TA to the Beneficiaries. Budget of Beneficiaries has some provisions for translation.
- f. The plan of activities (Annex 9.8) is illustrating the main activities and allocation of the resources as were described in chapter 4.3. The plan of activities will be delivered also in MS Project Gantt. BHAS delivered to the Consultant census work plan in Microsoft Project format in the local language. It will be useful that BHAS creates detailed activity plan of the census and activities of working groups, so the experts could be timely included in that work and be able to have a better perspective of the problems.
- g. As one of the major actions is training of field operators, a good balance should be considered between different project's components (as for example public campaign) when expenditures are to be planned under incidentals. So, it will be necessary that the decision for giving priority and/or funding to various activities or actions to be taken during IR approval. The plan for training of trainers, entities' and municipalities' instructors was evaluated for incidentals projections.

As the most important amount should cover the training's costs of 2800 instructors, this number may be revised according with foreseen total number of enumerators (20.500), and the average number of enumerators to be coordinated by an instructor (7-10). If the total number of EAs, after the cartography work will be finalized (Oct. 2012 – art. 30 – census law) will remain around 20.500 and one chief- instructor can coordinate the work of 10 enumerators, then only 2000 instructors should be trained (and of course paid later from census budget), giving the possibility to reduce the training costs and to allocate more funds for supporting WGs meetings. The proper allocation of instructors will save also national costs for field staff.

Anyway, those figures should include also reserves for all mentioned categories.

TL (KE1) made an assessment of census organization and expenditures for training for field staff in relation with public campaign costs.



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Due to Pilot Census necessity, not referred in TOR, but also due to activities and costs estimated for public campaign, the training program should be planned as follow, taking into account that number of instructors may be revised when the final figures resulted from delineation of EA will be finalized.:

August or September 2012 (depending on pilot date)

1. Selection and Training of 12 state's and entities' instructors
2. The trained instructors will deliver training to 66 (6 are reserves) enumerators for 60 EAs selected for Pilot Census (this training is not founded from project incidentals, the enumerators' training being under beneficiaries responsibility)

March 2013

3. Selection and training of 20 state's instructors and 250 entities' instructors (those 12 already trained as instructors for Pilot should be counted, but not necessarily trained again, considering a potential one day training to update the knowledge they gained, if Pilot concluded for some adjustments). This training is foreseen to be organized in 4 national centers.
4. Selection of instructors from 250 trained entities' trainers to deliver training of 2800 instructors
5. Selection and training of 2800 municipal instructors (chief enumerators or controllers during the census, but also acting as trainers of 20,500 enumerators when the Beneficiaries will organize the training for them)
6. After training of instructors the entities' statistical institutions will take responsibility for further training of the Census enumerators.

3. ICT

- a. Census questionnaires will be captured using optical technology, scanning OCR/ICR.
- b. Special services were contracted out to provide equipment and set up the process of gathering of information. The work started and 4to 5 months are requested to make the system operational.
- c. All data processing operations will be conducted centrally in East Sarajevo. 70 persons will be selected by the three statistical institutions for the data processing phase. In order to make equipment efficient and to reduce gathering time, two shifts will be organized. Brcko district was selected to host backup/restore servers for disaster and recovery operations.
- d. After cleaning of data the microdata (MS SQL DB) will be replicated to all statistical offices
- e. After all errors were cleared, derived variable created and the methodologists agreed on data quality, a master database for dissemination it's foreseen to be produced.
- f. At this time the structure and content of such database (number of variables, number of indicators, levels of aggregation) are not defined.
- g. The Consultant observed some inconsistency for the solutions to be used for tabulation.
 - Considering the results and proposals of Phase I, the assessment mission on Census preparation 2011 the tabulation will be made by the dissemination Department, using SPSS and R and maybe PCAxis. The tabulation, as operation, means summarizing the



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- microdata on various criteria and production of the tables, but dissemination unit cannot substitute IT services for implementation of solution and delivery of tools for tabulation.
- Request for PCAxis training was made also during this inception period, but no reference to SPSS. As SPSS is a large investment for an office, this should still be considered, at least for tabulation with main goal: data analysis. Comparing with PCAxis, SPSS can be used for tabulation of data, generation of new derived variables and indicators and it's designed for data analysis. PCAxis may be used for limited tabulation and PCWeb module as the solution for web dissemination of aggregated data. The meaning of "master" is not clear enough yet when using it considering database, as master may be considered the microdata database. But if "master" is considered a database with aggregated data, this is just the source for dissemination, but it's not really a true "master", because is limited to the aggregated data.
 - If SPSS is used for tabulation, no need for master or other kind of database for dissemination. SPSS allow imports or ODBC access to data stored in external data structures, including Ms SQL). Web dissemination of tables remains out of SPSS use.
 - If PCAxis used, proprietary data structure should be designed and microdata migrated in PCAxis format. ODBC connection may not be an efficient solution.
 - The concept of tabulation may be, or not, related with dissemination, but most efficient is to integrate a BI (business intelligent system). Such environment will be used by statisticians (census staff, methodologists, demographers) to produce, without IT intervention, the aggregated data (tables) they need in data analysis process, but also by dissemination staff to respond to external users' demands, through web, or directly, when specific needs should be satisfied or tables are subject of data disclosure.
- h. Unfortunately there is not yet common approach on data dissemination among the Beneficiaries. As at the country level BHAS will disseminate the data, while entities will produce data at local level, using different type of solutions, different applications and maybe different algorithms. Pilot: the scanning OCR/ICR applications delivered (within the contract of BHAS for IT services) will be tested during the Pilot and used as acceptance of application.
- i. Depending on finalizing of methodology, all the checking conditions required by contractor (EU Project for H/W and S/W,) to start work on application should be finalized end May 2012 by Beneficiaries, being a provision of their supply contract. This is connected also with approval of methodology planned by Beneficiaries in middle of June 2012. Meanwhile the KE3 need to have the conditions timely and before the checking conditions to be sent to TIS. But those conditions are not really necessary to be programed and used for the Pilot, because there is time and also after the Pilot some updates might be necessary. Consultant will recommend that the checking/editing conditions to not be hardcoded, but accessed in applications from an external xml file (if accepted by TIS system), easier to be modified if necessary than recoding of applications.
- j. The data collected during the Pilot will not be summarized/aggregated for the goals of releasing to the public, because they are not relevant from statistical point of view.
- k. The only public data of the Pilot, will be number of interviews, number of persons and dwellings which were included in the Pilot and conclusions on organization, to what extent the population



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participated, how the training was done, duration of activities (interviews by person or household, other findings, learning, necessary changes and improvements.

- I. About Control Form, the Beneficiaries decided to not be scanned, but the data will be keyed on one web application. Same application should be used for monitoring.



4.2 RESOURCES ALLOCATED AND USED

The resources (inputs) foreseen in the ToR for project implementation are as follows:

Resources allocated	Working days
Team Leader	286
Key Expert 2 - Dissemination	198
Key Expert 3 - ICT	198
Senior NKE experts	100
Junior NKE experts	300

Resources used during the inception period (April 18 to May 30, 2012) are as follows:

Resources used	Working days
Team Leader	30
Key Expert 2 - Dissemination	25
Key Expert 3 - ICT	20
Senior NKE experts	0
Junior NKE experts	0

The allocation of resources for project activities during the project lifetime is presented in annex 9.8 and 9.9

The incidental budget amount is € 700,000. The indicative use of the incidental budget as agreed with the Beneficiaries is for training of instructors, training courses, conducting the public awareness campaign and designing and printing its tools, awareness and dissemination, organizing the media events, organizing workshops, preparing publications, organizing the study visits, travel costs and subsistence allowances. See more details in Annex 9.2.



4.3 DETAILED PLAN OF OPERATIONS

Approach:

The following tables presents the detailed activities of the components including: Consultant’s tasks, methods applied during the execution, main challenges, timing, main inputs and outputs (results), and the relevant specific risks and assumptions.

4.3.1 COMPONENT 1: ORGANISATION AND METHODOLOGY OF THE CENSUS

Objective:

To provide substantial advice and assistance to the Agency of Statistics and entities Statistical Institutes, in relations to utilize effectively the project resources and to contribute to contribute to the strengthening the capacity of the three statistical institutions in the implementation of the Population and Housing Census.

ACTIVITY 1.1: State of play analysis	
Objective	To evaluate the current situation of PHC preparations
Timing	Results
Jun - Jul 12	<ul style="list-style-type: none"> Status report on the preparation of Census in BiH.
Jun - Jul 12	<ul style="list-style-type: none"> Clarification report on roles and responsibilities of all Census stakeholders.
Deliverable Code	Deliverable
D.1.1.1	Status report on Census preparation (SRCP)
D.1.1.2	Report on Census organizational structure, roles, tasks and responsible
Activity	Tasks of the Consultant and the method applied:
1.1.1 Assessment of Census Preparation	<ul style="list-style-type: none"> The Consultant based on the available documents and on the consultations with the representatives of BHAS and the two entities’ statistical institutions will review the preparation of the Census. The Consultant, aimed at defining the necessary actions and activities, will assess and evaluate the overall climate and expectations towards the Population and Housing Census.
1.1.2 Assessment of census organizational structure	<ul style="list-style-type: none"> The Consultant will analyze hierarchical-structural relations between all parties responsible for Census implementation.
Use of resources:	KE1



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ACTIVITY 1.2: Implementation of Census Management tools for Census operation	
Objective	Management of census activities
Timing	Results
Jun – Oct 12	Review Census Work Plan (its contents, structure, compliance to census objectives, concepts chosen and definitions to be used, etc.) and the Plan revised to be aligned to the latest status
Jun – Aug 12	Produce Field Operation Plan revised and updated
Jun – Oct 12	Plan of processing and organizing delivery of Census-related documentation revised
Jun – Oct 12	Model of monitoring and coordination arrangements and procedures
Deliverable Code	Deliverable
D.1.2.1	Analysis of technical documents and recommendations
D.1.2.2	Census work plan Gantt
D.1.2.3	Report on evaluation of staff resources demand
D.1.2.4	Revised field operation plan
D.1.2.5	Report on classifications used for Census
Activity	Tasks of the Consultant and the method applied:
1.2.1 Assessment of technical documents	<ul style="list-style-type: none"> • The Consultant will analyze major documents of technical documentation for the Census, in particular those ones relating to coordination among key implementers of Census activities. • The Consultant will analyze and will make proposals for improvements on: <ul style="list-style-type: none"> ○ Questionnaires design ○ Selection of concepts and definitions to be used (for later support of metadata) ○ Classifications used ○ Use of three languages and two alphabets for documents, on paper, on the web, as text if classifications (nomenclatures), headings, stubs and notes in tables
1.2.2 Revision of Census Work Plan	<ul style="list-style-type: none"> • The Consultant will thoroughly revise the Census Work Plan and advise the three statistical institutions of BiH for introducing (procedure for regular updating). • The Consultant will advise census management regarding timing and staff



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	resources demanded by relevant census activities, all the Working Groups established in Phase_I will be reinforced by nomination of responsible Beneficiaries' experts.
1.2.3 Revision of Census Field Operation Plan	<ul style="list-style-type: none"> • Identification of activities required to complete field work • Distribution of questionnaires and manuals to supervisors/instructors • Revise and update field organization and structure • Recruitment of enumerators (done by Beneficiaries) • Revise procedures and manuals already developed • Training of trainers: state, entities and municipalities instructors, , • Establishment of a pay system for enumerators • Development of a management information system (common with IT component)
1.2.4 Census management support	<ul style="list-style-type: none"> • The Consultant will advise census management on introducing quality control policy during census implementation • The Consultant will advise census management on introducing post-enumeration survey (PES)
Use of resources:	KE1, KE2, KE3, SNKE

ACTIVITY 1.3: Preparation of a training plan for field work, organization of trainings	
Objective	Training the of trainers, supervisors and instructors for PHC at high quality
Timing	Results
July - Aug 12	Training plan and training materials for instructors and supervisors
Aug 12	Printing and distribution of training materials to be used for pilot
Aug - Sep 12	Training of 12 state and entities instructors (trainers of trainers) carried out properly (before pilot)
Oct Nov 12	Training materials revised after the pilot
Feb- Mar 13	Printing and distribution of training materials Training of 20 state instructors, 250 entities instructors and 2800 municipalities instructors carried out properly
Deliverable Code	Deliverable
D.1.3.1	Training plan
D.1.3.2	Training notes elaborated, printed and distributed, including for PES
D.1.3.3	Training of 12 instructors for pilot



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D.1.3.4	Training of 20 state trainers and 250 entities' trainers carried out
D.1.3.5	Training of 2800 municipalities instructors carried out (will include training for PES as well)
Activity	Tasks of the Consultant and the method applied:
1.3.1 Elaboration of training plan and training materials for instructors and supervisors	<ul style="list-style-type: none"> The Consultant will support Beneficiaries in preparing the training materials for the instructors and supervisors. Plan of trainings will be prepared and training locations will be suggested if not required by Census law (Art 26 f.)
1.3.2 Printing and distribution of training materials	<ul style="list-style-type: none"> Training support notes will be printed and distributed in addition with manuals prepared for field staff.
1.3.3 Training of 12 instructors for Pilot	<ul style="list-style-type: none"> Organization of training of pilot instructors, 5 days in Sarajevo This training will be delivered before Pilot. The trained instructors will act as trainers for estimated number of 66 enumerators to be deployed for taking the Pilot interviews within 60 EAs. The training of 12 instructors will be provided by Consultant's NKE
1.3.4 Training of 20 state + 250 entities instructors	<ul style="list-style-type: none"> Organization of training of state and entities instructors (supervisors), 4-5 days in respective Entities The training will be provided by Consultant's NKE
1.3.5 Training of 2800 instructors	<ul style="list-style-type: none"> Organization of training of municipal instructors, 5 days in 150 municipal training centers The training will be provided by supervisors (previously trained)
Use of resources:	KE1,KE3, NKE, incidentals

ACTIVITY 1.4: Study tour for management staff	
Objective	Building institutional capacity at the Agency for Statistics of BiH and the two entity statistical institutes; Acknowledgement on census management and organization in country/ies within the region where the 2011 round of census was carried-out.
Timing	Results
Sep 12	Increasing of management staff knowledge on census management and organization
Deliverable Code	Deliverable



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D.1.4.1	Study tour carried-out
Activity	Tasks of the Consultant and the method applied:
1.4.1 Organization of study tour	<ul style="list-style-type: none"> • The Consultant will propose the country/ies of study tour and will prepare agenda • The consultant will organize the study tour in selected country
Use of resources:	KE1, incidentals

Assumptions related to Component 1 –

- Positive parliamentary/governmental climate as regards the Population and Housing Census
- Maximum collaboration of senior staff of BiH Statistical Institutes responsible for carrying out Census
- Availability of sufficient staff, well-trained and motivated for carrying out project activities related to the Census
- Census Commissions of each municipality or town in BiH will have appropriate resources and facilities to fulfill the census responsibilities
- Census Commissions of each municipality or town in BiH will assure (Census law, Art 26, letter f.) appropriate training space and facilities
- Timely and proper printing, distribution of the necessary printed materials (manuals, instructions, forms in the official languages and in other languages of BiH minorities and any other languages defined by the beneficiaries.)



4.3.2 COMPONENT 2: COVERAGE AND QUALITY CONTROL OF THE CENSUS DATA

Objective:

To be achieved a control of full coverage of enumeration units and to assure quality control of given answers by respondents.

