



Kingdom of Tonga

POPULATION AND HOUSING CENSUS PROPOSAL

**Shape our future!
Be counted so we leave
No one behind.**
Ki ha kaha'u 'oku pau,
Ha'u kau he lau!
'Oua li'ckina ha taha.

The logo for the Tonga Census 2021. It features the text "Tonga Census 2021" in a bold, sans-serif font. The text is centered within a green, stylized oval shape that resembles a traditional Tongan pattern. The oval is flanked by two vertical columns of blue, stylized geometric symbols.

Tonga Statistics Department

Nuku'alofa

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Introduction

Since 1956 till 2006 the Population and Housing Census of the Kingdom of Tonga has been conducted on a 10-year basis. Many countries have carried out their censuses in 5 years intervals, and few countries in the Pacific have also moved to 5 years intervals. In 2011 Tonga halved the census interval to 5 years beginning with that year's census. The 2021 Tonga Census is the third census undertaken following the 5-year interval census. This census will provide up-to-date information regarding the size, distribution, and structure of the Tonga population as well as other social and economic information. The Tonga Statistics Department (TSD) is aware of the importance of this information for policy decision-making processes together with countless other uses.

1. General-purpose of the document

This documentation is intended for submission to the Government of the Kingdom of Tonga, to facilitate discussions and informed decision-making regarding the planned undertaking of its next census of population and housing, scheduled for 30th November 2021.

Specifically, this document is meant to

- **notify** the Government of the Kingdom of Tonga of the Statistics Department's intention and responsibility under Tonga's Statistics Act, to carry out a national population and housing census on 30th November 2021, and about its proposed strategy to undertake this activity;
- inform the Government of the overall **financial requirements** entailed in carrying out all census related activities, following internationally accepted guidelines and best practice; and
- seek Government commitment to provide adequate resources to carry out these activities.

2. Objectives of 2021 population and housing census

Periodic national censuses of population and housing are critical to countries' development policy and planning efforts, in that they represent from most countries' only **national snapshot** of its social, demographic, and economic conditions, as well as information on recent developments in these areas, that impact on the overall well-being of its population.

2.1 Medium- to long-term census objectives

The key objective of every census is to count every person (man, woman, child) resident in the country on census night¹, and also collect information on assorted demographic (sex, age, marital status, citizenship) and socio-economic (education, labour force, and economic activity) information, as well as data pertaining to household and housing characteristics. This count provides a complete picture of the population made up by census units and village, of each island division and district, thus allowing for an assessment of demographic change over time.

With Tonga, as many of her Pacific island neighbours increasingly embracing a culture of informed, or evidence-based policy development and decision-making, national census databases, and the possibility to extract complex cross-tabulations as well as a host of important sub-regional and small-area relevant information is essential to feed a growing demand for data and information in both public and private sectors.

“Educational, health and manpower planning, for example, including assessments of future demands for staffing, facilities, and programmed budgets, would not be possible without periodic censuses, and Government efforts to monitor development progress, such as in the context of its Sustainable Development Goal (SDG) commitments, would also suffer greatly, if not be outright impossible, without reliable data provided by regular national population counts and updates.”

While regular national-level surveys, such as Household Income and Expenditure Surveys (HIES), Labor Force Surveys (LFS), Demographic Health Surveys (DHS), Multiple Indicator Cluster Survey (MICS) – to name a few – provide important data and information across

¹ This includes both visitors, Tongans and non-Tongans alike, who usually live elsewhere, either in other parts of Tonga or overseas (*de facto* census); it also includes short-term expatriate residents, currently working in Tonga.

specific sectors, these surveys could not be sustained or managed without a national sampling frame (which a census data provides). And the calculation and measurement of all population-based development indicators, such as most Sustainable Development Goals (SDG), would not be possible without up-to-date population statistics, which usually come from a census or from projections and estimates that are based on census data.

Most of the information collected in the 2016 census is required to be updated in the census 2021. Thus, the absence of reliable population-register type databases, such as those provided from well-functional civil registration and vital statistics (births and deaths) and migration-recording systems, the 2021 Tonga census of population and housing, will provide much needed up-to-date demographic, social, and economic statistics that are essential for policy development, national development planning, and the regular monitoring of development progress.

2.2 Immediate Objectives.

Apart from achieving its general aims and objectives in delivering updated population, social and economic statistics, the 2021 census will also represent a major national capacity building exercise, with almost all current TSD officers will be involved with the upcoming census, some having no prior census experience. If planned and resourced properly, all 2021 census activities have the potential to provide very useful (and desired) *on-the-job training* for TSD staff, right across the spectrum of professional rank and responsibilities.

At the end of the 2021 census operations, which will conclude in a series of national data dissemination seminars in late 2022/early 2023, all TSD staff associated with the census will have acquired new/updated skills, from data collection planning (budgeting, work plan), data-processing/editing to tabulation, to analysis, report writing and dissemination activities, which will provide a good basis for future survey and census operations.

3. Background

The Tonga Statistics Act discusses the census regulation that guided the 1996 census activities. This was amended for the Census 2006 and was also again amended in 2011 by the Minister of Finance with the approval of Cabinet to provide a legal framework for the

conducting of the very first 5-year interval census in 2011.

Data derived from, and information based on the 2016 census is now needed to update, even more so in a high-emigration environment like Tonga. While demographic processes like fertility and mortality usually do not change overnight, migration patterns can change quite dramatically and suddenly, in line with sudden policy change in receiving/ destination countries, or social/economic developments in sending countries. With migration having consistently had the biggest impact on Tonga's population growth and dynamic over the past four decades, changes in migration streams, regarding volume and structure/ characteristics, will have a considerable impact on the structure, composition, distribution, and socio-economic characteristics of Tonga's resident population.

Census data, as mentioned above, provide not only much needed demographic and socio-economic (education, labour force) data and information, and allow us to derive up-to-date fertility and mortality indicators and establish accurate migration profiles; these very indicators also serve another important function, in allowing us to validate our vital registration data and immigration recording systems, and thus provide an important quality assurance/control mechanism for much needed national administrative databases.

The importance of up-to-date and reliable population information is critical for policy development and planning, the ongoing monitoring of development progress (such as, via *SDG monitoring*, for example); the identification of both sectoral as well as sub-national/ regional development priorities, and the equitable (in population terms) allocation of resources, as already outlined in section 2. Without periodic and at least 5-year interval² censuses, governments would lack the required database to undertake any of these activities.

Amongst all Pacific island countries and territories, censuses remain the most important source for demographic data. This is no different in Tonga, despite much improved vital registration efforts over the past decade, regarding the registration of births and deaths by

² Considering the critical importance of census data for policy development and planning, some Pacific island countries and territories undertake quinquennial censuses (every 5 years), such as neighboring Samoa and the Cook islands.

the Health and Justice Ministries respectively. Censuses serve as important quality assurance mechanisms in this context.

The census database, as already briefly alluded to before, will also provide the *survey sampling frame*, without which no government agency would be in a position to undertake any survey activities. With population structure (age-sex), composition (socio-economic characteristics), and distribution (spatially/regionally) changing over time, particularly in a high migration environment such as Tonga, it is important to periodically update one's national sampling frame. A complete national population count is also critical for updating national *electoral rolls by villages and most importantly the Constituency* to ensure that all eligible voters (persons 21 years of age or older) are captured and thus able to vote.

To facilitate a full geo-referencing of the 2021 census database, hand-held GPS (global positioning system) devices will also be required to conduct during the household listing, the stage of pre-census mapping activities.

Recognizing the importance of census data to facilitate informed policy development and planning, the Government of the Kingdom of Tonga has endorsed the undertaking of the next national population and housing census to be held on **30 November 2021**. The GS (Government Statistician) will approach the Minister of Finance responsible for Statistics, which will be seeking special census budget commitments for the coming financial year, 2021/22.

Given the complexity and costly nature of such a large-scale task, the Government of the Kingdom of Tonga has also recognized the need for additional support required from its development partners. It has also already indicated to the Secretariat of the Pacific Community (SPC) for the continued technical assistance and support for the 2021 Census which SPC through the Statistics for Development Division (SDD) had prioritized in its upcoming work program and activities.

4. Planned census activities (inclusive of resources requirements)

The most critical and important contributing factor to a successful census is a good census plan, that spells out :

- type, sequence, and timing of particular census activities, and
- identifies resource requirements to undertake specific tasks.

Each census operation can be divided into distinct logical groups of activities, that commence with careful **census planning**, which includes the preparation of a census draft planning document to be strategically implemented.

This census plan provides a detailed outline of four distinct phases³:

- Development of Census strategy
- Pre-census activities (FY 2020-2021)
- Actual Census activities (FY 2021)
- Post census activities (FY 2022)

4.1 Development of Census Strategy

Recognizing the complexity of managing a census operation and the diverse nature of sustained and intense activities required at least a year since it is proposed. Census preparations commence in earnest with the development of an overall census strategy, whose main components are summarized in Table 4.1. This table also identifies responsibility for these activities, as well as likely external technical assistance to the census team.

TABLE 4.1: SUMMARY OF THE CENSUS STRATEGY DEVELOPMENT ACTIVITIES.

Develop census strategy	Responsibility
Design census calendar	AGS – Census and Survey Division – GS Approval and Census Committee Taskforce
Develop census budget	AGS (subsequent consultation with the GS Approval before Census Steering Committee)

³ This outline/structure varies from country to country, but encompasses all key elements discussed in the United Nations, 1997: *Principles and Recommendations for Population and Housing Censuses, Revision 1*. It also follows the general thrust of previous census planning documentation prepared by SPC in collaboration with other PICTS.

Establish Census Committee (task-force) & census sub-committees	GS
Preparation of publicity and communication strategy	Census Committee -Task Force

4.1.1 Design census calendar

The undertaking of a census can be regarded as a single project. However, given the size and complexity of the census, it can be broken down into a series of related projects that are dependent on one another. To achieve a comprehensive list of activities a simple framework into which tasks will be listed and sorted should be developed, also known as a census calendar (see Annex 2). This framework should be consistently hierarchical and spells out all major census operations, in a logical sequence, which not only serves as a useful tool for monitoring progress but is essential in drawing up a census budget.

4.1.2 Develop census budget

The responsibility for developing a comprehensive budget of all census operations rests with the Government Statistician in collaboration with their counterpart in the Ministry of Finance. In the case of Tonga, drafting the census budget is the role of the head of the Census and Survey Division.

The census budget includes both recurrent (operating costs), as well as a budget for capital items, such as tools (tablets) for data collection and census vehicles. All foreseeable activities costing are properly accounted for, despite how small they are with respect to the whole census budget. However, the role of the Steering Committee is to review the budget usually the main agenda item for the first meeting of the committee. The census calendar serves as an important guide in developing this budget.

4.1.3 Establish Census steering committee, census committee, and other sub-committees (census working group)

Steering Committee established to collaborate and support census planning and implementation of census strategies and activities. The role of the Steering Committee is vital throughout the planning and implementation of census activities.

The key step in census preparations involves the setting up of a census steering committee and a census committee (taskforce). The two main groups are vital as in the case of the first group to provide political support and guidance to the census operations.

The formation of the census **steering committee** involves bringing together key users and producers of demographic and socio-economic data and information which could include the followings:

- 1) CEO Finance (Chairwoman)
- 2) CEO MOET (Vice-Chairwoman)
- 3) CEO Planning
- 4) CEO Health
- 5) CEO Agriculture
- 6) CEO Fisheries
- 7) CEO MIA
- 8) CEO MOJ
- 9) Commerce & Economic Development
- 10) Electoral Commission
- 11) Manager, Chamber of Commerce
- 12) CEO Tonga Health
- 13) Director Civil Society
- 14) Director Tonga Family Health Association
- 15) Telekaki Latavao - Principal Statistician (Census & Survey Division)
- 16) Ativeniana Pomana – Principal Statistician (Economic Division)
- 17) Sione F Lolohea – Assistant Government Statistician (Census & Survey Division)
- 18) Government Statistician (Secretary)

The committee's main terms of reference are to monitor the progress of census activities throughout the entire census operation and should meet every month (see Annex 4 for Steering Committee TOR). The TSD will provide the technical secretariat to the committee, the Assistant Government Statistician – Census & Survey required to provide quarterly progress reports to the committee against stated objectives and activities. These reports will be made available to all committee members one week before each committee meeting.