ACTIVITY 2.1: Developing of methodological notes for the post-enumeration survey (PES), preparation and printing of methodological documents	
Objective	Preparation of tools for quality measurement process, Post Enumeration Survey (PES)
Timing	Results
Oct 12 – Feb 13	Sampling strategy, units, estimation areas, sample size, sample allocation, stratification
Oct 12 – Feb 13	Matching strategy, matching methodology
Oct 12 – Feb 13	Estimation methodology, population estimates, small area estimation methodology
Oct 12 – Feb 13	Handling over/under count
Oct 12 – Feb 13	Additional sources of coverage assessment
Oct 12 – Feb 13	Coverage adjustment strategy
Deliverable Code	Deliverable
D.2.1.1	PES Methodology Document
D.2.1.2	PES Sample
D.2.1.3	9 copies of printed PES Methodology
Activity	Tasks of the Consultant and the method applied:
2.1.1 Developing of methodological notes for PES	<ul style="list-style-type: none"> • Selection of PES methodology • Development of sample selection system • Development of matching strategy and matching methodology • Development of estimation methodology, estimation of population totals, small area estimation methodology • Exploring how to handle over/under counts • Printing of documents (number of copies, up to 9 recipients) , Translation.
2.1.2 PES Sample design	<ul style="list-style-type: none"> • Design of the sample, size, structure and exact timing of the PES.
Use of resources:	KE1, JNKE, incidentals



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ACTIVITY 2.2: Training of relevant staff for conducting post enumeration survey	
Objective	Transfer of specific knowledge on methodology of post enumeration survey, in order to enable the staff to carry out their tasks in PES for the Census 2013
Timing	Results
Feb – Mar 13	Training of selected staff engaged with PES activities delivered.
Deliverable Code	Deliverable
D.2.2.1	Training notes printed
D.2.2.2	Training of 6-9 experts of Beneficiaries for conducting post-enumeration survey (coverage control and quality control of the Census data)
Activity	Tasks of the Consultant and the method applied:
2.2.1 Development of training plan	<ul style="list-style-type: none"> Design of additional training notes and presentation along the methodological documents prepared under Activity 2.1.1
2.2.2 Training of relevant staff for PES	<ul style="list-style-type: none"> Organization of training of PES staff (6-9 persons, up to 10 days depending on needs). This training may be delivered as 7 days training on the job, for updates, finalization and adoption of PES methodology delivered by Phase1, and 3 days for conclusions and common problems of PES with data processing, results and data analysis. <p>The envisaged training activities, supported by documentation for Census and notes for the post-enumeration survey, should cover the following topics of census taking:</p> <ul style="list-style-type: none"> role and importance of the PES, HR considerations in PES taking, proper behavior of the actors of the PES (enumerators, instructors, supervisors.), PES questionnaire, topics of the PES methodology (concepts, definitions, methods in PES taking), logistics (distribution of PES materials, maps, etc.), IT support and solutions, process and project management.
Use of resources:	KE1, JNKE, incidentals



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ACTIVITY 2.3: Assistance in making analysis of PES results	
Objective	Data analysis and developing its supporting IT solution for PES data processing
Timing	Results
Nov 12 – Mar 13	Detailed Work Plan of PES elaborated
Nov 12 – Mar 13	Application specification for IT solutions (including selection of standard software to be used for data analysis)
Nov 12 – Mar 13	Design of reports for dissemination of PES results
Deliverable Code	Deliverable
D.2.3.1	Working plan for PES – Gantt
D.2.3.2	Outlines of reports for PES results
D.2.3.3	Design of specification for PES data processing
Activity	Tasks of the Consultant and the method applied:
2.3.1 Development of PES Work Plan	Elaboration of Detailed Work Plan, activities, tools, resources, responsibilities, timing)
2.3.2 Design of reports for dissemination of PES results	<p>Selection of variables, frequencies, type of errors and reports' format and content disseminating PES results and conclusions. A tabulation plan and dummy tables for the PES will be proposed. At the minimum the tabulation outline should specify the table titles and column stubs including variables to be tabulated; background variables to be used for classification; and the population subgroups, to which the various tables apply.</p> <p>Various tabulations can be derived from the PES results, namely initial tables that facilitate the calculation of coverage error; tables documenting coverage and content analysis, etc.</p> <p>SAS may handle full analysis of data, but other solutions including statistical functions (Excel like) may be used for simple analysis or via user defined formulas.</p>
2.3.3 PES IT support	<p>PES IT support designed and documented, more specifically the following main elements will be designed:</p> <ul style="list-style-type: none"> • data entry • coding • data treatment (editing, imputation, estimation) • records linkage (between PES and census records) <p>IT design will depend on the current state of BHAS census IT solutions. The solutions will use, as far as possible, designed census applications for OCR/ICR.</p> <p>After scanning and cleaning of PES data, a query on microdatabase will bring out also the</p>



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	matching records from full census, and SAS, that is in use currently in BHAS will be used by statisticians for PES data analysis and survey results. Depending on Working Plan of PES timing of PES data processing may require the selection and priority gathering of census data from EAs selected also for PES.
Use of resources:	KE1, KE3, JNKE, incidentals

Assumptions related to Component 2 –

- Management of all BiH Statistical Institutes is willing and ready to commit full support to the post enumeration survey (PES) as quality component of BiH Census
- BiH Statistical Institutes personnel are able to adhere to the new system components to put in place.
- Quality documentation of Census is available in time and place during census processing
- Number of staff recruited and available will be enough for smooth undertaking of census program, in particular PES data processing

4.3.3 COMPONENT 3: PUBLIC AWARENESS

Objective: Conducting a public awareness campaign for a successful census, stressing the importance of census and of the statistical information for a clear picture of the real social status of BiH.

A targeted public awareness campaign will be conducted prior to the Pilot Census, envisaged for those households selected for Pilot and will take place during 1-15 of September 2012 and then an extended and more intensive public awareness campaign will be conducted prior to and during the collection phase of the Census, respective from mid-March till mid-April 2013. In both cases, its main aims there are:

(a) to inform the public on the census event, and the reasons for conducting it;(b) to explain to the public the nature and content of the census (including explanations on the questionnaires); and (c) to advertise how assistance could be obtained by respondents in explaining and completing the census questionnaires, to obtain a high response rate and qualitative data.

ACTIVITY 3.1: Design and implement a Plan of activities for public awareness campaign of PHC	
Objective	Preparation of census public awareness campaign carried on time and successfully managed.
Timing	Results
Jun - Jul 12	Plan of Activities (PA) for the public campaign
Jun - Jul 12	Promotional materials and tools designed as a result of implementation of the PA:
Jun - Jul-12	Logo and message for the census designed
Aug-12	Promotional material (letters, flyers) for Pilot census designed, printed and distributed
Aug – Sep 12	Public awareness campaign for the Pilot census carried out



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Jan-13	Flyers and posters for the real Census designed
Feb - Apr 13	Flyers and poster printed and distributed and messages broadcast for full census
Jul - Sep 12	Census-dedicated website designed and ready to upload the documents
Deliverable Code	Deliverable
D.3.1.0	Plan of activities for public awareness campaign designed
D.3.1.1	LOGO of the census designed
D.3.1.2	MESSAGE of the census designed
D.3.1.3	Flyer for Public awareness campaign for the Pilot census designed
D.3.1.4	Letter for Public awareness campaign for the Pilot census designed
D.3.1.5	Promotional material (letters, flyers) for Pilot census printed
D.3.1.6	Promotional material (letters, flyers) for Pilot census distributed
D.3.1.7	Flyers for the real Census designed
D.3.1.8	Posters for the real Census designed
D.3.1.9	Flyers and posters printed and distributed
D.3.1.10	Advertising banner designed
D.3.1.11	Leaflet Q & A on PHC designed
D.3.1.12	Census website updated
Activity	Tasks of the Consultant and the method applied:
3.1.1 <i>Design the Plan of activities for public awareness campaign</i>	The Consultant will propose the Plan of activities for the public campaign. This will comprise description of each product, necessary inputs, to whom is targeted, when to be developed, responsible persons, other specific details in accordance with the type of product.
3.1.2 <i>Design the LOGO and the MESSAGE</i>	The Consultant will assist Beneficiaries' experts in performing the following activities: <ul style="list-style-type: none"> • Design the LOGO of the census for visual identity and • Establish a suggestive MESSAGE of the census both will be used in all PHC offline and online documents: questionnaires, letters, manuals, training materials, promotional materials, press releases, press conferences, online applications, mini website, publications



<p>3.1.3 Design promotional materials for Pilot census</p>	<ul style="list-style-type: none"> • Design promotional materials, printing and spreading them between the public – for the Pilot census phase: <ul style="list-style-type: none"> - flyers, letters - printing and distribution to the selected municipalities
<p>3.1.4 Design promotional materials for the real Census</p>	<ul style="list-style-type: none"> • Design promotional materials, printing and spreading them between the public for the census 2013: <ul style="list-style-type: none"> - design appropriate flyers and posters - design a leaflet with more frequent questions and answers on the population census - printing and dissemination of the promo materials (number of copies will be defined in accordance with the targeted audience and agreed structure of incidental budget during inception) • Design an advertising banner with a suggestive illustration and text on the PHC <ul style="list-style-type: none"> - to be displayed in the big towns one month before the census and during the census period
<p>3.1.5 Design the Census website</p>	<ul style="list-style-type: none"> • Design a website in national languages and in English (with a new census specific domain name) that will contains: <ul style="list-style-type: none"> - the census Law - reasoning and importance of the event - main issues in the organisation and methodology of the census - the reference moment, “Census night” - the main actors implied and their roles - the questionnaire - the press releases, press conferences - Frequently Asked Questions - the data dissemination calendar for preliminary and final results - the outputs: selected statistical publications - Census News - Contact points - Call center (toll free) - design accounts for social media networking services – twitter – to promote the Census event - Population censuses in the World, in particular in EU Member States <p>The Beneficiaries management staff is willing and ready to commit full support the public awareness campaign (cooperate in supplying the content, approve content, number of</p>



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	copies to be printed, distribution lists). The Consultant will review the necessary documents on time.
Use of resources:	KE1, KE2, SNKE, JNKE, incidentals

ACTIVITY 3.2: Designing the communication and outreach strategy with the public and media	
Objective	To have an enlarged census public awareness campaign and to stress the purpose and importance of the census.
Timing	Results
Sep-Oct -12	Communication strategy with the public and media
Mar- Apr-13	TV spots broadcasted on the main TV channels with national and local coverage
Mar- Apr-13	Ads broadcasted to the radios
Mar- Apr-13	News released on census related subjects
Sep-12; Mar-Apr-13; Jul-13	Press releases issued
Aug-12; Dec-12; Feb-Apr-13	Articles on the PHC theme in the main newspapers
Jan-13; Mar-Apr -13	Seminars with journalists
Aug-12; Dec-12; Feb-Apr-13	Interviews and talk shows on the census theme
Aug-12; Jan-13; Mar-Apr-13	Press conferences organized
Deliverable code	Deliverables
D.3.2.1	Strategy for developing the media campaign of the census design
D.3.2.2	TV spots produced
D.3.2.3	TV spots broadcasted on the main TV channels with national and local coverage
D.3.2.4	Ads for radio stations produced
D.3.2.5	Ads broadcasted to the radios
D.3.2.6	Articles and advertisement on the PHC theme issued in the main newspapers
D.3.2.7	Press releases issued for Pilot Census
D.3.2.8	Press releases issued for Census, 2013
D.3.2.9	Press conferences organized for Pilot Census



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D.3.2.10	Press conferences organized for Census, 2013
D.3.2.11	Seminars with journalists for Pilot Census organized
D.3.2.12	Seminars with journalists for Census, 2013 organized
D.3.2.13	Seminars with NGOs and civil society for Census, 2013 organized
D.3.2.14	Round tables with journalists for Pilot Census organized
D.3.2.15	Round tables with journalists for Census, 2013 organized
D.3.2.16	Interviews and talk shows on the census theme for Census, 2013
Activity	Tasks of the Consultant and the method applied:
3.2.1 <i>Communication and outreach strategy for developing the media campaign of the census</i>	<ul style="list-style-type: none"> • The Consultant will propose support to the Beneficiaries the communication strategy for developing the media campaign of the census and its implementation actions mainly through the following means: <ul style="list-style-type: none"> - TV spots and ads which will be broadcasted to the main video and audio channels with national and local coverage; - press releases issued on the main goal of the PHC and main aspects on technical organisation, issued periodically till the event is produced or when an important event is taking place; - press conferences organised regularly; the top management staff of Beneficiaries sustained by their experts in census will be the speakers - seminars with the journalists interested in PHC theme, to awareness them on the goal and importance of the census event and to promote, at their turn, the goal of the census to the general public; - press interviews at TV and radio channels of the Beneficiaries top management staff and census experts; - short statistical articles (of general and professional contents) in printed media; - regular releases of “Census News” for media on the progress during the ongoing period of the census, through daily information, thus the public will be aware of their participation in this event. <p>The Consultant will assist in defining the media actions and in elaborating all logistical activities for preparing the campaign tools and for achieving a more extensive advertising campaign for the PHC.</p>



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<p>3.2.2 <i>Design the TV spots and ads for radio</i></p>	<p>The Consultant will support the Beneficiaries in carrying out a TV campaign. For this, professionals in designing the TV spots will be implied. The TV spots will contain story boards and video illustrations on PHC theme and an appropriate duration. It is advised to have designed more TV spots, one targeted to the general public and some for different segments of population, specific NGOs, entrepreneurs, health care system employees or education system, etc. The envisaged activities for the TV campaign there are:</p> <ul style="list-style-type: none"> - Designing the TV spots by professionals and their approval by the Beneficiaries - Selection of the main TV channels with national and local coverage - Establish the most appropriate time for publicity in accordance with the maximum hour of audience is advised - Establish the frequency for broadcasting the TV - Establish the most appropriate period for broadcasting <ul style="list-style-type: none"> • Similar with TV spots activities, will be conducted activities for Ads to Radio channels: <ul style="list-style-type: none"> - Designing the Ads for radio channels by professionals with an appropriate speech and duration and its approval by the Beneficiaries - Selection of the main radio channels - Establish the most appropriate time for broadcasting the ads - Define the frequency with which the ads will be broadcasted <p>All these will be determined in accordance with the allocated budget.</p>
<p>3.2.3 <i>Prepare press releases</i></p>	<ul style="list-style-type: none"> • The BHAS will issue for the public any news on the PHC organization and conducting for the public interest. The press releases will give also to the public information on the goal an importance of such national event for the benefits of the country and will require the involvement of the population as much as possible. • During the census period, 1 to 15 of April 2013, will be issued daily press releases on the progress of the census, in order to inform the public. • During the organization period, articles on the PHC will be published, and during the census period will be done advertisement in the main newspapers.
<p>3.2.4 <i>Organise the meetings with media</i></p>	<ul style="list-style-type: none"> • The Consultant will support the Beneficiaries in organizing thematic meetings on PHC subject with the journalists; the type of meetings can be: <ul style="list-style-type: none"> - round tables: free debates on one or two specific issues - seminars: presentations to the journalists, considering the methodologies, the census forms, other important census paper for journalists interest - Interviews and talk shows on the census theme with the top management



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	staff of BHAS.
3.2.5 Organise the Press conferences	<ul style="list-style-type: none"> Press conferences will be organized to give to the public information about the organisation, methodologies, content of the questionnaires, and other important issues for conducting the census. <p>The attendees of these press conferences will be representatives of stakeholders, ministries, journalists, civil society. The consultant will support the Beneficiaries in organization and conducting the press conferences. For this will be prepared press files with materials, speeches and video presentations.</p> <p>It will be of great importance to imply as much as possible the civil society in delivering the message of the census and to encourage people to participate.</p>
Use of resources:	KE1, KE2, JNKE, incidentals

Assumptions related to Component 3 –

An intensive public awareness campaign for the Pilot phase and for the extensive event, carried out with:

- active support from national and local media channels
- active support from civil society (NGOs)
- appropriate promotional materials designed and distributed in time and in the whole country

4.3.4 COMPONENT 4: ICT SUPPORT TO THE CENSUS

Objective:

To support BHAS management producing methodological notes and other documents for promoting successful completion of census activities in particular planning, managing and monitoring the census process focusing on census data processing and strengthening the national statistical system with establishing a quality census database.

ACTIVITY 4.1: STATE OF PLAY ANALYSIS AND IDENTIFICATION OF CRITICAL ISSUES	
Objective	The analysis of recently implemented activities (procurement of IT equipment, and possible difficulties) will be necessary for appropriate planning and implementation of future activities and solving critical issues.
Timing	Results
May-12-June-12	Assessment of the possible data collecting and processing methodologies, process-flow requirements, risks and chances as part of the Inception Report. Report findings and recommendations.
Deliverable code	Deliverables



D.4.1.1	Assessment report; findings and recommendations
Activity	Tasks of the Consultant and the method applied:
4.1 Assessment of the planned activities	<p>The Consultant will Interview the responsible staff of competent authorities, coordinators of established Working Groups, studying the results of previous project and status of implementation by beneficiaries of selected options.</p> <p>Information will be gathered by interviews, reports of previous projects dedicated to census, technical documents produced by Beneficiaries.</p> <p>The main part the preparatory work is to identify the activities of the whole census process and to draft the structure of them</p> <ul style="list-style-type: none"> to identify the main phases and milestones, grouping the elementary activities into sub-activities to identify the substantial relationships of the elementary activities, to identify the temporal relationships of the elementary activities, to construct a logical, complex and coherent census project plan, to draft the products of the unique elementary activities.
Use of resources:	KE1, KE3

ACTIVITY 4.2: DESIGNING THE FINAL VERSION OF THE QUESTIONNAIRES (FOLLOWING THE OCR/ICR STANDARDS) BASED ON FINDINGS FROM FORESEEN PILOT CENSUS	
Objective	Designing of final version of e questionnaires (following the OCR/ICR standards) based on findings from pilot census
Timing	Results
Dec-12 Jan-13	Revised and final version of questionnaires ready for printing
Deliverable code	Deliverables
D.4.2.1	Questionnaires finalized
Activity	Tasks of the Consultant and the method applied:
4.2 Designing the final version of the census questionnaires	<p>The Consultant will assist the beneficiaries in:</p> <ul style="list-style-type: none"> - finalizing the control algorithms of the questionnaires <p>Defining control algorithms is the responsibility of Beneficiaries, integration of the algorithms into the data entry system is the responsibility of the developer of the data entry applications.. Consultant will assist the Beneficiaries and will make proposals for the improvement if it is necessary and possible.</p> <ul style="list-style-type: none"> - Formal finalizing the questionnaire <p>The graphical appearance of the forms is crucial regarded the efficiency of the character</p>



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	recognition. Consultant will make the proposal of final design of the questionnaire after pilot census in cooperation with group for methodology and group for IT. Final design of the questionnaire will be approved taking into consideration BiH Census Law provisions.
Use of resources:	KE1, KE3

ACTIVITY 4.3: PREPARATION OF THE DETAILED ACTION PLAN FOR PROCESSING OF CENSUS MATERIALS	
Objective	To develop the action plan for processing the Census materials
Timing	Results
Jun-Jul-12	Detailed plan for processing of census materials prepared
Deliverable code	Deliverables
D.4.3.1	Action plan for processing of the Census materials
Activity	Tasks of the Consultant and the method applied:
4.3 Preparing an action plan for processing of the Census materials	<p>The Consultant will assist the Beneficiaries in developing the following activities:</p> <ul style="list-style-type: none"> • building-up a uniform data base of the enumeration areas and their hierarchical , “parents” up to administrative structure of entities and BiH, • collecting, processing and exporting data of enumeration areas (postal address,, number of questionnaire/types in the areas), graphical representation of questionnaire types, to the printing office/s making possible forwarding the boxes of questionnaires directly to the place of use, • following up the logistic functions relating the transfer of the questionnaires from the printing house to the distribution points, further to the enumerators and back to the processing centers in order to have accurate information about the actual location of every questionnaire, • following up the registration and processing the paper questionnaires by ICR/OCR application – including also the necessary automated and manual correcting activities – in the processing center (the level of itemization of monitoring information will be defined by the Beneficiaries in cooperation with TIS experts),, • storing of all kind of the processed data (organization, logistics, scanned questionnaires, recognized data) in a central working Census database (TIS database and Enumeration Area Database (EA DB))designing and using dissemination tools (tabulation, web page etc.). <p>All of these software supported activities should be based on the integration of TIS, the EA DB, the CMIS . and further applications</p> <p>Consultant will design a detailed plan for processing of census materials through all census phases, which will be quality input/entry for all applications which will be developed</p>



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	through the project, and especially for Census Management Information System. The plan should contain all phases, from shipping the material from printing house to the field, up to its storage after processing. for all field activities
Use of resources:	KE3

ACTIVITY 4.4: CREATION OF DATABASE FOR BIH ENUMERATION AREAS	
Objective	Definition of enumeration area database(EA DB) by BiH administrative territorial hierarchy The enumeration database will serve not only storing the census data coming from the EA , but all of the processes directing, supervising and monitoring the census activities (also e.g. distributing and collecting questionnaires, internal controlling functions etc.) In this sense EA DB is the common data source for all of the organizations taking part in the census project (municipalities, entity commissions, central bodies etc.). The EA DB does not contain the processed data of the questionnaires.
Timing	Results
Aug-12– Oct-12	Establish the EA DB - Definition of the requirements of the EA DB - Creation of the enumeration area database - Capturing EA DB data - Preparation of the procedure for collecting and processing maps - Processing maps
Deliverable code	Deliverables
D.4.4	EA DB ready for census
Activity	Tasks of the Consultant and the method applied:
4.4 Establish the EA database	- Definition of the requirements of the EA DB The EA DB is the heart of the IT system from the time of contracting with the printing house until finishing the processing of the questionnaires. Enumeration database will receive and store – besides others – all of the maps data, descriptive map data, images for maps as well. Manual and computerized processes lean on enumeration database (paper logistics, process flow, internal and external follow up functions etc.) Consultant will prepare together with beneficiaries the requirements specification of the EA DB. Database design must be approved by the beneficiaries. - Creating the EA DB <ul style="list-style-type: none"> - designing, - implementing, - capturing the basic EA DB data.