Other census working groups could be also established to specifically providing support to the main census activity such as; questionnaire, fieldwork & logistic, training, mapping, data processing, and others. All these working groups are reported to the census task force committee.

The census task force committee chaired by GS and comprising of staff solely dedicated to census operations, with a clear administrative/operational framework in place guiding all activities. To facilitate a smooth running census operation, it is clear that the work of staff

seconded to the census operations maintains census-focused at all times and that provisions are in place for others to cover these people’s usual activities. This may in some instances involve the hiring of temporary staff, which needs to be included in the census budget.

The census operation work under the supervision of the **AGS for Census and Survey**, who will be responsible for the management of all day-to-day census activities under the authority of the **Government Statistician** as established in the census regulations.

4.1.4 Prepare publicity/communication strategy

The final step in devising a comprehensive census strategy is the development of a comprehensive publicity and communication strategy, detailing specific activities to be undertaken in a gradual build-up to December 2021. This includes general publicity, with a gradual build-up to a period of intense communication campaigns via radio and TV spots in the week leading up to the census, as well as the production of educational material and school outreach to encourage children to prime their parents about the civic importance to participate in the census.

Census publicity, communication, and planning strategy should also entail provisions to keep the public informed about post-census activities, such as the release of preliminary and the final result in various forms of report, dissemination workshop of key census findings for Stakeholders – government, private sectors, and development partners.

4.2 Pre-census activities

Having acknowledged the importance of establishing certain protocols and procedures guiding 2021 census operations, work can commence on various pre-census activities. These are summarized in Table 4.2, which also identifies responsibility for these activities, as well as likely external technical assistance.

TABLE 4.2: SUMMARY OF PRE-CENSUS ACTIVITIES

Pre-census activities	Responsibility	External TA input
Re-Boundary Review	Census & Survey Division	SPC -SDD and MLNR – Community Consultation, District and Town Officers

Household listing & census block unit mapping	Census & Survey Division / all staffs involve	District / Town officers & locals
Develop census questionnaire	Census Questionnaire Working Group	SPC- SDD
Devise enumeration plan	Fieldwork & Logistics Working Group	
Develop pilot census plan	Census & Survey; Fieldwork & Logistic; & -Training Working Group	SPC -SDD
Census Procurement	Census Procurement Working Group	
Census Recruitment	Census Recruitment Working Group	
Training of trainers/enumerators and supervisors	Training Census Working Group	SPC -SDD
Media and Publicity	Publicity Working Group	
Design/set-up data processing system	Data Processing Working Group	SPC -SDD
Design tabulation plan	Census Questionnaire Working Group	SPC -SDD

4.2.1 Census Block Review viz Tonga Statistics Geography Framework; A Preparation for census fieldwork maps

The first step of the various pre-census activities following the development of a census strategy, and which many seasoned census practitioners regard as the backbone of every successful census, is the preparation of good and clear boundary census maps. Usually, this requires very close collaboration among the Statistics Department, SPC -SDD, and other Stakeholders (MLNR, MIA, & Electoral Commission).

Census block review aims to develop a statistical geographical framework that will contribute to efficient, timely, and accurate data collection and can reflect the true settlement patterns of the population.

There are three main objectives for the new geography framework as preparation for census fieldwork maps:

- To reduce the number of households per census block (CB) to a more efficient unit size for data collection.
- To preserve geographical comparability between new and old administrative boundaries.
- To capture existing semi-village settlement boundaries required for data dissemination and reporting.

The main purpose behind preparing these census maps is simple and straightforward: to demarcate census areas (census blocks unit), which update and verify during the household listings. during the actual census enumeration area (EA), guide/assist the enumerators in their main task and workload to enumerate every household and individual in the census block for which they are responsible.

4.2.2 Household listing

In preparation for the Tonga Population and Housing Census 2021, Tonga Statistics Department (TSD) is conducting the Household Listing as a pre-count and confirmation of the revised geographical statistical boundaries. This task will provide an entirely new household list for the newly designated EA provided by the Tonga Statistical Geography Framework.

The listing is a national task conducted for the entire population of Tonga. It is a crucial part of the census as it provides an updated frame of the entire population considering the most recent and complete frame was from the 2016 census. If successfully done, it would provide the number of households in an EA with its corresponding precise location. Due to the revision of the statistical boundaries for data collection and cost-efficient purposes, EAs with its boundaries that changed in the revision purposes were identified beforehand and prioritised.

This document is intended to generally guide the field staff conducting the data collection for the Household Listing 2021. It provides instructions on how to utilize the instruments – template, maps, and GPS device to accurately collect the required data during the enumeration period.

4.2.3 Design Census Tabulation Plan

With key data users and stakeholders always requiring/requesting information possible to collect in a census or from a purpose-designed survey. It is critical for census planning to have a very clear idea of what the final product (main census tables) is going to look like. This will not only shape the design of the questionnaire (next section) but also provide data users with a clear idea of what they are going to get from the census.

The 2021 census representing a *de facto* count, which records all people on census night, irrespective of their place of usual residence, it is advisable to produce two types of tables:

- **Total population** count: includes everyone enumerated on census night, including visitors, expatriates working in Tonga on short-term contracts, and Tongans visiting Tonga but normally/usually living overseas;
- **Tongan residents only**: only include Tongan nationals usually living in Tonga, plus expatriates with permanent/long-term residence

It is recommended to produce a dual set of tables for all general population and household/housing tables, and focus on *Tongan residents only* tables for education and economic activity tables. The rationale being, that with census data providing important policy and planning information, it seems unwise to have tables biased with *skewed* educational and labour force characteristics of people usually not living in Tonga, thus providing “wrong” information for the country’s planners and policy-makers.

4.2.4 Develop Census Questionnaire

It is strongly recommended for Tonga to adopt the standard set of questions that was implemented in the 2016 census including the supplementary modules that were discussed in the Regional meeting in Noumea, New Caledonia July 2015. The goal of the proposed standard questionnaire is to collect comparable data across the PICTs which are based on national and international requirements. The SPC Statistics for Development Division and other international and regional organizations would be happy to review the final product, or assist in the preparation of a draft questionnaire, in line with whatever emerges as the wish of the Tongan Government.