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	<ul style="list-style-type: none"> - uploading EA DB data, if it has been prepared in file format, - Preparing requirements of data capture software <p>More processes will require manual data capture functions:</p> <ul style="list-style-type: none"> - data capture of summary sheets coming from enumerators and - data capture of control sheets coming from supervisors, - data capture of PES data coming from the PES enumeration areas, - data capture map information coming from local authorities. <p>Consultant will take part in preparing the requirement specification, or initiate improvements of the existing one if it is necessary.</p> <p>Data capture of EA DB data is the responsibility of the Beneficiaries. Consultant will propose in the requirement specification the use of the TIS capabilities in the case of mass data entry. (Mass data entry: personal data of enumerators, instructors, census commission members etc.)</p> <ul style="list-style-type: none"> - Preparation of the procedure for collecting and processing maps <p>Processing maps means:</p> <ul style="list-style-type: none"> - scanning paper based maps and storing the images together with the descriptive data of the given map. - storing the electronic format maps (PDF, GIS or other) into the EA DB and providing description data. <p>The regulation prepared on the course of this activity will prescribe the map classification rules, the use of special templates, the process of centralizing the paper maps into the Data processing center, and the rules of storing the paper maps and the data in the enumeration database. (Typically traditional paper based maps do not belong to one EA).</p> <p>If EA maps are available in electronic form in big volume, processing will be carried out by program Consultant will take part in preparing of the requirement specification.</p> <ul style="list-style-type: none"> - Processing maps <p>This activity will be carried out by the Beneficiaries. using the related software applications (scanning, manual data entry or uploading application)</p>
Use of resources:	KE1, KE3, JNKE

ACTIVITY 4.5: CREATING A DATABASE WITH ALL THE NECESSARY CLASSIFICATIONS TO BE USED IN THE CENSUS	
Objective	Identifying of all statistical classification necessary for Census purposes
Timing	Results
Sep-Nov-12	Set up the classifications database for census purposes
Deliverable code	Deliverables



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D.4.5	Classifications database ready for census
Activity	Tasks of the Consultant and the method applied:
4.5 Set up the classifications database for census purposes	<p>The Consultant will help in determining the necessary set of classifications.</p> <p>The classification database is aimed to store concrete data values, which can be filled in in certain fields of the questionnaires. Typically there are classification tools and code tables. Data for the classification serve two goals:</p> <ul style="list-style-type: none"> • making possible predetermining the possible values to the fields of the questionnaires, • enabling using automated controls and data checking and edit functions (as for occupation, education. economic activity). <p>The first goal is especially important in the case of the census processing, where the questionnaires will be processed by OCR/ICR functions. The efficiency of recognizing field values belonging to special value set is much higher than when recognizing free answers.</p> <p>Classification data tables will be managed by the tools of standard relational database system. Classifications, including administrative structure, and other nomenclatures should be finalized, harmonized with other statistical surveys and international classifications, and submitted by the BiH Statistical Institutes at the very beginning of the census project.</p> <p>1. The consultant will, based on the questionnaire analysis, create a list of classifications needed in census, from standard classifications up to list of codes which contain response modalities for the questions in the questionnaire.</p> <p>2.. By using experiences and findings, the consultant will propose database design, i.e. archiving system for classifications (one table, one classification, grouping of classification, one table all classifications).</p> <p>3. After prepared, the list of classifications and accepted design of classification database, the consultant will develop the database where all necessary classifications will be stored in cooperation with IT WG. Preparation of data and uploading of database are to be made by beneficiaries.</p>
Use of resources:	KE1, KE3, JNKE



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ACTIVITY 4.6: DEVELOPMENT OF CENSUS MANAGEMENT INFORMATION SYSTEM (CMIS)	
Objective	Development of a CMIS for monitoring the progress and controlling all activities during the execution of the census
Timing	Results
Nov-12-Mar-13	CMIS specifications, CMIS User guide on local language and fully functional application
Deliverable code	Deliverables
D.4.6.1	CMIS design
D.4.6.2	CMIS User' guide in local language
D.4.6.3	Training on using CMIS common with activity 4.12
D.4.6.4	Completely developed functional CMIS
Activity	Tasks of the Consultant and the method applied:
4.6 Set up the process for monitoring	<p>The Consultant will help in determining the flow of the documents and activities orders. CMIS collects data about the movements of the questionnaires in mass and one by one when and where they are</p> <ul style="list-style-type: none"> distributed into the enumeration areas, received by the enumerator, filled out by enumerator, controlled by the supervisor, registered in the system, processed by the ICR/OCR system, corrected automatically and manually (if necessary), approved by statistical expert (if necessary). <p>The CMIS operates as a census monitoring system. All of the data collected on process flow are at disposal of the census project staff.</p> <p>An important objective is to assure the possibility of creating queries on the most different topics. Executing queries is the most important requirement of CMIS. Predefined queries should be selected with beneficiaries at their choices and implemented within the system, in order to offer a friendly interface for non IT users.</p> <p>Connected with Activity 4.4. – Creation of database for BIH EAs</p> <p>New form (questionnaire) for collecting event data may be necessary to be designed</p> <p>Control forms (for preliminary results may go in this system also, at the Beneficiaries choice)</p>



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	<p>CMIS will provide SMS service for following the daily work progress. SMS capturing hardware and software should be available at beneficiaries' site and communication over the country covered, as well the mobile telephones and SIM prepaid cards available to senders of SMS.</p> <p>Based on gathered information and detailed plan for census material processing (activity 4.3.), the consultant will prepare technical documentation for CMIS.</p> <p>Technical documentation for CMIS will be approved by the Beneficiaries</p> <p>Consultant will develop CMIS according to the approved documentation.</p> <p>CMIS will be tested by various users selected by the Beneficiaries</p> <p>After testing and having remarks from the users, if there are any, CMIS will be adjusted and set to work.</p>
Use of resources:	KE1, KE3, SNKE, JNKE

ACTIVITY 4.7: DEVELOPMENT OF APPLICATION FOR CONTROL AND REPORTS	
Objective	Controlling (for determining remaining errors and cleaning of P1, P2 forms after the entry, whatever it is OCR or manual entry)
Timing	Results
Sept-Oct-12; May-Jul-13	<p>The application should provide the following functionalities:</p> <ol style="list-style-type: none"> 1. Certain set of controls in certain part of materials (EA, municipality, entity or state), which will be defined by the beneficiaries 2. Produce reports of errors on the set of materials 3. Possibility of editing/correction of the errors on the material in the way that operator has on the screen a form filled with data for the form with fields with errors marked in red 4. Archiving of corrected data 5. Archiving of previous condition 6. Possibility of re-controlling 7. Possibility of producing different types of reports which refer to the control results <p>As a result of this component it is expected SW tool which will enable cleansing of the materials gained by OCR/ICR system.</p> <p>Controlled and cleansed material</p>
Deliverable code	Deliverables
D.4.7.1	User documentation
D.4.7.2	Control application
Activity	Tasks of the Consultant and the method applied:
4.7 Development of application for	Prepare technical specification, develop a solution, implement and test a solution, and prepare user documentation in local language



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control and reports	
Use of resources:	KE3, NKEs

ACTIVITY 4.8: DEVELOPMENT OF APPLICATION FOR MANUAL DATA ENTRY AND ENCODING	
Objective	Gathering of data through manual data entry procedures to be used for capturing of the data from questionnaires which cannot be processed by OCR technology
Timing	Results
Nov-12-Apr-13	Developed application for manual data entry and encoding
Deliverable code	Deliverables
D.4.8.1	Technical specification of data entry application
D.4.8.2	Software solution and its user guide
Activity	Tasks of the Consultant and the method applied:
4.8 Development of data entry application	<p>Manual data entry procedures will be used for quality control of the OCR/ICR system, as well as for capturing all of the data which will not be readable by OCR technology, e.g. data entry of</p> <ul style="list-style-type: none"> - P1 form – all data from the form - P2 form – all data from the form <p>Based on Beneficiaries' Term of References for data/forms to be manual gathered the consultant will prepare the requirement specification of this software functions, and will develop an application in cooperation with IT staff of Beneficiaries.</p> <p>This is the application through which manual data entry from P1 and P2 forms will be possible.</p> <p>Application for manual data entry will be used for:</p> <ol style="list-style-type: none"> 1. Testing of OCR/ICR technology (In pilot census a number of forms will be entered with manual data application. Results of entered data will be compared by the Beneficiaries with data gathered by OCR/ICR system, in order to determine the quality of recognition of OCR/ICR system) 2. For entry of questionnaires that because are damaged or for some other reasons could not be scanned and processed by OCR/ICR system.



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	<p>Consultant will prepare the application specification for manual data entry and coding.</p> <p>Technical documentation will be approved by CBA in collaboration with working groups.</p> <p>Consultant will design an application for manual data entry and coding.</p> <p>The user will test the application and give comments.</p> <p>Consultant will correct the application after the comments from the testing phase.</p> <p>Application will be launched.</p>
Use of resources:	KE3, JNKE

ACTIVITY 4.9: DEVELOPMENT OF APPLICATION FOR PRODUCTION OF INDICATORS IN COOPERATION WITH OTHER RELEVANT GROUPS	
Objective	To produce the statistical indicators from the raw clean data, ready to be tabulated
Timing	Results
Jan - Apr-13	<p>Applications for producing sets of statistical indicators based on raw data and derivations of the raw data</p> <p>Application for indicators developed</p>
Deliverable code	Deliverables
D.4.9.1	Software solution for producing indicators (derived variables)
D.4.9.2	User guide
Activity	Tasks of the Consultant and the method applied:
4.9 Development of application for production of indicators	<p>The Consultant needs to work in close cooperation with experts from the census relevant WGs (methodology, dissemination, IT), to build up a solution for producing indicators necessary for data tabulation. Due to huge number of possible combinations of variables for producing indicators, derived indicators, recoded indicators, a reasonable set of census indicators should be commonly established and agreed. If Beneficiaries has available programming resources to develop an in-house solution limited to selected set of indicators and limited to census, the Consultant can assist in designing the solution. Consultant's proposal is to implement a commercial standard and flexible solution, who already proved the efficiency for census tabulation and dissemination.</p> <p>Depending on the further options/choices of Beneficiaries on dataprocessing, dissemination, PcAxis or other Standard packages or BI system may be implemented (CSPRO, MS Access crosstab queries, STATA, SuperCROSS).</p> <p>Consultant will, in collaboration with working groups for IT, methodology and dissemination</p>



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	<p>prepare a list of all indicators that need to be done on the data and algorithms of creation. Consultant will prepare the specifications, based on Beneficiaries' requirements. The task of application/solution is to extract indicators necessary for tabulation from final census data</p> <p>Specification will be approved by Census Bureau of Agency in collaboration with working groups.</p> <p>The Beneficiaries will test the application</p> <p>Consultant will make corrections after testing.</p> <p>The application/solution will be setup.</p>
Use of resources:	KE1, KE3, SNKE, JNKE

ACTIVITY 4.10: TRAINING OF IT STAFF RESPONSIBLE FOR DATA ENTRY AND ENCODING	
Objective	The purpose of this activity is to provide appropriate practical training of IT staff bringing useful knowledge in operating IT infrastructure and its components, in processing the Census data.
Timing	Results
Feb-Mar -13	<p>The activities of the staff responsible for data entry and encoding are:</p> <ul style="list-style-type: none"> • primary OCR correction, • correction of simple logical errors, • correction of compliance errors, • correction of coverage errors. <p>Primary correction is needed, if the OCR engine cannot recognize the character with an appropriate confidence. Primary data correction should be carried out before running the logical checks. Extra education is not needed.</p> <p>Simple logical error correction needed, when the logical checking software judges a certain field as erroneous (e.g. illegal character, out of range value, lack of data in an obliged field etc.). Extra education is not needed, while the software clearly indicates the type of error. Only after correcting all of the simple logical errors can run the software checking the compliance errors.</p> <p>Correction of compliance errors (block level errors, page level errors, questionnaire level errors) needs certain expertise, so, some education is required. Estimated number of persons working with correction of compliance errors (data correctors, shift managers, quality managers and operational managers) is 25. The education should focus on the data set of the census database and the control algorithms.</p> <p>Correction of coverage errors (block level errors, page level errors, questionnaire level errors) needs certain expertise and use of special software tools, so, education is required). Estimated number of persons working with correction of coverage errors (data correctors, shift managers, quality managers and operational managers) is 35. The education should focus on the data set of the census database and the special</p>



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	<p>methods of the coverage control.</p> <p>Consultant will provide assessment on the course of preparation of the requirements.</p> <p>The results are:</p> <ul style="list-style-type: none"> • revision of training needs curriculum for training prepared, • training materials prepared, • training for individuals* (trainers of trainees) in IT processing center (shift managers, quality managers, operational managers), <p><i>*) The number of training recipients to be decided by Beneficiaries.</i></p> <p><i>The recipients of the training will teach the full staff of data processing in second round.</i></p> <p>This training is meant for IT staff and operators which will work on applications developed by the project.</p> <p>Consultant will, in cooperation with group for IT and Methodology, prepare a training plan</p> <p>The training will be held in local language.</p> <p>Documentation of all developed applications should be in local language</p>
Deliverable code	Deliverables
D.4.10.1	Training plan and training materials
D.4.10.2	Training of 5-10 selected trainers of trainees from total estimated of 70 persons working in this area
Activity	Tasks of the Consultant and the method applied:
4.10 Training for individuals* (trainers of trainees) in IT processing center (shift managers, quality managers, operational managers)	<p>Following the analysis of the training needs, the Consultant will draft a training plan , in collaboration with the local staff.</p> <p>The training programme is based on modules in order to cover the needs of the staff.</p> <p>After the inception phase, a detailed training programme will be designed together with the elaboration of training materials.</p>
Use of resources:	KE3, JNKE, incidentals

ACTIVITY 4.11: PREPARATION FOR PILOT CENSUS - NEW ACTIVITY

“Pilot Census implemented in 2011” it was, an assumption in TOR but did not come true

Objective

To prepare procedural and educational tools for Pilot and evaluation of Pilot



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Timing	Results
Jun-Jul-12	Definition of Pilot requirements and procedures
Jul-Aug-12	Preparation of educational material for Pilot staff
Oct-Nov-12	Evaluation of census tools results: i.e. experiences on: <ul style="list-style-type: none"> - paper logistics, - field organization, - problems during the interview, - training requirements, - data flow (monitoring procedures), - technology (scanning and OCR).
Deliverable code	Deliverables
D.4.11	Assessment and recommendation report for questionnaires format, IT applications and tools, OCR/ICR procedures, flow of the documents.
Activity	Tasks of the Consultant and the method applied:
4.11.1 Preparation of Pilot tools	<p>The Consultant will assist the process of finalizing the requirements regarded all of the relevant aspects of the Pilot, especially::</p> <ul style="list-style-type: none"> - in definition of Pilot requirements and procedures <p>Boundary conditions of Pilot and the real census will not be the same. E.g. neither the printed questionnaires nor the processing software components will be ready yet. The scope of the Pilot, i.e. the goals and the used methods should be selected very carefully.</p> <ul style="list-style-type: none"> - in preparation of educational material for Pilot staff <p>On the basis of the requirements mentioned above and taken into account the general methodological considerations, Consultant will contribute – regarded the IT aspects – to the first version of the material.</p> <p>ICT does not belong to the relevant aspects of Pilot. The main ICT functions (e.g. scanning capacities, OCR throughputs) can be tested independently from Pilot.</p>
4.11.2 Testing the census applications	The consultant will assist the IT staff in Piloting of the census exercise and will contribute to census tools improvements.
Use of resources:	Ke1, KE3, JNKE

ACTIVITY 4.12: IT PREPARATION FOR PES

Objective	Common activity: see Component 2 Activity 2.3 description
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4.3.5 COMPONENT 5: CARTOGRAPHY

Objective:

To use advantages of cartography methods for preparation phase for identifying the enumeration areas and for presentation of the results.

ACTIVITY 5.1: INVENTORY OF AVAILABLE CARTOGRAPHY MATERIAL AND POSSIBLE TRANSFER ONTO ELECTRONIC MEDIA	
Objective	Evaluation of all available cartographic materials needed for EAs delineation, formats and storage in electronic format
Timing	Results
June-Nov 12 -	Report on status of cartography works done by Geodetic Institutes in BiH and FIS contractor
Deliverable code	Deliverables
D.5.1.1	Report including recommendations and Inventory list of cartographic materials
Activity	Tasks of the Consultant and the method applied:
5.1 Inventory of cartography materials	The consultant will assess the deliverables (maps) of Geodetic Institutes and/or local authorities (if the case), or of statistical offices' contractors, checking standards and formats, comparability, coverage, and will formulate recommendations.
Use of resources:	Ke1, KE3, JNKE, SNKE

ACTIVITY 5.2: ASSISTANCE IN SOLVING OPEN ISSUES INCLUDING A FINAL AGREEMENT ON SPLIT ENUMERATION AREAS	
Objective	Allocation of 257 split enumeration areas, not yet agreed between entities Full coverage of BiH territory for handling census interviews in such areas
Timing	Results
July-Aug -12	Recommendations for organization of EAs and for carrying out of interviews in split areas This activity is not a separate/independent activity. It is the part of the activity 4.4., where the rules for determining the enumeration areas are declared
Deliverable code	Deliverables
D.5.2.1	Recommendations for organization of EAs and for carrying out of interviews in split areas (
D.5.2.2	Technical notes for training under activity 5.5
Activity	Tasks of the Consultant and the method applied:



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5.2 Solving open issues on split EAs	Consultant will give assistance in solving open issues including a final agreement on the Census purpose and benefit on split enumeration areas. Consultant should provide advice regarding the method of registration in certain areas, the methods defining the division of work between the enumerators, supervisors and higher officers, and regarding number of inhabitants in certain areas.
Use of resources:	Ke1, KE3, JNKE

ACTIVITY 5.3: ASSISTANCE IN ARCHIVING ELECTRONICALLY ALL AVAILABLE CARTOGRAPHY DOCUMENTATION	
Objective	Organisation of cartographic repository for census
Timing	Results
July-Aug -12	Archive of EA maps (pdf format – as delivered by Geodetic institutes)
Deliverable code	Deliverables
D.5.3.1	Technical specification for organization of maps repository
Activity	Tasks of the Consultant and the method applied:
5.3 Assistance in archiving electronically all cartographic documentation	Consultant should give assistance in organization and storage maps and map information coming from the of Geodetic institutes (in GIS or PDF format) and from the municipalities (on paper or as scanned images)
Use of resources:	KE3, JNKE

ACTIVITY 5.4: DEVELOPMENT OF DATABASE OF BiH TERRITORIAL UNITS	
Objective	Set up of geographical levels classification (administrative, statistical and EAs)
Timing	Results
July-Aug -12	Preparation of tools for organization, monitoring, data processing, tabulation and dissemination
Deliverable code	Deliverables
D.5.4.1	Technical specifications of database to host the nomenclature of territorial units
D.5.4.2	Database of territorial units designed (connected with Activity 4.4 – Database of EAs) The database of the territorial units is a part of the enumeration database, and – in the same time – a special type of classification data set. The heading of the questionnaires includes the following data about the different territory types:



	<ul style="list-style-type: none"> - serial number of entity, - serial number of municipality, - serial number of enumeration area. <p>The enumeration area database, the map database (cartography repository) and the database of territorial units build in the reality one unique database. Chapters 5.1., 5.3. and 5.4. follow the logic of the ToR, which separated the following functions:</p> <ul style="list-style-type: none"> - designing the enumeration areas using cartographical material, - operating the enumeration areas using also the data of the territorial units, - archiving the cartography materials.
Activity	Tasks of the Consultant and the method applied:
5.4 Nomenclature of territorial units	<p>Consultant will give assistance in designing the architecture of data base for following levels:</p> <ul style="list-style-type: none"> • state, • Entities • District Brcko, • canton, • town, • municipality, • cadastral municipality, • inhabited settlement, • local community unit, • statistical unit, • EA <p>Some of data may be uploaded by the beneficiaries in the period of census preparation / development phase, others will be processed in connection with EAs set-up when will be available.</p>
Use of resources:	KE1, KE3, JNKE



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ACTIVITY 5.5: TRAINING OF STAFF TO USE ALTERNATIVE METHODS FOR THE FIELD WORK	
Objective	The purpose of this activity is to provide special practical training to field work staff bringing useful knowledge necessary under particular circumstances in the field work when areas not adequately covered by maps (missing maps or plans) or description of borders is missing.
Timing	Results
Oct -12 March-13	<p>Training plan and training materials for instructors</p> <p>Printing and distribution of training materials</p> <p>Training of instructors carried out properly</p>
Deliverable code	Deliverables
D.5.5.1	Training notes added to training materials of instructors
D.5.5.2	Training organized together with Activity 1.3, included in Deliverable D.1.3.3 and D.1.3.4
Activity	Tasks of the Consultant and the method applied:
5.5.1 Elaboration of Training material	Elaboration of training material dealing with special problems on the course of defining borders of enumeration areas. Findings of activity 5.2 Solving open issues on split EAs will be used for preparation of training plan and notes
5.5.2 Organization training	Include in Activities 1.3.3 and 1.3.4
Use of resources:	KE1, KE3, JNKE



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4.3.6 COMPONENT 6: DISSEMINATION

Objective: To release the outputs of the PHC to the end users accompanied by quantitative and qualitative statistical analyses on the collected census data and illustrated with GIS facilities.

ACTIVITY 6.1: Design of a Data Dissemination Strategy and Tabulation Plan in compliance with users' requirements and Eurostat's recommendations	
Objective	The purpose of this activity is to: define WHAT to disseminate, to WHOM and HOW, in other words: <ul style="list-style-type: none"> to define the appropriate products to the end users of Census data (general public, decision makers, researchers, media etc). to define the best mean for the end users to access and obtain the desired information.
Timing	Results
Aug-12 - Feb-13	A <i>Data dissemination Strategy</i> , describing the objectives and actions.
Jan - May -13	A <i>Census Tabulation Plan</i> , this document will list all the statistical items, such as indicators and cross-tabulation variables, to be produced as results of the Census; these indicators will take the form of tables.
Deliverable code	Deliverables
D.6.1.1	A Data dissemination Strategy prepared
D.6.1.2	A Census Tabulation Plan designed
D.6.1.3	Vol.0 Preliminary results (print and web), draft
D.6.1.4	Vol.1 Population and Houses Census – General data (print, CD, web), draft
D.6.1.5	Vol.2 Population – social-economic aspects – detailed data (print, CD, web), draft
D.6.1.6	Vol.3 Buildings, dwellings and households – detailed data (print, CD, web), draft
D.6.1.7	Vol.4 selection of Vol. 2 and 3 tables translated in English (print, CD, web), draft
Activity	<ul style="list-style-type: none"> Tasks of the Consultant and the method applied:
6.1.1 <i>Design a Data Dissemination Strategy</i>	The Consultant will developed a <i>Data Dissemination Strategy</i> , document that will establish: <ul style="list-style-type: none"> - the means to release the needed information into the hands of the end users (paper publications, website, anonymized datasets for researchers, etc.), - the topics and the content of the volumes (i.e. preliminary data based on the enumerator's control tables, topics of the volumes to publish the core aggregated data),



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	<ul style="list-style-type: none"> - the calendar of publication the census results, - correlation with the flow of data processing and gradually prepare the data analyses in order to release the preliminary results as quick as possible (since the data processing and cleaning operations will take time and will go through many iterations, an automated import of data into the census database for quick analysis of preliminary data will help saving time and avoiding errors), - the statistical indicators that will be associated with geographical coordinates thus, will be possible to produce maps, - the metadata and data standards to be disseminated to Eurostat by SDMX standard (Statistical Data and Metadata eXchange initiative).
<p>6.1.2 <i>Design the Tabulation Plan</i></p>	<p>The Consultant will establish a <i>Tabulation Plan</i> for the preliminary and final results based on the output of the activity 4.1.1. the Consultant needs to work in close cooperation with experts on census and demographic statistics and dissemination, for:</p> <ul style="list-style-type: none"> - defining the cross-checking of the census data, the possible derived indicators (based on primary variables) in order to be able to define the printed versions of tables which will be breakdown in thematic volumes, as follows: <ul style="list-style-type: none"> o Vol.0 Preliminary results (print and web) o Vol.1 Population and Houses Census – General data (print, CD, web) o Vol.2 Population – social-economic aspects – detailed data (print, CD, web) o Vol.3 Buildings, dwellings and households – detailed data (print, CD, web) o Vol.4 will comprise a selection of Vol. 2 and 3 tables translated in English (print, CD, web) - defining the variables cross-checking and reviewing the tables that will be published, harmonized with Eurostat requirements and with other international guidelines and standards, to ensure that the Census information comply with the European (e.g. the set of 60 tables defined by Census Hub project, which should be available online - project developed by Eurostat) and international standards and the mandatory information are produced (e.g. Millennium Development Goals indicators, etc.)
<p>Use of resources:</p>	<p>KE1, KE2</p>



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ACTIVITY 6.2: Assist in the statistical analysis and publications of preliminary and final census data	
Objective	The purpose of this activity is to compile the statistical publications in conformity with DDS and TP and prepare them for dissemination.
Timing	Results
Nov-12-Feb-13	Proposal for contents of publications on preliminary results by type of support: hard copy, Cd-rom, website) comprising tables, maps, graphs.
Feb-13-Jun-13	Plan of data analysis to be performed on the preliminary results.
Jan-May-13	Proposal for contents of publications on final results on the different topics of the population and housing census (hard copy, Cd-rom, website), comprising, statistical analyses, maps, graphs, detailed tables
Mar-Jul-13	Plan of data analysis to be performed on the final data.
Mar-Jul-13	Plan of data presentation by geo-coordinates in the volumes of final results.
Deliverable code	Deliverables
D.6.2.1	Proposal for contents of publications on preliminary results
D.6.2.2	Plan of analysis on preliminary data
D.6.2.3	Proposal for contents of publications on final data
D.6.2.4	Plan of analysis on final data
D.6.2.5	Plan of data presentation by geo-coordinates
Activity	Tasks of the Consultant and the method applied:
6.2.1 Set up publications with the PHC preliminary results	<p>The Consultant will recommend to the Beneficiaries in:</p> <ul style="list-style-type: none"> • Selection of the statistical indicators and designing the tables • Grouping the tables by socio-economic themes and design the volumes in accordance with • Writing the statistical analysis on the preliminary results • Preparing and issuing of the press releases with the core preliminary results • Publishing of the preliminary results on the PHC website • Preparing the printed publications and the CD-ROM with preliminary results
6.2.2 Set up publications with the	The Consultant will recommend to the Beneficiaries in establishing the contents of the big volumes with detailed data of the PHC final results.



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<p><i>PHC final results</i></p>	<p>The selection process of the census specific statistical indicators that will be presented into statistical publications in different volumes and on the website will be in compliance with Data Dissemination Strategy which should have a chapter on data dissemination by users' typology. Thus,</p> <ul style="list-style-type: none"> (i) for the general public interest, the publications will be designed for hard copies, CD/DVD and website with core census information, maps, graphs and short analyses (ii) for specialized categories of users, such as analysts, economists, academics, media, researchers, decision makers, sectorial ministries and governmental institutions, publications and/or CD/DVD with detailed census data and analyses, maps and graphs will be prepared. <p>The work on the tabulation the final results should a cooperation between the experts on the demography and on dissemination.</p> <p>The Consultant will assist the Beneficiaries in:</p> <ul style="list-style-type: none"> • Selection of the statistical indicators and designing the tables • Grouping the tables by socio-economic themes and design the volumes in accordance with Census Tabulation Plan • Prepare for statistical analysis on the final results • Selection of the appropriate statistical indicators to be illustrated using GIS tools
<p>Use of resources:</p>	<p>KE1, KE2</p>

ACTIVITY 6.3: Assist in developing the census data dissemination database and its querying interface	
<p>Objective</p>	<p>The purpose of this activity is to support in designing the tools for online dissemination of the aggregated PHC results.</p>
<p>Timing</p>	<p>Results</p>
<p>Oct-12</p>	<p>Dissemination and IT experts trained to use the software chosen for developing the data dissemination database and the online querying interface for data dissemination DB.</p>
<p>Nov-12-Feb-13</p>	<p>A dissemination database containing all aggregated data will be available online</p>
<p>Nov-12-Mar-13</p>	<p>A software tool designed, specifically for cross-tabulation data on the predefined tables stored in the dissemination database its management applications.</p>
<p>Dec-12 – Jan-13</p>	<p>Rules and procedures developed to prevent individual data disclosure control.</p>
<p>Deliverable code</p>	<p>Deliverables</p>
<p>D.6.3.1</p>	<p>Training course for dissemination and IT staff</p>
<p>D.6.3.2</p>	<p>Designing a data dissemination database</p>
<p>D.6.3.3</p>	<p>Designing a user-friendly interface</p>



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D.6.3.4	Rules and procedures to prevent individual data disclosure control designed
Activity	Tasks of the Consultant and the method applied:
6.3.1 <i>Design a Census Dissemination DB (CDDB)</i>	<p>To get the maximum efficiency of the work it is recommended that from the database in which the census data (called as production database) will be stored to be produced multidimensional matrix with aggregated data that further will serve as a base for a dissemination database.</p> <p>The data dissemination database it is envisaged to be developed in a specific software named PcAxis, through which is possible to publish a database on the web. The Consultant will make recommendations for other appropriate software usable for online census data dissemination.</p> <p>The Consultant will assure organization of training the staff from dissemination section and IT from BHAS, DB, RSIS and FIS in getting knowledge to use PcAxis and further to put in practice developing the data dissemination database.</p> <p>The Consultant will propose to the Beneficiaries in establishing the database architecture, relations between items, its functionalities, levels of aggregation and access level protection.</p>
6.3.2 <i>Design the querying user interface for CDDB</i>	<p>The Consultant will propose to the staff from dissemination section of Beneficiaries to design the user's interface for the online data dissemination database.</p> <p>For this, the consultant will give assistance in establishing:</p> <ul style="list-style-type: none"> - the screens for browsing the statistical variables, - the ranking , - the technical criteria, - the coding rules, - searching methods, - displaying mode, - exporting formats for results, - data protection rules, - other functionalities for a user friendly web-interface.
6.3.3 <i>Design the rules for individual data protection</i>	The Consultant will design the rules and procedures to prevent the dissemination of the individual data. In this sense, will be considered the rules stipulated by the Law on statistics for other statistical data sets and the European standards on statistical disclosure control.
6.3.4 <i>Training for dissemination application</i>	The Consultant will organize and deliver a training for PCAxis, or another solution selected by the Beneficiaries.
Use of resources	KE1, KE2, KE3, TL, SSTE, JSTE



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ACTIVITY 6.4: Organization of study tour for dissemination experts	
Objective	The purpose of this activity is to support dissemination experts on evaluation of various methods and tools for census dissemination
Timing	Results
Sep-12	Dissemination and IT experts acquired competences and professional skills and guided in selection of appropriate tools/software applications for developing the data dissemination database and the online querying interface for data dissemination DB.
Deliverable code	Deliverables
D.6.4.1	Study tour carried out
Activity	Tasks of the Consultant and the method applied:
6.4.1 Organization of study tour for census data dissemination	The Consultant will make recommendations for countries in EU or into the region with experience in census dissemination and using of various methods for setting up DB for dissemination and online census data dissemination. The consultant will organize the study tour
Use of resources	KE1, KE2,

Assumptions related to Component 6:

- The IT infrastructure and abilities of the staff of Beneficiaries are appropriate for developing such type of database and management applications software, that have to be set-up under this Component and Component 4.
- The personnel of the Statistical Institutes of BiH is able manage with the developed applications and further to improve and update the applications themselves.
- The management of all Statistical Institutes in BiH, commit to implement an agreed dissemination strategy.