An integral part of questionnaire design is field-testing (pre-testing) the questionnaire, to ensure that

- language and instructions are simple, unambiguous, and not offensive,
- questions mean something to the public and that
- both forms capture what they are meant to record.

Ideally, this pre-testing should be done at a similar time as the intended census, to ensure compatibility with expected seasonal patterns of climate and (economic).

4.2.5 Design/set-up of the data processing system

Data Processing is no longer a separate process after introducing tablets for data collection. The various phases of the data processing needed to be planned and implemented to ensure that the questionnaire was designed and formatted to permit accurate and complete data capture. Data collection using tablets is no longer a paper-based questionnaire but data or information is recorded directly into the tablets, structure of the questions is designed at the same time to ensure efficient flow of information through the skip patterns, edits, and logic checks in-built in the system during data collection in the field. The questionnaire **will be** designed using the World Bank Survey Solutions application.

The quality of the census tablets enumeration is the key factor for validity, reliability, and timeliness. Quality assurance procedures **will be** implemented to ensure that the data **will be** recorded accurately to minimize any inconsistency. This **will be** especially relevant in the interactions between Supervisors and Enumerators during the field operation.

4.2.6 Devise Census enumeration plan

Following completion of both census mapping and household listing (3.2.1, 3.2.2), the census office can now draw up a detailed census enumeration plan, which spells out :

- exact requirements regarding the number of enumerators and supervisors, as well as tablets with census questionnaires,
- operational guidelines as to who does what, when and where, and
- logistical requirements need to be in what place by when - provided checklist.

The enumeration plan provides a detailed outline of processes involved in the recruitment and training of enumerators and supervisors. As with previous censuses, enumerators will largely be drawn from the local teaching profession, whereas temporary data processing staff will have to be recruited from Nuku'alofa. The TSD permanent staff would be also playing an important role as trainers and supervisors to assist with data quality control.

4.2.7 Enumerator training

Training will be provided by trainers of TSD staff, on-location (in each district/division), in the Tongan language, and with the aid of well-prepared training materials (manuals), video, and audiovisual aids. Video and Audio will provide during the enumerator & supervisor training including training course material, which enumerators can refer back to once they are working in the field.

4.2.8 Pilot Census training

The pilot census undertaking is one vital phase of the census operations. It provides the opportunity for testing all plans that were put in place in preparation for the actual census proper such as testing the census questionnaire, maps, list of household, data processing, training materials, and fieldwork logistics.

The plan for the pilot census would include the selection of two EAs from urban and rural to be used as pilot EAs. The pilot would include piloting the maps, listing results, training materials, questionnaire, fieldwork logistics, and data processing.

4.3 Census enumeration

After all this exhaustive preparatory work, the actual enumeration process seems like an anti-climax, consisting of two phases, as outlined in Table 4.3: an updated household list and confirming census block unit boundary, and finally the actual census enumeration.

TABLE 4.3: PRINCIPAL CENSUS ENUMERATION ACTIVITIES

Principal census enumeration activities	Responsibility	External TA input
Confirming census block unit boundary map and list of household (head of household)	Census enumerators (back-up provided by field supervisors)	District & Town officers' assistance is included in this census enumeration.
ACE (Actual Census Enumeration)	Census enumerators (back-up by field supervisors)	Field and district supervisors

4.3.1 Actual census enumeration

Scheduled to take place from **November 29th to December 10th, 2021**, each enumerator will be required to visit all housing units in his/her census block. A **de facto** enumeration procedure will be adopted across the country, which records every person present in the dwelling on census night, irrespective of their place of usual residence; people normally resident but temporarily absent visiting relatives/friends that evening, attending a church

service or rugby training that evening, or who may be involved in a 'faikava' or attending a party elsewhere, are recorded as resident members of the household⁴.

Each enumerator will be working under the close supervision of a field supervisor, who is responsible for up to 5 enumerators (and who, him/herself is responsible to a district supervisor), and who will check each completed census form for completeness, which may subsequently require a return to certain households⁵.

4.4 Post-census activities

Post-census enumeration activities comprise five distinct activities, as outlined in Table 4.4.

TABLE 4.4: SUMMARY OF POST-CENSUS ENUMERATION ACTIVITIES

Post-census activities	Responsibility	External TA input
Data cleaning/editing	Data Processing Working Group	SPC -SDD (Statistics for Development)
Post-enumeration survey (optional)	Census SurveyTeam	SPC -SDD
Produce census basic tables (in line with tabulation plan)	Census SurveyTeam	SPC -SDD
Produce Basic & Analytical Report and various thematic analyses and reports	Census SurveyTeam	SPC -SDD
Dissemination activities	Census SurveyTeam	SPC -SDD

⁴ Detailed documentation will be provided, and much of the training will concentrate on the appropriate identification of what constitutes usual residents and visitors.

⁵ Some countries have applied bonus systems, to motivate enumerators to pre-check all their questionnaires before passing these on to their supervisors. While this may help completeness, it cannot always be guaranteed that completion was actually achieved during the enumeration phase. Great care is advised with such bonus systems, which could yield results completely different from those intended in the first place.

4.4.1 Data cleaning/editing

Since electronic mode of data collection is used, similar to the 2016 census, some data cleaning will take place during the field work period/ data collection, for the electronic application has inbuilt validation incorporated (primary data editing) to assist in minimizing errors during the interview.

Also data coding such as enumerator/supervisor assigning respondent their employer's standard industrial classification, is carried out during the field work enumeration period once the data is captured.

The rest of the data cleaning (secondary data editing) will mostly be carried out after the enumeration. As the individual records are collated and run on a editing program to ensure the validity and completeness of the data.

4.4.2 Post-enumeration survey

Some countries undertake such a survey, to measure census coverage and content error. Should a decision be made to undertake such a survey in Tonga following the 2021 census, to gauge accuracy and completeness of the census enumeration, it is critical that this be done **within 3 months after the census**, to ensure that the impact of population change (births, deaths, migration) and lapses in respondent recall do not invalidate this exercise (see also United Nations, 2000: Principles and Recommendations for Population and Housing Censuses)⁶.