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5. DELIVERABLES SUMMARY

Deliverable Code	Deliverable	Activity Code
D.1.1.1	Status report on Census preparation (SRCP)	1.1
D.1.1.2	Report on Census organizational structure, roles, tasks and responsible	1.1
D.1.2.1	Assessment of technical documents	1.2
D.1.2.2	Census work plan Gantt	1.2
D.1.2.3	Report on evaluation of staff resources demand	1.2
D.1.2.4	Revision of Field Operation Plan	1.2
D.1.2.5	Report on classifications used for Census	1.2
D.1.3.1	Training plan	1.3
D.1.3.2	Training notes elaborated, printed and distributed, including for PES	1.3
D.1.3.3	Training of 12 instructors for pilot carried out	1.3
D.1.3.4	Training of 20 state trainers and 250 entities' trainers carried out	1.3
D.1.3.5	Training of 2800 municipal instructors carried out (will include training for PES also)	1.3
D.1.4.1	Study tour for management	1.4
D.2.1.1	PES Methodology Document	2.1
D.2.1.2	PES Sample	2.1
D.2.1.3	9 copies of printed PES Methodology	2.1
D.2.1.4	Working plan for PES - Gantt	2.1
D.2.2.1	Training notes printed	2.2
D.2.2.2	Training 6-9 experts	2.2
D.3.1.1	LOGO of the census	3.1.1
D.3.1.2	MESSAGE of the census	3.1.1
D.3.1.3	Flyer for Public awareness campaign for the Pilot census	3.1.2
D.3.1.4	Letter for Public awareness campaign for the Pilot census	3.1.2



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D.3.1.5	Printing of promo material (letters, flyers) for Pilot census	3.1.2
D.3.1.6	Dissemination of promo material (letters, flyers) for Pilot census	3.1.2
D.3.1.7	Flyers for the real Census	3.1.3
D.3.1.8	Posters for the real Census	3.1.3
D.3.1.9	Printing and dissemination of flyers and posters	3.1.3
D.3.1.10	Advertising banner	3.1.3
D.3.1.11	Leaflet Q & A on PHC	3.1.3
D.3.1.12	Census website updated	3.1.4
D.3.2.1	Communication strategy for developing the media campaign of the census designed	3.2.4
D.3.2.2	TV spots produced	3.2.2
D.3.2.3	TV spots broadcasted on the main channels with national and local coverage	3.2.2
D.3.2.4	Ads for radio stations produced	3.2.2
D.3.2.5	Ads broadcasted to the radios	3.2.2
D.3.2.6	Articles and advertisement on the PHC theme in the main newspapers	3.2.3
D.3.2.7	Press releases issued for Pilot Census	3.2.3
D.3.2.8	Press releases issued for Census, 2013	3.2.3
D.3.2.9	Press conferences organized for Pilot Census	3.2.5
D.3.2.10	Press conferences organized for Census, 2013	3.2.5
D.3.2.11	Seminars with journalists for Pilot Census	3.2.4
D.3.2.12	Seminars with journalists for Census, 2013	3.2.4
D.3.2.13	Seminars with NGOs and civil society for Census, 2013 organized	3.2.4
D.3.2.14	Round tables with journalists for Pilot Census	3.2.4
D.3.2.15	Round tables with journalists for Census, 2013	3.2.4
D.3.2.16	Interviews and talk shows on the census theme for Census, 2013	3.2.4
D.4.1.1	Assessment report; findings and recommendations	4.1.1
D.4.2.1	Questionnaires finalized	4.2.1
D.4.3.1	Action plan for processing of the Census materials	4.3.1
D.4.4	Enumeration area database ready for census	4.4



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D.4.5	Classifications database ready for census	4.5
D.4.6.1	CMIS designed	4.6
D.4.6.2	CMIS User' guide	4.6
D.4.6.3	Training on using CMIS common with activity 4.12	4.6
D.4.6.4	Completely developed functional CMIS	4.6
D.4.7.1	User documentation	4.7
D.4.7.2	Control application	4.7
D.4.8.1	Technical specification of data entry application	4.8
D.4.8.2	Software solution for keying the questionnaires content	4.8
D.4.8.3	User guide for data entry application	4.8
D.4.9.1	Software solution for producing of indicators	4.9
D.4.9.2	User guide	4.9
D.4.10.1	Trainings plan and training materials	4.10
D.4.10.2	Training of 5-10 selected trainers of trainees from total estimated of 70 persons working in this area	4.10
D.4.11	Assessment report for questionnaires format, IT applications and tools, OCR/ICR procedures, flow of the documents.	.4.11
D.5.1.1	Inventory list of cartographic materials	5.1.1
D.5.2.1	Recommendations for organization of EAs and carrying of interviews in split areas	5.2.1
D.5.2.2	Technical notes for training under activity 5.5	5.2.2
D.5.3.1	Technical specification for organization of maps repository	5.3.1
D.5.4.1	Technical specifications of database to host the nomenclature of territorial units	5.4.1
D.5.4.2	Database of territorial units designed (connected with Activity 4.4 – Database of EAs)	5.4.2
D.5.5.1	Training notes added to training materials of state and entities instructors	5.5.1
D.5.5.2	Training organized together with Activity 1.3.1, included in Deliverable D.1.3.4	5.5.2
D.6.1.1	A Data dissemination Strategy	6.1.1
D.6.1.2	A Census Tabulation plan	6.1.2



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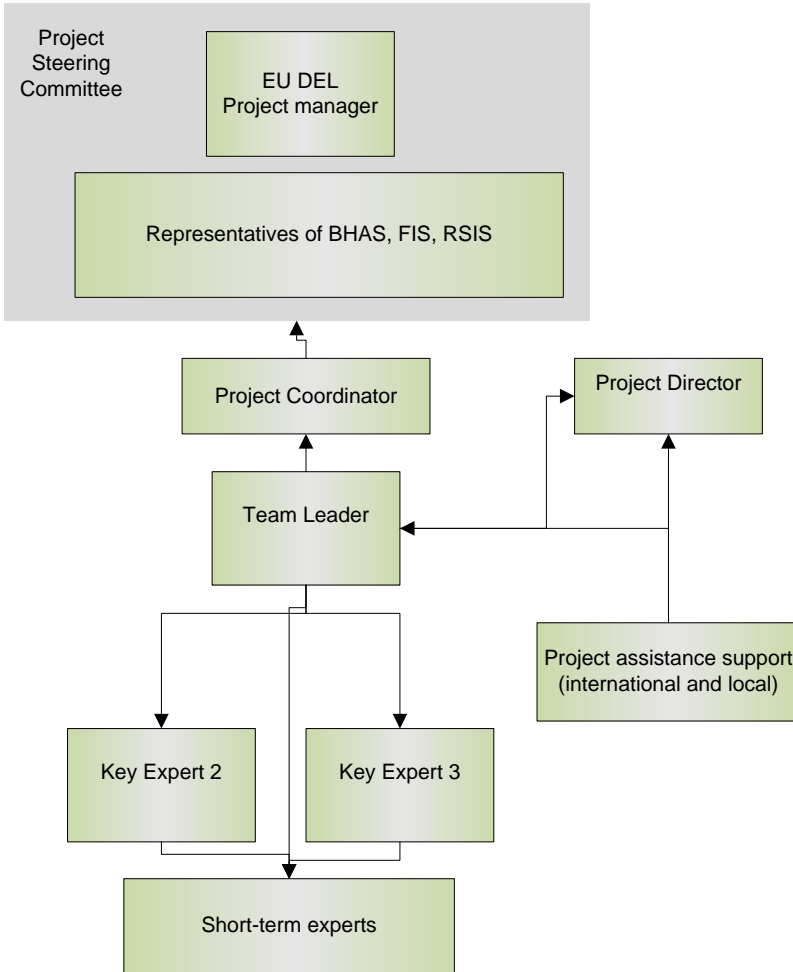
D.6.1.3	Vol.0 Preliminary results (print and web)	6.1.2
D.6.1.4	Vol.1 Population and Houses Census – General data (print, CD, web)	6.1.2
D.6.1.5	Vol.2 Population – social-economic aspects – detailed data (print, CD, web)	6.1.2
D.6.1.6	Vol.3 Buildings, dwellings and households – detailed data (print, CD, web)	6.1.2
D.6.1.7	Vol.4 selection of Vol. 2 and 3 tables translated in English (print, CD, web)	6.1.2
D.6.2.1	Proposal for contents of publications on preliminary results	6.2.1
D.6.2.2	Plan of analysis on preliminary data	6.2.1
D.6.2.3	Proposal for contents of publications on final data	6.2.2
D.6.2.4	Plan of analysis on final data	6.2.2
D.6.2.5	Plan of data presentation by geo-coordinates	6.2.2
D.6.3.1	Training course for dissemination and IT staff	6.3.4
D.6.3.2	Designing a data dissemination database	6.3.1
D.6.3.3	Designing the user query interface	6.3.2
D.6.3.4	Rules and procedures to prevent individual data disclosure control designed	6.3.2
D.6.4.1	Study tour for dissemination	6.4



6. IMPLEMENTATION ARRANGEMENTS

6.1 PROJECT MANAGEMENT OF THE PROJECT

The management of the project is illustrated and described in details below





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6.1.1 STEERING COMMITTEE

The SC is the top management level of the project and it will be responsible for monitoring project implementation.

In this project the members of the SC are:

- Ms Dijana Sikima, Representative of EU Del
- Head of Operations Section
- Mr Zdenko Milinovic, representative of BHAS
- Ms Hidajeta Bajramovic, representative of FIS
- Ms Radmila Cickovic, representative of RSIS

Observers may participate in the meeting of the Steering Committee, if invited.

Responsibilities of the SC:

- Review progress with the implementation of the project;
- Identify, agree on, and schedule necessary follow-up actions;
- Approve the project work plans for the coming period;
- Ensure overall coordination and control over project implementation;
- Give guidelines, directions to the project, serve as a strategic forum for the stakeholders of the project
- Agree on the scope of the project;
- Make high-level decisions;
- Identify corrective measures if necessary;
- Approve major reports of the project (Inception, Quarterly, Interim and Final Reports);

Submission of progress reports:

A digital copy of the Progress Reports (Inception/Quarterly/Interim/Final) will be provided to each member of the SC prior to the SC meetings. All reports will be written in English and one of the local languages. In case of any discrepancies found between Local and English versions of any documents related to the project, English version will prevail.

Agenda of the SC:

The Consultant is responsible for preparing the agenda for all the SC meetings + minutes + translation

Order of convocation of meetings:

The SC is expected to meet every 3 months during the time of duration of the project, in order to discuss and approve the Inception/Quarterly/Final progress reports. CA is responsible for final approving of the reports. The project team will provide a secretarial support for functioning of the SC and prepare minutes of the SC meetings.

In case of urgent needs the SC may be called in extraordinary meeting with prior notification, any time between regular 3 months meetings

Default Time Lines:



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Calls for meetings of the SC will be sent to 5 working days before the meeting. Reports, documents and other materials for the meeting will be submitted at least 5 working days before the meeting. Potential comments of the SC on the content of project documents must be submitted 5 days after the meeting. All communications regarding the organization of meetings of the SC will be conducted via the Internet. Hard copies of the reports as required by the ToR will be provided after the SC meeting, including the comments and requested modifications, if any.

6.1.2 DAILY MANAGEMENT (MIDDLE AND OPERATIONAL LEVEL)

Project Coordinator and Working Groups from the Beneficiaries side are appointed to enable easy and regular communication with the Director of the Agency for Statistics of Bosnia and Herzegovina and management of Statistical Institutes in general. He should also ensure smooth implementation of all activities.

Team leader should have regular meeting with the Project Coordinator in order to ensure the regular reporting on the progress. These middle management meetings should take place at least once a month, based on the monthly reports as input for the meetings. Key Experts, Project Director and other representatives of the Beneficiaries can be invited if necessary.

In order to ensure the smooth implementation of the project, Consultant team shall have daily contact with the professional representatives of the Beneficiaries and with the already established Working Groups. In this relation this operational level is responsible for:

- the daily management of the professional tasks;
- the detailed scheduling;
- the completion of the operative project work;
- taking part in analyses, interviews, discussions, workshops;
- providing access to all necessary information to the experts.



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6.2 PROJECT MANAGEMENT OF THE CONSULTANT

Role	Responsibilities, tasks
Team Leader	<p>The Team Leader is the main driver in preparation of Census organisation as well to make analysis and provide general advices to BHAS and other statistical institutes, including support in census implementation.</p> <p>TL will coordinate the project's staff in order to meet project objectives and has the following responsibilities:</p> <ul style="list-style-type: none"> • He will draft TOR for short-term experts required under the project and the appropriate scheduling of their inputs • he will report directly to the EU Delegation Project Manager • he will work closely with backstopping Project Manager • he will act as secretary to the Project Steering Committee • he will define project performance indicators • establishing of a system of effective monitoring of project performance indicators • coordination and management of the day-to-day activities of the project; • assistance in design and implementation of training programs as required by the project • coordination and direct management of the activities and inputs of experts; • coordination between the various project components.
Project Director	<p>The Project Director has overall responsibility for project success, including quality and timely delivery, administrative control, budgetary control, financial arrangements (all non-professional issues).</p> <p>In the current project, the Project Director has the following responsibilities:</p> <ul style="list-style-type: none"> • Representation of the Consortium towards representatives of EU and the Beneficiaries institutions; • Smooth and timely implementation of the project and the efficient use of funds; • Establishing the project resource assignments and ensuring that the project is properly managed and staffed especially regarding EU administration and project management rules; • Participating in SC meetings and decisions as observer.
Junior Project manager	<p>The Junior Project manager is assigned by the Project Director to support the operational level; she is responsible for providing project management support to the whole project team, in order to fulfill all the potential success criteria of the project.</p>



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	<p>In the current project, the Junior Project manager has the following responsibilities:</p> <ul style="list-style-type: none"> • Collecting and processing all the information in connection with the project; • Supporting information to every project member in the necessary proportion; • Participating in preparation of the project documentation in connection with the project administration; • Coordinating financial and contractual issues of the project; • Keeping tracks on expenditures - incidentals budget planning and execution;
Local project assistant	<p>Project assistant is assigned by the Consultant in order to support project management activities essential for the project coordinator and the project team.</p>
	<p>In the current project, the Office Manager has the following responsibilities:</p> <ul style="list-style-type: none"> • Keeping contact with members of the project management teams and experts of the project; • Organizing site visits, project status meetings and SC meetings and participation in them; • Supporting the work of the Project Director and all the experts; • Participating in preparing the project documentation in connection with the project administration. • Translation during meetings, translation of correspondence and of simple working documents.
Project Experts	<p>All the experts are responsible for professional performance and deliverables of the project according to the ToR, the Technical Offer and the Inception Report.</p>
	<p>In the current project, the Experts' responsibilities included but not limited to:</p> <ul style="list-style-type: none"> • Working together with the counterparts of the Beneficiaries; • Taking part in analyses, interviews, discussions, workshops; • Collecting and processing all the necessary information from the Beneficiaries to prepare the deliverables; <p>Preparing the planned project deliverables in time</p>

6.3 PROJECT MANAGEMENT PROCEDURES

6.3.1 CONTROLLING

Control is ability to purposefully direct, or suppress, change. In the case of project management controlling means that we always keep track of project developments in order to make sure how the implementation of the activities is running smoothly and proceeding according to the initial plan.

The purpose of control is to ensure that the project:

- generates the required product which meets the defined acceptance criteria,
- is carried out according to schedule, and in accordance with its resources and cost plans.



The monitoring activities facilitate the checking and reporting on progress measured according to the original plan.

6.3.1.1 REPORTING

In the table below, we outline a summary of the reports, which will be produced during the project implementation.

Type of report	Content outline	Timing/frequency	Language	Prepared by
Inception Report	<p>The inception Report contains:</p> <ul style="list-style-type: none"> • brief presentation of the project environment and project issues • summary of project activities during inception • detailed work plan for the whole project containing objectives, results, activities and associated quantified inputs • indicative budget for incidental expenditure and a log-frame matrix 	6 weeks after commencement date	<p>2 Hard copies and electronic copy in English and one of the local languages to CA.</p> <p>Hard copy and electronic copy in English one of the local languages to BAS, RSIS and FIS, The Directorate for European Integration: The National Coordinating Unit, The Monitoring Team</p>	Team Leader and Key experts
Monthly progress reports	<p>The report covers the progress achieved during the given period and it describes:</p> <ul style="list-style-type: none"> • Difficulties encountered and recommendations on how to mitigate or solve them, • Aims achieved and the resources utilized in relevant month, • Aims to be achieved and resources needed for activities for the forthcoming month, • Changes and risks of the period. <p>See template of the report in Annex 9.6.</p>	Due for submission within five working days following the end of each calendar month after the inception phase	Electronic copy to CA and Beneficiaries	Team Leader



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Type of report	Content outline	Timing/frequency	Language	Prepared by
Quarterly reports	This report includes progress made on each of the Tasks from the Inception Report, deviations from the timetable and schedule set up in the Inception Report, and reasons for their occurrence and steps taken to correct them; expected changes in the agreed work schedules; updated timetable and work schedules for the next period.	3 monthly after commencement date	Same as Inception report	Team Leader and Key experts
Interim reports	Every 6 months Consultant should provide the corresponding invoice, the financial report and an expenditure verification report, together with the two quarterly reports which cover the corresponding period.	6 monthly	Submitted to only CA.	Project Director and Junior Project manager
Final Report	This report covers the overall project period. The Final Report summarizes the achievements under each of the tasks, and draws out the respective lessons learnt. It recommends a possible follow-up of the task assignment where applicable. The Final Report contains all deliverables specified in the project plan. It is provided together with the corresponding invoice, the financial report and an expenditure verification report.	The draft of the final report must be submitted at least one month before the end of the period of execution of the project.	Same as Inception report except that 3 hard copies should be submitted to CA.	Team Leader and Key Experts

6.3.1.2 PROJECT MEETINGS

Project status meetings will be held regularly during the project according to the following table.

Communication Type	Participants	Frequency	Input	Output
Project status meetings	Team members	Weekly or more frequently if necessary	Monthly report, status report	Status meeting minutes (if necessary)



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Professional meetings	Experts and representatives of the Beneficiaries	Continuously	Professional documents of the project	Meeting minutes
SC Meeting	SC members	3 monthly	Inception, Quarterly and Final Report, deliverables, SC agenda	Meeting minutes
Management meetings	Team leader and Project Coordinator	Monthly or more frequently if necessary	Monthly reports	Meeting minutes

After each meeting the meeting minutes are prepared. These Meeting minutes contain identification data of a meeting (date, subject, participants), agenda, the main points of the discussions, all the decisions, open questions and defined tasks with deadlines and responsibilities. Preparation of the Meeting minutes is the responsibility of the Consultant. The information provided in the meeting minutes will be contained in the reports and the other deliverables shared with the Beneficiaries.

6.3.2 PROJECT ADMINISTRATION

The objective of project administration is to achieve a controlled and traceable product and document evolution through properly authorized specifications, design and reports.

The Project Assistant maintains both a paper based and an electronic folder system of project documents, including project’s official documents. The paper-based container - Project Dossier - contains those documents that are not available electronically, or have a significant importance i.e. project’s official documents.

Translation

- The official language of the project is English.
- Deliverables and reports, which are required by the ToR, will be translated into one of the selected local languages according to the ToR.
- 1 week (5 working days) will be necessary for the Consultant to get the documents translated. This can be extended if the document is longer than 50 pages.

6.3.3 QUALITY MANAGEMENT

We believe that the most efficient way of dealing with documents is to make sure that every deliverable is linked and appointed to one key expert. In that way, the deliverables get their ‘owners’; they are assigned to the KE who assumes complete responsibility for their elaboration. It is also important to add that we apply the ‘Four-eyes principle’ when dealing with deliverables and documents. This principle dictates that at least two people must witness or approve a certain activity. The four-eyes principle is used in order to avoid mistakes, to assure double control and increase methodology. Its purpose is to outline the main elements of quality as they become applicable during this project, and manage the achievement of these goals. Quality Management is an integrated part of our project management methodology, being the process that ensures that the quality expected by the Project SC and/or other stakeholders is achieved



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6.3.4 ACCEPTANCE PROCESS

The acceptance occurs when the delivered products of the project (e.g. document, report or training material) are considered acceptable, i.e. they fulfill the requirements stated in the ToR and in the Inception Report.

Before the preparation of each document a recommendation/outline will be prepared to the Beneficiaries in order to agree on the main structure of the document. If the recommendation approved by the concerned Beneficiaries, Consultant shall work on the preparation according to the internal process until the deliverable is ready for submission. Before the submission to the Beneficiaries, preliminary draft version should be sent to EU Project manager. She given a reasonable amount of time to review the project documents (3-5 working days depends on the size of the document). After the preliminary check the document can be sent to the Beneficiaries.

After sending a document to the Beneficiaries, they are given a reasonable amount of time to review the project documents (deliverables, memos, reports). This time is usually five working days, but it can be extended to 8 working days for documents longer than 50 pages. If there are comments or modification requests by the Beneficiaries, the document must be modified until the recipients have no further comments on it. If no comments are received within the specified review time, the document is considered accepted (silent approval).

One exception can be if a representative of the EU Del or Beneficiaries notifies the experts within the given deadline that he/she would like to send comments on a specific document but won't be able to do it within the given time frame. In this case he/she shall inform the experts of the date until which they can expect his/her comments.

After the approval of the document by the Beneficiaries, all reports should be submitted to EU Del for final approval.

Selection procedure of the Non-key experts

According to the ToR the selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. Note that civil servants and other staff of the public administration of the Beneficiaries country cannot be recruited as experts, unless prior written approval has been obtained from the EU Del.

The selection of the short-term experts will be based on the following documents:

- ToR for short-term experts including the main details of the engagement:
 - post
 - location
 - duration
 - starting date
 - background
 - requested services
 - required outputs
 - profile required (selection criteria)
- Description of the general selection procedure:

The Consultant will apply pre-defined and transparent selection procedures for hiring the appropriate experts. Provisional descriptions about the non-key expert positions and profiles are included in the inception report as



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annex 9.10. The Consultant will publicly advertise these positions in order to have a pool of experts for the selection. Based on the provisional descriptions the Consultant will prepare detailed ToR for the positions, which should be agreed with EU Del. For each position, Consultant will propose a short list of experts from the expert pool and carry out interviews with the short-listed candidates (if necessary). Findings of the selection panel will be recorded. The Consultant is aware that the engagement of the selected experts will be subject to approval by the EU Del.

- Description of the specific evaluation process:
 - list of participants
 - Interview questions and topics (if relevant)
 - cross reference table
 - evaluation grid and proposal

Handling of Incidental expenditures

Consultant will prepare a high level plan for the usage of available incidental budget. This plan is an annex 9.2 of this inception report. Based on the approved inception report Consultant will submit request for approval to EU Del before the usage of the incidental budget. EU Del has 3-5 days to analyze and respond the submitted request. Consultant is obliged to take into consideration this necessary time when planning to use incidental budget.

6.3.5 ARCHIVING RESPONSIBILITY

Each document must be stored during the project.

After closing the project, the project folder must be handed over to the Beneficiaries and CA and to the person in charge of project archiving from Consultant side (Junior Project manager of the Consultant) who will register all identification data and place the folder in the archives. The hard copies of documents and records should be stored for 7 (seven) years by the Consultant.

6.3.6 CHANGE MANAGEMENT

In this context, the change management is the process that is used on the project in order to handle any change requests - coming from either the Beneficiaries or the Consultant - that would impact scope, the schedule or the costs described by the Contract and the Inception Report.

The Change Management Process

If a team member of the Consultant identifies a need for a change, she/he informs the Project Director and the Team Leader about the details of the change (description, reason, effect etc.). The Project Director and/or the Team Leader is responsible for informing the SC members about the need for change. All steps of the change management process shall be recorded in the relevant monthly reports.

The Participants discuss the request on the next SC meeting:

- -Analyze the nature and impact of change;
- -Review and make decision (Reject/Defer/Implement/Analyze further);
- -All the identified change requests need to be approved by the members of the SC according to the voting procedure.



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In case the change request has a large impact (e.g. impact on the overall scope, final deadlines or on costs) and needs immediate attention, an extraordinary SC meeting shall be initiated by the Project Coordinator/Team Leader/ Project Manager.

Any changes during the project can be considered subject of change management process. In case of SC acceptance, the administration of the changes may be different (e.g. addendum, administrative order, monthly report, interim report etc.)

7. MONITORING AND EVALUATION

The Consultant will continuously monitor the project according to standard procedures (periodic monitoring and final assessment).

External monitoring will be performed by ROM (Result Oriented Monitoring) Team contracted by EC

The main objectives of monitoring are to assure the achievement the deliverance of the right products at the right time and right cost, ensure the planned quality, to correctly direct and conduct work on products and to properly direct and use resources, and to present the way how the requirements and goals set in the ToR have been fulfilled. The reports intend to inform all interested parties on the project progress in a timely manner, to be able to make proper decisions, and to make sure that the project is stopped or re-directed in case if the reasons for setting it them up have been invalidated by internal or external events. It helps to keep the work on track, and can let management know when things are going wrong. If done properly, it is an invaluable tool for good management, and it provides a useful base for evaluation.

Indicators measuring the performance

Indicators are measurable aspects of the project that are to be used to monitor its progress and directions. For monitoring and measuring the progress of the project, a set of indicators have been identified by the Consultant reported in the Logical Framework Matrix (Annex 9.1).

8. UPDATE ON RISKS

During the inception phase, the Consultant should identify a number of risks, which may potentially interfere or impede the successful completion of the project. The Consultant may recognize potential problems and accordingly recommend proper ways to avoid or minimize them. The risks should be reviewed on regular basis, and in case a new risk appears, or the risk handling method is unsatisfactory, it should be addressed in the *Monthly Report*. Thereafter it should be handled at a relevant project meeting.

The following table summarizes the identified risks generally and per Components. Besides describing the risk and possible solutions to tackle it, the table contains information on the person(s) responsible for dealing with the mentioned risk, together with the evaluation of the risk. According to their degree of impact and probability, risks can qualify as: high (H), medium (M) or low (L) degree risks.



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Description of risk	Probability	Impact	Mitigation plan	Responsible parties
Lack of proper staff skills for the concerned task	L	M	Staff training	Beneficiaries Consultant
Lack of human resources on the Beneficiary side. Beneficiary's staff available for carrying out project activities has not enough expertise or is not available to cooperate.	M	H	Timely recruiting the manpower necessary for carrying out census. Consultations at BiH Statistical Institutions' top management and at Government level to emphasise the contribution of the actions to the success of the census	Consultant Beneficiaries
Change or fluctuation in the composition of stakeholders from the state administration	M	M	Continuous and overall stakeholder management (involving all institutional and organizational levels) during the project	Consultant
Lack of commitment at political level	L	H	Continuous and overall stakeholder management at higher level during the project	Beneficiaries
Lack of cooperation between the BHAS and entities' statistical institutions and between all the statistical institutions, ministries and other institutions, civil society at national and local level	M	H	Consultations and plan of cooperation established, during the preparation of the census activities.	Beneficiaries Consultant (Team leader)
Changes in the organisational structure	M	M	Providing timely and clear information on relevant changes in the organisational structure	Beneficiaries
Slow information flow from the Beneficiaries to the Consultant or halt in the provision of basic documentation	M	H	Beneficiaries shall make all relevant information available The requirements are clearly defined during the Inception phase by the Consultant Lack of relevant information requires of further consulting activity, namely supporting Beneficiaries in building a solid information system	Beneficiaries Consultant Consultant
Language barrier	L	M	Careful selection of counterparts Effective translation/interpreter service	Beneficiaries Consultant



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Description of risk	Probability	Impact	Mitigation plan	Responsible parties
Budget for Census activities may not be adequate	H	H	Consultations at Government level to convey the budget needs of the census. Revising the methodologies to fit into a restricted budget	Beneficiaries SC Consultant
Incompleteness and/or quality problems of the documentation coming from the Beneficiary	M	H	Rapid assessment of quality problems and issue management to ensure the success of field work	Beneficiaries Consultant (giving advice)
Delay in preparation of substantial census documents may endanger deadline of census work to be completed by schedule	L	M	A revision of Census Plan has to be made and appropriate action plan to be set up	Consultant Beneficiaries
Lack of printing capacity	M	H	Intervention at the Beneficiaries	Beneficiaries
Shortages in facilities for distributing/delivering the census promo materials to the local census offices	M	M	Intervention at the Beneficiaries	Beneficiaries
The selected software packages do not cover all of the functional requirements (scanning, OCR, manual processes, PES, dissemination etc.) and there is not appropriate development capacity and competences in the IT organisation for dissolving the lacks.	M	H	Detailed requirement specification, software development methodology based on the lack analysis.	Consultant and Beneficiaries
Delay in installation of the working infrastructure in the Data Processing Centre may endanger deadline of completing the by schedule.	M	M	Timely start of activities for installing the working infrastructure	Consultant and Beneficiaries
The real diversity of maps being at the disposal of the project inhibits creating a well usable map database	H	M	Collecting the paper based maps should precede planning of map database	Consultant and Beneficiaries
Lack of correct and current maps will disturb the decision making on the course of defining the borders of the unique enumeration areas.	M	H	Thorough organization of census preparatory processes	Consultant and Beneficiaries



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Description of risk	Probability	Impact	Mitigation plan	Responsible parties
The IT and dissemination infrastructure of Beneficiaries is not able to assure the development of a software needed to carry out an online data dissemination database	M	M	Additional software and/or hardware have to be purchased by Beneficiaries, specific for designing online databases with census results.	Beneficiaries



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9. ANNEXES



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9.1 LOGICAL FRAMEWORK MATRIX

Intervention logic	Objectively verifiable indicators	Source of Verification	Assumptions
<p>Overall Objectives</p> <p>Institutional strengthening of the statistical institutes in BiH, and general improvement of statistics in terms of data quality and quantity.</p>	<p>Population and Housing Census successfully implemented.</p> <p>Control of the efficient work and project implementation unit will be monitored and evaluated by the Delegation to Bosnia and Herzegovina and the Beneficiary Institutions</p> <p>Allocated resources for:</p> <ul style="list-style-type: none"> ○ Activities carried out during the project ○ Support for training ○ Support for mapping / cartography ○ Support for data processing ○ Support for data dissemination ○ Missions to Beneficiaries ○ Workshops organized ○ Study tours carried out ○ Working Groups meetings ○ Training courses <p>Project results:</p> <ul style="list-style-type: none"> ○ Quantitative outputs ○ Indicators of performance 	<ul style="list-style-type: none"> ○ Progress Reports from EUROSTAT and EC ○ Official beneficiaries' reports and other documents related to the project ○ Reports from other related TA programmes and donor activities (UNFPA, IMO) ○ Reports from policy makers and from international community 	<ul style="list-style-type: none"> ○ BiH remains committed to the ongoing reform processes and EU alignment ○ The approved Census Budget allocated and satisfactory



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<p>Project purposes</p>	<ul style="list-style-type: none"> ○ Preparation for the Population and Housing Census in 2013 by building institutional capacity at the Agency for Statistics of BiH and the two entity statistical institutes; ○ Completion of all preparatory activities for successful implementation of the Census including pilot census, cartography documentation and public awareness campaign; ○ To ensure successful implementation of Population Census in accordance with international recommendations; ○ Data entry, processing and analysis completed; ○ The results of the Census disseminated 	<p>○ Timeliness</p> <p>The Contracting Authority verifies the reach of contractual requirements on the project.</p> <ul style="list-style-type: none"> ○ Reinforcement of working groups ○ Number of trainings ○ Training evaluations ○ Number of trained persons ○ Reports of Non-key experts ○ Number of deployed NKEs ○ Number of conducted study tours ○ Number of Working Groups meetings ○ Number of focus-groups, conferences, roundtables, meetings to support awareness campaign ○ Interim and final reports approved ○ Census activities plan revised ○ Training tools and methods worked out ○ Data entry completed 	<ul style="list-style-type: none"> - Statement of fulfilment of the contract. - Project Inception report - Interim reports - Final Report and Final invoice ○ Monitoring system ○ Reports of activities/missions ○ Final Report ○ BiH official documents and publications ○ EUROSTAT and EC Reports on Census ○ Internal and/or Official Reports of the BHAS, FIS, RSIS ○ Reports from other related institutions, programmes and donors activities ○ Reports from international community ○ Validation reports on IT solutions ○ Users' remarks and comments on the methodology, collected through the training activity ○ IMO reports, if available 	<ul style="list-style-type: none"> ○ Pilot census conducted in September 2012. ○ Stable political and economic circumstances ○ BHAS, FIS and RSIS will receive full support for staffing. ○ Commitment of the Statistical Institutes and in-line authorities to the process ○ BHAS, FIS and RSIS, and other stakeholders will grant Consultant access to all relevant and necessary information and actively participate to assessment and evaluation phase ○ Relevant entity institutions prepared updated cartographic documentation and provide it to the project experts for further harmonization by the beginning of the project; ○ Register of territorial units for the BiH agreed among three statistical institutions



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		<ul style="list-style-type: none"> The Bosnian public and the European Community (especially EUROSTAT) is informed of the results 		
Results	<ul style="list-style-type: none"> Result 1: BiH statisticians acquired competences and professional skills to implement census in accordance with the EU and International standards and trainers for enumerators trained; Result 2: BiH statisticians trained to perform coverage check and quality control of the census Result 3: Public awareness campaign on the census successfully conducted (BiH public well informed about the purpose and importance of 	<ul style="list-style-type: none"> The deliverables for all components are submitted and approved The quality of the PHC data in terms of usability, exhaustive and compliance with Eurostat requirements and UN, CES Recommendations The applicability of the methodology for PHC and its compliance with related EU regulations The usability, efficiency and effectiveness of the IT solutions developed for the different project components The quality and completeness of the data related to cartography Geographical representativity of PHC data at NUTS and LAU covered 	<ul style="list-style-type: none"> Final report of the project EUROSTAT assessments Consultant's reports; by experts and contractual reports Monitoring system reports Training programmes Validation and verification reports on the IT solutions Public's feedback, remarks and comments Deliverables for each component delivered Reports by components' activities 	<ul style="list-style-type: none"> Time frame of census law will give the proper date for pilot census The pilot census is carried-out Exercise of overall role of Central Census Commission All recipients are ready to commit and are dedicated to census Support of central and local administration Strong cooperation among the Statistical Institutions Technical, financial and other support from other various donors Limited turnover of staff Close collaboration of the project team with BHAS, FIS and RSIS



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	<p>census);</p> <ul style="list-style-type: none"> ○ Result 4: Staff trained to ensure ICT support to the census; ○ Result 5: Cartography documentation (prepared by relevant entity institutions) adjusted to the census needs; ○ Result 6: Staff trained to produce and disseminate the census results in accordance with the EU requirements; 	<ul style="list-style-type: none"> ○ The usability of the PHC databases for all the interested users ○ The scalability and extensibility of the IT solutions developed in the project ○ Increase the volume of statistical information released online for the public ○ Increase in the number of users accessing to the statistical information available on PHC web-site 		<ul style="list-style-type: none"> ○ The beneficiaries technology to be in place, installed and/or upgraded according with requirements ○ Tendering documents for all outsourced services are timely approved and the tenders are launched. ○ Public support is gained (especially support of minority groups is essential)
<p>Activities</p>	<ul style="list-style-type: none"> ○ Component 1: Organization and methodology of the Census ○ State of play analysis; ○ Preparation of the detailed work plan for 2012-2013 for management of the Census project. 	<ul style="list-style-type: none"> ○ Status report on Census prepared ○ Report on Census organizational structure, roles, tasks and responsible delivered ○ Assessment of technical documents 	<ul style="list-style-type: none"> ○ Project Inception report ○ Quarterly reports ○ Interim reports ○ Final Report ○ Eurostat assessment reports 	<p><i>1. Census management</i></p> <ul style="list-style-type: none"> - Positive parliamentary/governmental climate as regards the population and housing census - Maximum collaboration of senior staff responsible for carrying out Census 2013 - Availability of sufficient staff, well-trained and motivated for carrying out project activities related to the 2013 Census