4.4.3 Census Basic Tables

Census Basic Tables produce and cross-tabulation of all variables and modules in the questionnaire (e.g. demographic characteristics, education, labour force, fertility, and many others) having previously designed and prepared the tabulation plan (Section 4.2.3), which had also already presented to the census steering committee and received their recommendation.

⁶ Good census cartography, well-trained enumerators and systematic field-checks during enumeration should not require such an exercise in Tonga, where access/distances/isolation do not feature as major geographical impediments, such as in Melanesia, for example, and where often entire villages are missed. Also, small population size can create a hazard with sampling. A decision to undertake such a survey might well be left to a time after enumeration is complete, and first results become available.

The TSD intends to have a multi-stage census table release plan in place, to further the awareness of the public to the content and result of the census.

4.4.4 Basic / Analytical Report and undertake specific thematic analyses

The main analytical report prepared with census data is a demographic analysis, that provides a comprehensive demographic profile of the Tongan population, including an assessment of current fertility, mortality, and migration patterns, as well as a review of recent developments in these areas since the last census. With birth and death registration not always complete, census data provide an important adjustment function, in informing the country's civil registration system about the accuracy of its data; it also provides a more substantive population base to produce mortality estimates, like life tables, which provide information of life expectancies at birth, and which cannot be calculated from Tongan registration data.

Census data will provide further analysis or thematic reports in the area of youth, disability, and gender. Furthermore, thematic analysis can also produce on the status of education and the economic activity of the population, as well as a wide variety of household and housing characteristics, and finally, produce population projection and estimation. National population projections provide information on likely future population size, age-sex structure, fertility and mortality rates, annual population growth rates, and other demographic structures and summary indicators. Population projections are important tools used to provide a better understanding of the determinants of future population change.

4.4.5 Dissemination activities

To ensure maximum use of census data by the country's decision-makers, its policy analysts and planners, as well as the private sector, it is important to plan for the dissemination of census products, which usually include a main general census report (containing some 40-50 base tabulations), and specific thematic analysis, such as gender, disability, youth and village profile. TSD intends to also produce a population atlas from the census data, which proved to be a very popular publication in other Pacific island countries and could also double up as providing very useful teaching material for Tongan schools.

It is important not only to have useful/powerful products to distribute, but to be proactive, and also to have a good marketing and distribution strategy in place.

One of the more powerful communication strategies employed in the region has been the organization of *census data user workshop*, run by TSD in collaboration with the SPC, which target specific user groups, and with the census, data/ analyses tailor-made to suit the

information demands of these groups. A one-day seminar for the interested ministries and organizations included Education and Health.

A second, and very powerful means both to disseminate, as well as use/analyses census data, comes in the form of a *national population geographic information system -GIS*, such as the national PopGIS2 system an updated version of PopGIS developed by the SPC Statistics for Development Division over the past ten years for several Pacific island countries. Containing several hundred customized census tables for each country, these systems virtually put the entire census at the fingertips of users, allowing them to customize data according to their unique information demands, without having access to unit records, which would jeopardize the confidentiality of census information. Users can map, graph or tabulate most data at different levels of geography, from census blocks units upwards⁷, as well as apply combinations (maps and graphs), thus enabling them to undertake in-depth spatial and comparative analyses, as well a creating very powerful presentations.

5. Tonga Census 2021 Budgetary requirements (Summary)

The estimated total proposed budget for Tonga Census 2021 is about 3.5 million Pa’anga equivalent to 1.8 million Australian dollars as shown in Table 5.1. The total funding required in 2021 is estimated to be 3.1 while the remaining .461 is needed in 2022 for post-census activities. The detailed budget is presented in Annex 1.

TABLE 5.1: TONGA 2021 CENSUS BUDGET SUMMARY

Code	Items & Main Activities	Total
1	Pilot Census Activity	TOP 32,840.00
2	Project Personnel	TOP 957,800.00
3	Census Trainings & Allowance	TOP 451,683.00

⁷ Levels of geography obviously vary from country to country, however, census blocks or enumeration areas/districts always form the basic building blocks. In the case of Tonga, the following geographies could be envisaged: census blocks, villages, islands, district, and division.

4	Actual Census Fieldwork	TOP 373,334.00
5	Recruitment Fieldwork - Staff Panelist for interview	TOP 8,020.00
6	Computers, Software other office equipments	TOP 1,364,455.00
7	Telecommunication, Postal and Freight	TOP 42,296.00
8	Census Vehicle	TOP 87,000.00
9	Printing	TOP 6,880.00
10	Publicity & Media	TOP 64,060.00
11	Census Committee Meeting	TOP 6,500.00
12	Dissemination Workshop	TOP 3,200.00
	Total Census Budget *	TOP 3,398,068.00
13	PES (1%)	TOP 33,980.68
14	contingency (5%)	TOP 169,903.40
	Total Census Budget with Contingency	TOP 3,500,010.04

Exchange rate: Pa'anga to AUD 1.8

6. Annexes

Annex 1: Tonga 2021 Census Budget

Item of Expenditure	Factor 1		Factor 2		Factor 3		Total cost in Pa'anga(\$)
	#	Description	#	Description	#	Description	
1. Pilot Census Activity (staff only)							
101	6	headquarter	6	days	80	per day	T\$2,880.00
102	15	enum/sup	6	days	80	per day	T\$7,200.00
103	5	supervisor	6	days	80	per day	T\$2,400.00
104	4	operators	6	days	80	per day	T\$1,920.00
	total	30					T\$14,400.00
1.1 pilot Census Training - meal allowance							
Pilot census - Trainers (Questionnaire; PAPI, -CAPI & -GPS)							
110	6	trainer /trainee	20	days	0	per day	T\$0.00
111	24	trainee	20	days	0	per day	T\$0.00
112	30	participants	20	days	30	per day	T\$18,000.00
	total						T\$18,000.00
1.2 fieldwork transport							
121	1	Office car	2	wks (or 10 days)	110	per wk	T\$220.00
122	1	Office car	2	wks (or 10 days)	110	per day	T\$220.00
note: TOP\$110 estimated for fuel 40 litres per week, refere to Supervisor's role							
	total						T\$440.00
Total cost for census Pilot training & test							
							T\$32,840.00

2. Project Personnel

210	Fieldwork Supervisors for actual census	90	supervisor	15	days	80	per day	T\$108,000.00
211	Enumerators for actual census	742	enumerators	15	days	70	per day	T\$779,100.00
212	Finance accountant	3	accountants	35	days	80	per day	T\$8,400.00
213	Town Officer + District Officer	178	Fieldwork assistant	5	days	70	per day	T\$62,300.00
214	TNPF contribution (10%)							

Note: total supervisors = 90 (34 trainer + 56 super) - trainer also a supervisor

staff of survey-census conduct in-house pilot, suggest not include Census Budget

Town Officer + District Officer =155+23
=178

Total 15 Enumerator for Reserve will include in the main training

Total project personnel T\$957,800.00

3. Census Trainings & Allowance

Training of trainer's (TOT) workshop only in

3.1 Tongatapu

301	Trainers (for Tongatapu)	20	trainers	10	days	50	per day	T\$10,000.00
302	Trainers (for Va'avau)	6	trainers	10	days	50	per day	T\$3,000.00
303	Trainers (for Ha'apai Hahake)	4	trainers	10	days	50	per day	T\$2,000.00
304	Trainers (for Eua)	2	trainers	10	days	50	per day	T\$1,000.00
305	Trainers (for Ntt)	1	trainers	10	days	50	per day	T\$500.00
306	Trainers (for Nff)	1	trainers	10	days	50	per day	T\$500.00

Note: TSD Conference Rm venue for TOT is

Video Recording TOT Training for the Main Training; invites
guest trainer from other Stakeholders

total 34 56 T\$17,000.00

Supervisors & Enumerators Main								
3.2	training workshop allowance							
321	Tongatapu	543	fieldworkers	10	days	50	per day	T\$271,500.00
		20	Trainers	10	days	50	per day	T\$10,000.00
322	Va'vau	119	fieldworkers	10	days	50	per day	T\$59,500.00
		6	Trainers	10	days	50	per day	T\$3,000.00
323	Ha'apai (Hp hahake only)	40	fieldworkers	10	days	50	per day	T\$20,000.00
		4	Trainers	10	days	50	per day	T\$2,000.00
324	Eua	36	fieldworkers	10	days	50	per day	T\$18,000.00
		2	Trainers	10	days	50	per day	T\$1,000.00
325	Niua fo'ou	3	fieldworkers	10	days	50	per day	T\$1,500.00
		1	Trainers	10	days	50	per day	T\$500.00
326	Niuatoputapu	4	fieldworkers	10	days	50	per day	T\$2,000.00
		1	Trainers	10	days	50	per day	T\$500.00
Note: Reserve for Enumerator (2%) of the total fieldworker: Tongatapu (11), Vv (2), Hp (1) & E2 (1)								
total		779						T\$389,500.00

3.3 airfare - Outer Island for main training of supervisor and enumerator								
331	Va'vau trainers	6	trainers	1	round trip	680	fair	T\$4,080.00
332	Ha'apai trainers (Hp hahake)	4	trainers	1	round trip	480	fair	T\$1,920.00
333	Eua trainers	2	trainers	1	round trip	200	fair	T\$400.00
334	Ntt trainers	1	trainers	1	round trip	1,371	fair	T\$1,371.00
335	Nff trainers	1	trainers	1	round trip	1,012	fair	T\$1,012.00
total								T\$8,783.00

3.4 Trainers and per diem (attending the training)								
341	Va'vau trainers	6	trainers	10	days	210	per night	T\$12,600.00
342	Ha'apai trainers (Hp hahake)	4	trainers	10	days	170	per night	T\$6,800.00

343	Eua trainers	2	trainers	10	days	180	per night	T\$3,600.00
344	Ntt trainers	1	trainers	10	days	170	per night	T\$1,700.00
345	Nff trainers	1	trainers	10	days	170	per night	T\$1,700.00
	total							T\$26,400.00

3.5 Training Venue - Main Training for Supervisor and Enumerator

351	Tongatapu	5	Station	10	days	100	per day	T\$5,000.00
352	Vava' u	1	Station	10	days	100	per day	T\$1,000.00
353	Ha' apai Hahake	1	Station	10	days	100	per day	T\$1,000.00
354	Eua	1	Station	10	days	100	per day	T\$1,000.00
355	Niuatoputapu	1	Station	10	days	100	per day	T\$1,000.00
356	Niufo'ou	1	Station	10	days	100	per day	T\$1,000.00
	total							T\$10,000.00
	Total training cost							T\$451,683.00

4. Actual Census Fieldwork

4.1 transport cost

401	Tongatapu							
	supervisors (FUEL)	65	supervisors	110	per week	3	wks	T\$21,450.00
	hire boat	2	boats	200	rent	10	days	T\$4,000.00
402	Va'vau							
	supervisors	20	supervisors	110	per week	3	wks	T\$6,600.00
	hire boat	1	boat	300	rent	10	days	T\$3,000.00
403	Ha'apai							
	supervisors	6	supervisors	110	per week	3	wks	T\$1,980.00
	hire boat (Hp hahake & Lulunga & Mu'omu'a)	4	boats	300	rent	10	days	T\$12,000.00
404	Eua							

	supervisor	6	supervisors	110	per week	15	days	T\$9,900.00
405	Niua fo'ou							
	supervisor	1	supervisor	110	per week	3	wks	T\$330.00
406	Niuatoputapu							
	supervisor	1	supervisor	110	per week	3	wks	T\$330.00
	hire boat (Tafari)	1	boat	500	rent	2	day	T\$1,000.00

note: TOP\$110 estimated for fuel 40 litres per week,
refere to Supervisor's role

total amount flexible if the supervisor and enumerator station around
the same village

total T\$60,590.00

4.2	meals for census training - Tongatapu & Outer Island							
421	Morning tea & Lunch for TOT - only in Tongatapu	50	participants	10	days	30	per day	T\$15,000.00
422	Morning tea & Lunch for Main Training for Tongatapu	600	participants	10	days	30	per day	T\$180,000.00
423	Morning tea & Lunch for Main Training for Vava'u	140	participants	10	days	30	per day	T\$42,000.00
424	Morning tea & Lunch for Main Training for Ha'apai	60	participants	10	days	30	per day	T\$18,000.00
425	Morning tea & Lunch for Main Training for 'Eua	40	participants	10	days	30	per day	T\$12,000.00
426	Morning tea & Lunch for Main Training for 'Ntt	5	participants	10	days	30	per day	T\$1,500.00
427	Morning tea & Lunch for Main Training for 'Nff	5	participants	10	days	30	per day	T\$1,500.00
	total							T\$270,000.00