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	<ul style="list-style-type: none"> ○ Determination of hierarchical-structural relations between all parties responsible for census implementation (from the state level to the municipality level) ○ Preparation and adoption of the (final version) training plan for instructors/trainers and enumerators ○ Support in the planning process and organization of the Census-related documentation delivery ○ State of play analysis and finalization of methodology ○ Finalization of methodological instruments for the coverage and content control of the Census. ○ Coverage control related to the number of households and individuals and mutual links between census forms (implementation immediately after data entry and before first census results are issued) and ○ Content control (more detailed control for identification of possible mistakes) ○ Identification of classifications and nomenclature to be applied 	<ul style="list-style-type: none"> ○ Census work plan Gantt delivered ○ Report on evaluation of staff resources demand ○ Advisory work for Census managers when required ○ Revision of Field Operation Plan made ○ Report on classifications used for Census Delivered ○ Training plan for instructors elaborated ○ Training notes elaborated, printed and distributed, including for PES ○ Number of state's instructors trained ○ Number of entities' instructors trained ○ Number of municipal instructors trained ○ Number of trainings – total of which: <ul style="list-style-type: none"> - pilot - census 	<ul style="list-style-type: none"> ○ IMO reports, if available ○ Training evaluation forms ○ Public's feedback ○ Media's feedback ○ Internal reports of BHAS, FIS and RSIS ○ BHAS official documents ○ Consultant's reports; by experts and contractual reports ○ Monitoring system reports ○ Validation and verification reports on the IT solutions ○ Deliverables for each component 	<ul style="list-style-type: none"> - County offices will have appropriate resources and facilities to fulfil the census responsibilities - Timely and proper printing, distribution of the necessary printed materials (manuals, instructions, questionnaires in the official/optional languages) - The Census budget will be available
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	<p>during the Census preparation</p> <ul style="list-style-type: none"> o Finding of alternative administrative sources for encoding and material registering 	<ul style="list-style-type: none"> o Number of training days – total and of which: <ul style="list-style-type: none"> - pilot - census o Number of trained persons – total and of which: <ul style="list-style-type: none"> - pilot - census o Number of operators to be educated o EAs database: o Number of classifications identified o Number of study tours o Number of participants for study tours o Training notes, presentations and exercises o Training evaluation reports o Number of Working Groups meetings o List of participants o Minutes of the meetings 		
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	<p>Component 2: Coverage and quality control of the Census data</p> <ul style="list-style-type: none"> ○ Training of relevant staff for conducting post-enumeration survey (coverage control and quality control of the Census data based on a sample) ○ Selection of sample; ○ Development of methodology including preparation of instructions ○ Software (for data entry, control and data processing) development <ul style="list-style-type: none"> ● Guidance and assistance in 	<ul style="list-style-type: none"> ○ PES Methodology Document delivered ○ Number/types of PES forms ○ PES Sample revised ○ Number of copies of printed PES Methodology ○ Working plan for PES – Gantt delivered ○ Number of trainings – total and of which: <ul style="list-style-type: none"> - pilot - census ○ Number of trained persons – total and of which: <ul style="list-style-type: none"> - pilot - census ○ Number of training days – total and of which: <ul style="list-style-type: none"> - pilot - census ○ <i>Training notes, presentations and exercises</i> 	<ul style="list-style-type: none"> ○ Project Inception report ○ Quarterly reports ○ Interim reports ○ Final Report ○ Eurostat assessment reports ○ IMO reports, if available ○ Training evaluation forms ○ Internal reports of BHAS, FIS and RSIS ○ BHAS official documents ○ Consultant's reports; by experts and contractual reports ○ CMIS reports 	<p><i>2. Methodology and Field work</i></p> <ul style="list-style-type: none"> - BHAS,RSIS,FIS staff, Consultant and all the other relevant counterparts are well prepared and ready to make efforts in order to carrying out the Population and Housing Census in BiH in line with the international requirements and recommendation
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		<ul style="list-style-type: none"> o <i>Training evaluation reports</i> o <i>Number of Working Groups meetings</i> o <i>List of participants</i> o <i>Minutes of the meetings</i> 		
	<p>Component 3: Public awareness</p> <ul style="list-style-type: none"> o Design and implement a Plan of activities for public awareness campaign of PHC o Designing the communication strategy with the public and media for the census 	<ul style="list-style-type: none"> o <i>Number of promotional tools designed for public campaign of the Pilot Census</i> o <i>Number of promotional tools designed for the Census 2013</i> o <i>Number of copies for flyers, printed and distributed in BiH</i> o <i>Number of copies for posters, printed and distributed in BiH</i> o <i>Number of press events organized:</i> <ul style="list-style-type: none"> - <i>press conferences</i> - <i>seminars with journalists</i> - <i>round tables with journalists</i> o <i>Number of the attendees of the press events</i> 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Final Report o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by 	<p>3. Public campaign An intensive public awareness campaign for the Pilot phase and for the extensive event, carried out with:</p> <ul style="list-style-type: none"> - active support from national and local media channels - active support from civil society (NGOs) - appropriate promotional materials designed and distributed in time and, in the whole country



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		<ul style="list-style-type: none"> o <i>Number of the press interviews and talk shows</i> o <i>Number of TV spots produced</i> o <i>Number of broadcasts for TV spots, during the campaign</i> o <i>Number of selected TV channels</i> o <i>Number of ads for radio produced</i> o <i>Number of broadcasts for ads to the radio stations, during the campaign</i> o <i>Number of selected radio stations</i> o <i>Number of Working Groups meetings</i> o <i>List of participants</i> o <i>Minutes of the meetings</i> 	<p>experts and contractual reports</p> <ul style="list-style-type: none"> o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component 	
	<p>Component 4: ICT support to the Census</p> <ul style="list-style-type: none"> o State of play analysis and identification of critical issues o Designing of final version of e questionnaires (following the OCR/ICR standards) based on findings from pilot census 	<ul style="list-style-type: none"> o <i>Number of IT trainings – total of which:</i> <ul style="list-style-type: none"> - pilot - census - PES - generic IT 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Final Report 	<p><i>4. Census data processing and Metadata system</i></p> <ul style="list-style-type: none"> - BHAS,RSIS,FIS management is willing and ready to commit full support to new developments - BHAS, RSIS, FIS personnel is able to adhere to the new system components put in place. - Senior managers, including the Chief



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	<ul style="list-style-type: none"> o Preparation of the detailed action plan for processing of Census materials o Creation of database for enumeration areas o Creating a database with all the necessary classifications to be used in the Census o Development of census management information system (for monitoring all activities during the Census implementation, progress monitoring and maintenance of data in relation to enumerators and enumeration areas) o Development of application for manual data entry and encoding o Development of application for controls and reports o Development of application for production of indicators in cooperation with other relevant groups o Training of IT staff responsible for data entry and encoding; 	<ul style="list-style-type: none"> o <i>Number of IT training days – total , of which:</i> <ul style="list-style-type: none"> - pilot - census - PES - IT o <i>Number of trained persons – total of which:</i> <ul style="list-style-type: none"> - pilot - census - PES - IT o <i>Number of operators to be educated</i> o <i>CMIS:</i> <ul style="list-style-type: none"> - number of variables - number of records - number of functions - number of reports - number of data entry procedures o <i>EAs database:</i> <ul style="list-style-type: none"> - number of variables 	<ul style="list-style-type: none"> o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component 	<p>Statistician, should be closely involved in developing the vision, formulating policy and development plans for metadata concepts</p> <ul style="list-style-type: none"> - Quality documentation of 2013 Census is available in time and place during census processing - Number of staff recruited and available will be enough for smooth undertaking of census program in particular data processing
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		<ul style="list-style-type: none"> - number of records <ul style="list-style-type: none"> o <i>Statistical classification database:</i> - number of variables - number of records <ul style="list-style-type: none"> o <i>Application for controls:</i> - number of algorithms - number of error messages <ul style="list-style-type: none"> o <i>Application for production of indicators:</i> - number of statistical indicators <ul style="list-style-type: none"> o <i>Application for data entry and encoding:</i> - number of algorithms <ul style="list-style-type: none"> o <i>Number of study tours</i> o <i>Number of participants for study tours</i> o <i>Training notes, presentations and exercises</i> o <i>Training evaluation reports</i> o <i>Number of Working Groups meetings</i> o <i>List of participants</i> 		
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		<ul style="list-style-type: none"> Minutes of the meetings 		
	<p>Component 5: Cartography</p> <ul style="list-style-type: none"> Inventory of available cartography material and possible transfer onto electronic media Training of staff to use alternative methods for the field work where it is needed (areas not adequately covered by maps or description of borders) Database of territorial units (up to the level of the enumeration area) development in cooperation with IT experts Assistance in solving open issues including a final agreement on split enumeration areas (currently there are 257 split enumeration areas in BiH) 	<ul style="list-style-type: none"> Number of produced maps Number of enumerators trained for split EAs Training notes for enumerators for split EAs and its evaluation forms Number of EA maps archived Database of territorial units: <ul style="list-style-type: none"> number of variables number of records Number of trained state instructors Training notes, presentations and exercises Training evaluation forms Number of Working Groups meetings List of participants Minutes of the meetings 	<ul style="list-style-type: none"> Project Inception report Quarterly reports Interim reports Final Report Eurostat assessment reports IMO reports, if available Training evaluation forms Public's feedback Media's feedback Internal reports of BHAS, FIS and RSIS BHAS official documents Consultant's reports; by experts and contractual reports Monitoring system reports Validation and verification reports on the IT solutions Deliverables for each component 	<p>5. GIS system</p> <ul style="list-style-type: none"> Printed maps are available for sampling. Spatial data produced by other projects are available. The IT infrastructure at BHAS, RSIS, FIS is appropriate for the software tools that have to be set-up to produce the activity's deliverables. The personnel are able to administer the system put in place. A web-based GIS application making thematic maps serve the needs of general public and specialists alike.



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	<p>Component 6: Dissemination</p> <ul style="list-style-type: none"> o Selection of data dissemination tools and staff training o Development of census web page o Preparation of release calendar o Preparation of different types of census outputs including standard data tables, customized tables, or analytical publications, depending on the specific requests from users o Release of provisional census results o Individual data and confidentiality issue defined o Ensuring data comparability o Triage scheme of tabulation on publication and documentation tables 	<ul style="list-style-type: none"> o <i>Strategy for data dissemination of the Census results</i> o <i>Number of tables designed for dissemination the census results</i> o <i>Number of indicators analyzed</i> o <i>Number of volumes drafted</i> o <i>Number of CD-roms drafted</i> o <i>Numbers of staff trained for dissemination</i> o <i>Training notes, presentations and exercises</i> o <i>Training evaluation reports</i> o <i>Number of Working Groups meetings</i> o <i>List of participants</i> o <i>Minutes of the meetings</i> 	<ul style="list-style-type: none"> o Project Inception report o Quarterly reports o Interim reports o Final Report o Eurostat assessment reports o IMO reports, if available o Training evaluation forms o Public's feedback o Media's feedback o Internal reports of BHAS, FIS and RSIS o BHAS official documents o Consultant's reports; by experts and contractual reports o Monitoring system reports o Validation and verification reports on the IT solutions o Deliverables for each component 	<p>6. <i>Data analyses and dissemination</i></p> <ul style="list-style-type: none"> - Policy-makers are willing to take decisions on privacy, release of information to classes of users - The IT infrastructure at BHAS, RSIS, and FIS is appropriate for the software tools that have to be set-up to produce the activity's deliverables. - The BHAS, RSIS, FIS personnel is able to administer the system put in place.
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		<p>Preconditions:</p> <ul style="list-style-type: none">- Project team members are appointed, project organisation is established:- Project Steering Committee is established- Contact persons and project leader are appointed- Consultant is contracted for the fulfilment of the project <p>Related legal framework is supported</p>
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9.2 ESTIMATED BUDGET BREAKDOWN FOR INCIDENTAL EXPENDITURES

Budget Line	Overall Project Forecast		
	Est No. Units	Price per Unit	Est. Cost
Travel costs and subsistence allowances (in BiH)			33,970.00
Per diems			30,720.00
- KEs	60.00	142.00	8,520.00
- NKEs (only for local when place of performance is different)	100.00	142.00	14,200.00
- Beneficiaries staff (local per diem is agreed by TM)	400.00	20.00	8,000.00
- Beneficiaries staff accommodation	300.00	50.00	15,000.00
Transport			3,250.00
- car	5,000.00	0.25	1,250.00
- other (bus transport)	200.00	10.00	2,000.00
-other transport cost are included under training of instructors			
Training of field instructors			
Training of 20+250+2800 instructors (all costs included, per diem, travel,org)	3,070.00	81.43	250,000.00
Capacity building and training, (excluding training of field instructors)			53,000.00
2 Workshops (after Pilot and before census)	2.00	20,000.00	40,000.00
WG meetings (interpretation, printing, catering)	10.00	400.00	4,000.00
Other training (including per diem, travel, coffees)			9,000.00
- Pc_Axis and other Dissemination products (up to 15 days)			5,000.00
- Training for PES (10 days)			3,000.00
- Training of data corrections operators (2 days)			1,000.00



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Public awareness campaign and Dissemination			274,440.00
Public campaign, roundtables, conferences, or other events.			250,000.00
Visibility of the project (roundtables, web-site, leafleats)			4,000.00
Translation of the documents related to the Project	2,000.00	10.22	20,440.00
Study Tours (2)			
Study Tours (2)			33,060.00
Air tickets	14	600.00	8,400.00
Other per diems	42	230.00	9,660.00
Fees of hosts (if required)			15,000.00
Total allocated			
Total allocated			644,470.00
Reserve			55,530.00
Total of incidentals			
Total of incidentals			700,000.00

Note 1: The above budget has been prepared based on assumptions at the time of this report regarding i.e. the cost of training, public campaign, visibility event and the number of pages for translation of documents.

Note 2: The exchange rate for EUR will be based on the official EU rate published on the Inforeuro website (<http://ec.europa.eu/budget/inforeuro/>)

Note 3: All invoices submitted to the EU Delegation relating to the incidental budget will quote the official EU exchange rate on the date of product/service delivery.



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9.3 COMMUNICATION PLAN

The communication plan covers the planned external communication actions that will emphasize the importance of the project and the role of the European Union. The communication plan was prepared in full compliance with the “Communication and Visibility Manual for EU External Actions”.

General Communication Strategy
The general communication strategy will be based on the importance of the EU’s role and the implemented project. Therefore, the most important is to raise awareness in Bosnia and Herzegovina about the project objectives and tasks, as well as the expected results.
Objectives
<p>1. Overall communication objectives</p> <p>The communication objective during the implementation period of the project is awareness raising. The communication will emphasize on the importance of the Population and Housing Census in the country and the development of the project as well as the role of the financing bodies.</p> <p>Communication plan is aimed to detail this activities and it should be handled separately than the Public awareness campaign which is a separate component of the project.</p> <p>2. Target groups</p> <ul style="list-style-type: none"> • <i>Within Bosnia and Herzegovina:</i> where the action is implemented: citizens and public institutions <p>3. Specific objectives for each target group, related to the action's objectives and the phases of the project cycle</p> <p>Within Bosnia and Herzegovina:</p> <ul style="list-style-type: none"> • raise awareness and spread information on the benefits, the use and the scope of Population and Housing Census. • raise awareness among the citizens regarding the role of EU in delivering aid in this area. • ensure that the country’s population is aware of the roles of the Consultant and of the EU in the activity.
Communication Activities
<p>4. Main activities that will take place during the period</p> <ul style="list-style-type: none"> • <i>Development and maintenance of a project website</i> • <i>Publication of a press releases</i> • <i>Preparation of leaflets, brochures</i> • <i>Organisation of a visibility event</i> <p>5. Communication tools chosen</p> <ul style="list-style-type: none"> • <i>Media:</i> Reaches the widest range of people • <i>Advertising:</i> Small cost consuming but effective way of making reputation for the role of the EU



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and the importance of the project

Events: The most effective way of raising awareness and emphasizing the importance of the project and its results among the project related institutions and also, a useful way of giving overall information to the parties.

Indicators of Achievement

6. Completion of the communication objectives

- *Media:* press release issued the latest on the opportunity of the visibility event
- *Advertising:* leaflet available in both languages in 50 copies each

Events: event held on the set date with the proposed agenda, 70% of the invited people attend the event

Resources (indicative)

7. Human Resources

- Project website:
 - i. Preparation, development: 10 working days of the Consultant to establish website structure and design and to upload basic project information
 - ii. Maintenance: 2 hours of the Project assistant each week to update information and develop content
- Leaflet and press release:
 - i. Preparation: 5 working days of the Consultant to prepare the leaflet and the press release in both versions
 - ii. Approval: EU Delegation Project Manager and Press Officer approval needed
- Visibility event:
 - i. Preparation: requires the most involvement from the Project assistant, from the Project Director and from the Team Leader and also the added value of the Beneficiaries
 - ii. Attendance: half working day of the representatives of each stakeholder (cc. 70 people)

8. Financial resources

Planned financial resources are detailed at 9.2.



9.4 LIST OF MEETINGS DURING THE INCEPTION PHASE

Date	Participants / Institution	Topic	Discussed issues/Conclusions
18 of April 2012	Ms. Dijana SIKIMA – TM DEU Mr. Tomasz URBANSKI – EUROSTAT Mr. Zoltan GIMESI – AAM Manager Ms. Anita MESZAROS – AAM Project Dir. Mr. Victor DINCULESCU – TL, KE1 Ms. Maria RĂDULESCU – KE2 Mr. Miklos Locsmandi – KE3	Meeting at the EU Delegation in BiH	Commencement
18 of April 2012	Ms. Hidajeta BAJRAMOVIC – FIS Director Ms. Hidaeta Colovic – FIS Assistant dir. Ms. Jasmina VELIC – FIS, Head of Demographic Statistics Mr. Zoltan GIMESI – AAM Manager Ms. Anita MESZAROS – AAM Project Dir. Mr. Victor DINCULESCU – TL, KE1 Ms. Maria RĂDULESCU – KE2 M. Miklos Locsmandi – KE3	Meeting at the FIS with the management staff and persons in charge for the Census	Commencement
18 of April 2012	Mr. Zdenko MILINOVIC – BHAS Director Ms. Slavka POPOVIC – BHAS Deputy Dir. Mr. Fadil FATIC – BHAS Deputy Dir. Ms. Jasna SAMARDZIC – BHAS Head of International Cooperation and European Integration Mr. Zoltan GIMESI – AAM Manager Ms. Anita MESZAROS – AAM Project Dir. Mr. Victor DINCULESCU – TL, KE1 Ms. Maria RĂDULESCU – KE2 Mr. Miklos Locsmandi – KE3	Meeting at the BHAS with the management staff	Commencement



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
20 of April 2012	Ms Veronique Andersson - SIDA Program Mr Victor DINCULESCU - TL, KE1 Ms Maria RĂDULESCU - KE2	Logo	Evaluation of trainings that need to be conducted as part of Census preparatory activities Training curriculum Costs and price policies for PCAxis and PXWeb licenses
23 of April 2012	Ms. Hidaeta Colovic - Assistant Director, Federal Office of Statistics Mr. Victor Dinculescu - Team Leader, EUPHC 2 Ms. Maria RĂDULESCU - KE2	Discussion on methodology, census forms and WG	The project team was informed that certain updates and changes have been made in the methodology and census forms The finalization of documents is expected by mid June 2012
25 of April 2012	Ms. Maida Hasanbegovic - Head of Department for Data Dissemination, BHAS Mr. Victor Dinculescu - Team Leader, EUPHC 2 Ms. Maria Rădulescu - Key Expert 2, EUPHC 2	Public Awareness and Dissemination	PCAxis is the software that BHAS staff consider appropriate to be used for dissemination It would be better to have a dissemination plan and the Census results to be disseminated to the public at large, gradually as the primary data are checked and aggregated
26 of April 2012	Dijana SIKIMA - TM DEU Anita MESZAROS - AAM Project Dir. Victor DINCULESCU - TL, KE1 Maria RĂDULESCU - KE2 Miklos Locsmandi - KE3	Planning of IR content and activities, project logo	Template of the Inception Report Content of the Inception Report Planned activities during project implementation Evaluation of the first week activities Layout of the Project logo and other logos that need to be a part of the Project visibility



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
26 of April 2012	<p>Ms. Maida Hasanbegovic – Head of Department for Data Dissemination, BHAS</p> <p>Vedrana Rebić - expert on diss.</p> <p>Sabrina Omerbašić - expert on diss.</p> <p>Ivona Bulić - expert on diss.</p> <p>Amra Kapetanović - expert on diss.</p> <p>Timur Ljubuncic, expert on diss.</p> <p>Ms. Maria Rădulescu – Key Expert 2, EUPHC 2</p>	Public Awareness and Dissemination	<p>Plan of activities within the project for the public campaign for Pilot and main Census</p> <p>Costs of promotional materials</p> <p>Training needs analysis</p>
27 of April 2012	<p>Ms. Hidaeta Colovic - Assistant Director, Federal Office of Statistics</p> <p>Ms. Munira Zahiragić – Assistant Director, Federal Office of Statistics</p> <p>Ms. Belmira Hadziabdic – Expert Associate for the Registry of Space Units, Federal Office of Statistics</p> <p>Mr. Victor Dinculescu - Team Leader, EUPHC 2</p>	Updates of the current situation in Cartography Department	<p>It was planned that after the signature of the contract between FIS and cartographic services provider to be organized a meeting for analysis of TOR.</p> <p>The time for finalizing the work for contractor is 6 months from the date of signature. It was addressed a request for receiving the TOR of the contract for cartography</p>
08 of May 2012	<p>Mr. Edin Šabanović - Sampling</p> <p>Mr. Victor DINCULESCU – TL, KE1</p>	Selection of EAs sample for Pilot Census	<p>Entities have already selected enumeration areas and its number for the Pilot Census and Agency for Statistics of BiH has made the selection for Brčko District</p> <p>The main concerns were the maps of Federation of Bosnia and Herzegovina since the contract for their production hasn't been signed yet</p>



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
10 of May	<p>Ms. Hidaeta Colovic - Assistant Director, Federal Office of Statistics</p> <p>Mr. Victor Dinculescu - Team Leader, EUPHC 2</p>	Cartography	<p>The contract and Terms of Reference for production of maps for Pilot and main Census</p> <p>The deadline for delivery of maps is the same as in the Census Law – October 2012</p> <p>The time for finalizing the work for contractor is 6 months from the date of signature</p> <p>The ToR states that data will be delivered in pdf format, but also as digital data to be integrated in GIS of Federation of BiH</p>
10 of May 2012	<p>Ms. Sabrina Omerbašić - expert on diss.</p> <p>Ms. Ivona Bulić - expert on diss.</p> <p>Mr. Victor Dinculescu - TL</p>	Subject of public campaign, cost evaluation and methods	<p>The project was informed that so far no plan for public campaign was created</p> <p>The project was informed that BHAS is planning a creation of Terms of Reference for public procurement of services, which will be financed from the BHAS budget</p>
14 of May 2012	<p>Ms. Slavka Popović - Deputy Director, BHAS</p> <p>Ms. Nora Selimović - Head of Methodology Department, BHAS</p> <p>Mr. Vladimir Mijović - Expert Adviser, BHAS</p> <p>Mr. Victor Dinculescu - Team Leader, EUPHC 2</p>	Discussion on methodology, questionnaires and control form	<p>Provisional date for finalization of methodological documents is 11 June 2012</p> <p>There is a need for short – term expert to be engaged by the project, in order to provide the assistance to the WG for Methodology in creation of the final draft of documents</p>
14 of May 2012	<p>Mr. Enes Hadžiefendić – Expert Adviser</p> <p>Mr. Victor DINCULESCU - TL</p>	Classifications, especially coding of occupations and international correspondence of codes and names	<p>There is a system for coding of occupation and international correspondence of codes and names</p> <p>BHAS has an updated coding system but still there will always be some type of occupation for which there is no code</p>



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
15 of May 2012	<p>Ms. Valery Perry – Chief of Party, Public International and Policy Group</p> <p>Ms. Lidija Pisker – Program Manager, Public International and Policy Group</p> <p>Mr. Victor Dinculescu - Team Leader, EUPHC 2</p> <p>Ms. Maria Rădulescu – Key Expert 2, EUPHC 2</p> <p>Mr. Miklos Locsmandi – Key Expert 3, EUPHC 2</p>	<p>Meeting with PILPG USAID project on Human rights: topic questionnaire design and mother tongue issues</p>	<p>Evaluation of non-core topics for Ethnicity, Religion and Mother Tongue, multiple declaration possibility evaluation.</p> <p>Examination of involving NGOs in supporting Public campaign with targeted population</p>
16 of May 2012	<p>Dijana SIKIMA – TM DEU</p> <p>Faris Handrovic - UNFPA</p> <p>Victor DINCULESCU – TL, KE1</p> <p>Maria RĂDULESCU – KE2</p>	<p>The meeting topic was on public campaign evaluation of possible support for activities of the public awareness campaign</p>	<p>Examination of other possibilities for public campaign, UNFPA assistance</p> <p>Extending assistance for Census Data Security if possible</p>
17 of May 2012	<p>Mr. Zdenko MILINOVIC – BHAS Director</p> <p>Mr. Victor DINCULESCU – TL, KE1</p>	<p>Census organization and Public Campaign</p>	<p>Mr. Milinović said that when it comes to public procurement, there should be a preference for local company with the recorded experience in carrying out large campaign at national level</p> <p>The TL presented the structure of public campaign services that are planned to be financed from the Project's incidental budget</p>
17 of May 2012	<p>Ms. Slavka Popović – Deputy Director, BHAS</p> <p>Mr. Victor DINCULESCU – TL, KE1</p>	<p>Organization of Working Groups and urgencies</p>	<p>Most probably, there will be the same composition as during the first phase of the project, but that they will know for sure very soon</p>



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
18 of May 2012	Mr. Fadil Fatić –Deputy Director, BHAS Mr. Victor DINCULESCU – TL, KE1	Census data organization, cartography and data security	Data security is missing from the Census activities The issue regarding the fact that printing costs for Census are in this year’s budget and not in the budget for next year where they should be
18 of May 2012	Ms. Maida Hasanbegovic – Head of Department for Data Dissemination, BHAS Ms. Ivona Bulić - expert on diss. Mr. Victor Dinculescu – TL, EUPHC 2 Ms. Maria Rădulescu – Key Expert 2, EUPHC 2	The meeting topic was on set up budget on PAC, Dissemination solution for web, training needs.	Estimation of expenditures for Public Awareness Campaign within incidental expenditures, for each product separately The project team said that BHAS should decide in what software do they want their staff to be trained for further development of online data dissemination database with final census results Mr. Milinović proposed training in PC-Axis even though they do not have the program or licenses yet in place
22 of May 2012	Ms. Radmila Čičković – Director, Institute of Statistics of Republika Srpska Mr. Victor Dinculescu - Team Leader, EUPHC 2 Ms. Maria Rădulescu – Key Expert 2, EUPHC 2 Mr. Miklos Locsmandi – Key Expert 3, EUPHC 2	Introductory meeting with Institute director	



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Date	Participants / Institution	Topic	Discussed issues/Conclusions
22 of May 2012	<p>Ms. Radmila Čičković – Director, Institute of Statistics of Republika Srpska</p> <p>Ms. Bogdana Radić – Assistant Director</p> <p>Mr. Vitol Velibor, Expert from Administration for Geodetic and Real Property Affairs</p> <p>Members of Census WGs</p> <p>Mr. Victor Dinculescu - Team Leader, EUPHC 2</p> <p>Ms. Maria Rădulescu – Key Expert 2, EUPHC 2</p> <p>Mr. Miklos Locsmandi – Key Expert 3, EUPHC 2</p>	meeting with WG for Census	<p>Presentation of the Project team</p> <p>Methodology and census forms</p> <p>Responsibilities of GI regarding the delivery of maps to RIS. Representatives of GI confirmed that they will deliver the maps to be used in Census, but couldn't say the same for GIS data</p> <p>There is a need for STE to provide assistance with finalization of the methodological documents</p>
23 of May 2012	<p>Mr. Admir Kulić – in charge of Census organization, BHAS</p> <p>Mr. Victor Dinculescu – TL, EUPHC 2</p>	IT and organization	<p>Discussion on training program for instructors, minimizing the cost of training and locations for organization</p> <p>Allocation of NKE working days for IT activities</p>
23 of May 2012	<p>Mr. Bakir Sujoldžić – Expert Adviser, BHAS</p> <p>Mr. Victor Dinculescu – TL, EUPHC 2</p>	Cartography of Brčko District	<p>according to the Census Law, Ministry of Civil Affairs has a coordinating role of two entity Geodetic Institutes and Public Register in Brčko District</p> <p>Maps and 412 EA were prepared by Public Register in Brčko District, updates made mainly for urban area, but till October remained rural areas will be updated</p> <p>One of the obstacles could be the fact that Ministry of Civil Affairs has no real power over Geodetic Institutes in the entities, so in the end all they are able to do is advise and report</p>



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9.5 LIST OF RECEIVED AND REVISED DOCUMENTS

Provider	Title
TL on behalf and with approval of Beneficiaries	Final report and its annexes from phase I of the project
TL on behalf and with approval of Beneficiaries	Inception report and its annexes from phase I of the project
Deputy director BHAS	BHAS Census budget – draft (local language)
BHAS Head of Diss. Section	List of BiH administrative units
International Dept. BHAS	BiH Census law, Bosnian and unofficial English translation
Deputy director BHAS	Draft methodology and questionnaires (P1,P2,Control Form) (local language)
BHAS Head of Diss. Section	Set of UN ECE recommended tables for 2001 round of censuses
BHAS Head of IT	Census mpp plan (local language)
FIS, Assistant Director	TOR for cartography (local language)
BHAS Head of IT	P1 form English version



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9.6 TEMPLATE FOR MONTHLY REPORT

Monthly Report - *number* -

Technical Assistance for Population and Housing Census – Phase II.

1. **Period:** *<date to date>*
2. **Summary of the period:** (e.g.: goals, conditions, tasks, project events)

Meetings and personal discussions:

Date	Participants	Topic	Discussed issues/Conclusions

3. **Fulfillments of the period:**

Originally planned activities for the period	Status	Remark

4. **Planned tasks for the next period:**

Date	Participants	Topic

5. **Open questions, problems, risks:**

6. **Changes in the project:**

Date of the next project status report: *<date>*



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9.7 TEMPLATE FOR MEETING MINUTES

MEETING MEMO

Technical Assistance for Population and Housing Census – Phase II.

Name of Institution	
Subject of the meeting	
Date of the meeting	
Names of participants	
Other parties in attendance	

Tasks	Responsible	Deadline

Date	
Meeting memo approved by (if required)	



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9.8 TIMETABLE OF ACTIVITIES

Please see file "Timetable of Activities_VD_v08.xlsx" and gantt diagram "EUPHC_WP_01_MSproject2010_03.mpp"

9.9 KEY EXPERTS WORKING DAYS (PROVISIONAL)

Allocation of Number of full working days					
		Key experts	KE1 - Team Leader	KE2 - Dissemination	KE3 - ICT
April-12	Month 1	24	9	9	6
May-12	Month 2	54	22	17	15
June-12	Month 3	49	21	14	14
July-12	Month 4	48	19	14	15
August-12	Month 5	31	10	15	6
Sept-12	Month 6	49	21	13	15
Oct-12	Month 7	34	9	10	15
Nov.-12	Month 8	47	22	10	15
Dec.-12	Month 9	45	20	10	15
Ian.-13	Month 10	49	20	14	15
Feb.-13	Month 11	48	20	13	15
Mar.-13	Month 12	49	20	14	15
April-13	Month 13	45	22	13	10
May-13	Month 14	40	21	12	7
June-13	Month 15	40	20	10	10
July-13	Month 16	30	10	10	10
	Total project	682	286	198	198



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9.10 PROVISIONAL NON-KEY EXPERT PROFILE SUMMARY

Component	WDs for SSTE	WDs for JSTE	Required profile	Assigned tasks
Component 1	12	12	Census experts - organization, logistics, management	Revisions of working plans Census organization
Component 1	5		Census expert	Training plan design
Component 1		30	Expert in training planning and teaching	Training of instructors
Component 2		15	Statisticians, sampling	Design of PES methodology, sample design and selection
Component 2		5	Statistician, PES organization and teaching	Training plan and training delivery
Component 2		8	Statistician, PES	PES plan and PES dissemination
Component 2		10	IT Designer	PES IT support
Component 3		10	Expert on public campaign of national importance.	Planning the most appropriate activities for PHC public awareness campaign.
Component 3		10	Web designer	Census web site design
Component 3		10	Expert communication	Communication and media
Component 4		10	IT developer , Database specialist	Creating the enumeration area database
Component 4	12	25	IT Designer and developer , DB	Preparation of CMIS
Component 4		10	IT Developer, Database specialist	Development of the classifications database
Component 4		20	IT Developer	Development of application for manual data entry
Component 4		20	IT Developer	Development of application for controls
Component 4	15	30	IT Developer	Development of application for production of indicators



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Component	WDs for SSTE	WDs for JSTE	Required profile	Assigned tasks
Component 4		14	IT Developer	PES IT support
Component 4	8	6	IT expert, OCR, DB	Pilot evaluation
Component 4		3	Trainer	Training of IT staff responsible for data entry
Component 5		10	GIS expert	Inventory and archiving of geo-information
Component 5		5	Cartographer and/or legal expert on territory administration, trainer	Handling open issues of borders for census EAs
Component 5		10	IT and GIS experts	Classification of territorial units
Component 6	40	27	<p>Experts in designing a data dissemination database with aggregated census data.</p> <p>Experts in designing web application for census dissemination (standard and customized tables)</p> <p>Experts in teaching applications of PC-Axis family software.</p> <p>Expert for data disclosure</p>	<p>Designing the data and metadata database for the web. Designing the querying interface for creating dynamic tables on the web.</p> <p>Training course of the experts of dissemination and IT sections in using PC-Axis family software, respective the following 6 modules: PX-Edit, PC-Axis, PC-Axis SQL, PX-Batch, PX- Web, PX-Map, in order to be able to build up a data and metadata online dissemination database.</p>