4.3	ferryfare for conducting census fieldworkin the Islands							
431	Fieldwork for Hp _ Lulunga	5	trainer/DO	1	round trip	128	fare	T\$640.00
432	Fieldwork for Hp _ Mu'omu'a	3	trainer/DO	1	round trip	108	fare	T\$324.00

	total							T\$964.00
4.4	per diem for census fieldwork							
441	Fieldwork for Hp _ Lulunga	5	trainer/DO	15	days	180	per night	T\$13,500.00
442	Fieldwork for Hp _ Mu'omu'a	3	trainer/DO	15	days	180	per night	T\$8,100.00
	total							T\$21,600.00
4.5	per diem for enumeration enumerator & supervisor in the Islands (Hp, Vv)							
451	Vava'u Islands	5	supervisor & enumerator	10	days	210	per night	T\$10,500.00
452	Ha'apai Hahake Islands	5	supervisor & enumerator	10	days	180	per night	T\$9,000.00
453	Niuatoputapu (Tafahi	2	supervisor & enumerator	2	days	170	per night	T\$680.00
	total							T\$20,180.00
	Total cost for actual census fieldwork							T\$373,334.00
5. Recruitment Fieldwork - Staff Panelist for interview								
501	Tongatapu	6	Panelist/Interviewer	10	days	0	per day	T\$0.00
502	Vava'u	2	Panelist/Interviewer	5	days	0	per day	T\$0.00
503	Ha'apai	2	Panelist/Interviewer	4	days	0	per day	T\$0.00
504	Eua	2	Panelist/Interviewer	2	days	0	per day	T\$0.00
	Note: Penal for interview are all from TSD staff							T\$0.00
5.1	airfare - Outer Island for Fieldwork Recruitment- Penal Interviews							
511	Va'vau	2	trainers	1	round trip	680	fair	T\$1,360.00
512	Ha'apai (Hp hahake)	2	trainers	1	round trip	480	fair	T\$960.00
513	Eua	2	trainers	1	round trip	200	fair	T\$400.00

total								T\$2,720.00
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5.2 perdiem - Outer Island for Fieldwork Recruitment- Penal Interviews

521	Va'vau	2	trainers	6	days	210	per night	T\$2,520.00
522	Ha'apai (Hp hahake)	2	trainers	5	days	170	per night	T\$1,700.00
523	Eua	2	trainers	3	days	180	per night	T\$1,080.00
	total							T\$5,300.00
	Total Fieldwork Recruitment cost							T\$8,020.00

6. Computers, Software other office equipments

601	Tablets, and shipping	832				1,400		T\$1,164,800.00
602	Power Bank	80				150		T\$12,000.00
603	Tablets -cases & -screen protector	800				150		T\$120,000.00
604	Tablet Security Software	1				20,000		T\$20,000.00
605	toners	10				200		T\$2,000.00
606	color toner	8				1,200		T\$9,600.00
607	notebook	850				0.75		T\$637.50
608	Blue pens (for supervisors & enumerators)	850				0.75		T\$637.50
609	umbrella	850				15		T\$12,750.00
610	folders	850				1		T\$850.00
611	piners	10				10		T\$100.00
612	Bags	850				24		T\$20,400.00
613	Census IDS	850				0.80		T\$680.00
	Total							T\$1,364,455.00

7. Telecommunication, Postal and Freight

701	Free Call Number - TCC	1	station (main office Tongatapu)			138	per month	T\$138.00
702	Free Number - DIGEL	1	station (main office Tongatapu)			138	per month	T\$138.00

703	CUG - txt and call	872	En/supervisor			10	per month	T\$8,720.00
							per month	
704	Internet Data (data plan for internet)	872	En/supervisor			20	(7G)	T\$17,440.00
							per sim	
705	Sim Card	872	tablets			5	card	T\$4,360.00
706	Mify - digicel	10	mify			150	per month	T\$1,500.00
707	Sea freight	80	kg	5	island	10	per piece	T\$4,000.00
708	Air freight	40	kg	5	island	30	per unit	T\$6,000.00
	Total telecommunication & freight							T\$42,296.00

8. Census Vehicle

801	Census Vehicle	1	car			87,000	cost of car	T\$87,000.00
	Total Census Vehicle cost							T\$87,000.00

9. Printing

901	Census Training of Trainers							
	- manual	150	manuals	80	pages	0.25	per page	T\$3,000.00
	- census forms	150	forms	8	page	0.30	per page	T\$360.00
902	Census Training of Supervisors and Enumerators							
	- manual	160	manuals	80	pages	0.25	per page	T\$3,200.00
	- census forms	160	forms	8	page	0.25	per page	T\$320.00
903	* Printing of Census publications							
	Volume 1 - Administrative & Basic Tables	100	copies	0	pages	0.40	per page	T\$0.00
	Volume 2 - Analytical reports	100	copies	0	page	0.40	per page	T\$0.00

Note: * will cover in the 2022 FY

	Total printing							T\$6,880.00
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10. Publicity, Media & Advertisements

1001	Radio advertisement	30	adv			60	per adv	T\$1,800.00
1002	TV advertisement	30	adv			100	per adv	T\$3,000.00
1003	TV program	10	adv			250	per adv	T\$2,500.00
1004	Census banners + design & print	20	adv			1,000	per adv	T\$20,000.00

1005	UCALL text awareness of census	2	adv			690	per adv	T\$1,380.00
1006	Dicigel text awareneess of census	2	adv			690	per adv	T\$1,380.00
1007	Census T-Shirt + design census theme	850	t-shirt			40	per t-shirt	T\$34,000.00
	Total publicity & media							T\$64,060.00

11. Census Committee Meeting

	Census Stakeholders Meeting -							
11.1	Refreshment							
1111	Meeting - Lunch Refreshment	20	Members	5	meetings	40	per head	T\$4,000.00
	Census Committee Meeting -							
11.2	Refreshment							
1121	Meeting - Lunch Refreshment	25	Members	5	meetings	20	per head	T\$2,500.00
	Total Census Committee meeting							T\$6,500.00

12. Dissemination Workshop

12.1	Seminars							
	1. Ministers &							
1211	Secretaries/Managers/Directors							
	- venue	1	venue	1	days	0	per day	T\$0.00
	- refreshment	40	members	1	days	40	per head	T\$1,600.00
1212	2. Other census users (non govt, etc..)							
	- venue	1	venue	1	days	0	per day	T\$0.00
	- refreshment	40	members	1	days	40	per head	T\$1,600.00
	Total dissemination							T\$3,200.00

TOTAL CENSUS BUDGET								T\$3,398,068.00
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13. Contingency funds

1301	PES (1%)							T\$33,980.68
1302	General Contingency fee (2%)							T\$67,961.36

								T\$3,500,010.04
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AUD\$ 1.8

Annex 2: TONGA CENSUS 2021 TENTATIVE WORKPLAN Census Committee TOR

Activity	Start Date	End Date	Who's Responsible
Major Census Activities (including pre-census activities)			
A. Reboundary Project - Review & Consultation with Stakeholders including Local Communities			Ativeniana & CenSurvey
Preparation Review current current census block	Saturday, 1 February 2020	Wednesday, 1 July 2020	
First Stakeholders Consultation	Friday, 24 July 2020		
Community Consultation	Thursday, 11 February 2021	Wednesday, 31 March 2021	
Final Stakeholder Consultation		Wednesday, 7 April 2021	
Re-Boundary Final Report Compilation		Wednesday, 30 June 2021	
B. Household Listing	Monday, 12 April 2021	early/mid - June -21	CenSurvey + all
C. Pre-Census Activities: Preparation; Planning, Questionnaire, PAPI, CAPI,	Friday, 1 January 2021	Saturday, 30 October 2021	CenSurvey + all
D. TOT - Trainer of the Trainers	Monday, 4 October 2021	Friday, 29 October 2021	CenSurvey + all
E. Main Training of Supervisor and Enumerator	Monday, 8 November 2021	Friday, 19 November 2021	Training - team
F. Fieldwork Enumeration (Census Night 30 Nov. 2021)	Thursday, 25 November 2021	Saturday, 4 December 2021	FW-team
G. Data Processing	Thursday, 1 April 2021	Thursday, 30 June 2022	DP-team
H. Dissemination (including preliminary result before Christmas 2021)	Thursday, 30 June 2022	Sunday, 1 June 2025	
ACTUAL CENSUS PROGRAM 2021			Census & Survey
1. Project Establishment			
Prepare Census planning and assumptions	Tuesday, 12 January 2021	Friday, 26 February 2021	
Prepare Census budget	Tuesday, 1 December 2020	Friday, 26 February 2021	

Prepare Census proposal	Tuesday, 12 January 2021	Friday, 26 March 2021	
Establish Census team/committee and office space	Friday, 1 January 2021	Thursday, 30 June 2022	
Identify member of Census Steering Committee	Tuesday, 26 January 2021	Friday, 26 February 2021	
Confirmation of census funding and plan	Tuesday, 26 January 2021	Friday, 26 March 2021	
Establishment Procurement Arrangement	Monday, 1 March 2021	Friday, 30 April 2021	
Census project proposal endorsement	Monday, 1 March 2021	Thursday, 20 May 2021	
Approval of project proposal		Tuesday, 25 May 2021	
Census Motto / Theme / Logo			
2. Questionnaire/Manual development			Questionnaire team
Revision of 2016 census Questionnaire proposed standard questionnaire	Tuesday, 2 March 2021	Thursday, 29 April 2021	
Translation of Questionnaire	Monday, 3 May 2021	Friday, 21 May 2021	
Collaboration and feedback with/from SPC - formatting, text, &CAPI	Monday, 24 May 2021	Friday, 11 June 2021	
Questionnaire consultation with Census Committee	Tuesday, 15 June 2021	Friday, 18 June 2021	
Questionnaire consultation with stakeholders		Thursday, 24 June 2021	
Seek Approval of Questionnaire from Steering Committee		Thursday, 1 July 2021	
Updating the first draft questionnaire for the pilot census		Monday, 30 August 2021	
Final Questionnaire after pilot testing before >>>>>>	Monday, 4 October 2021	Friday, 29 October 2021	
Arrangement census questionnaire printing and other census material			
Updating questionnaires and training manuals for Main training			
3. Training for Main Census			Training Team
Organise & arrangement of Census programme training and other related activities	Monday, 1 March 2021	Friday, 19 November 2021	
Questionnaire manuals first draft for the pilot census	Tuesday, 2 March 2021	Monday, 5 July 2021	

Questionnaires manual for training (pilot, TOT, & main training)		Tuesday, 31 August 2021	
Questionnaire manuals Final draft for the TOT and MainTraining		Tuesday, 31 August 2021	
Conduct & facilitate ;			
- Pilot test / training	##### #####	##### #####	
- TOT	Monday, 4 October 2021	Friday, 29 October 2021	
- Main training of enumerators & supervisor	Monday, 8 November 2021	Friday, 19 November 2021	
4. FieldWork & Logistic Working Group			Fieldwork Team
Enumeration (pre activity - actual enumeration)	Thursday, 25 November 2021	Friday, 17 December 2021	
Main Census Field enumeration (Census day & night Nov 30th)	Monday, 29 November 2021	Thursday, 16 December 2021	
Planning for Actual Census Activivty			
Training arrangement (venue, materials, etc)	Monday, 2 August 2021	Monday, 30 August 2021	
Trasnport arrangement during the Enumeration Fieldwork	Monday, 2 August 2021	Monday, 30 August 2021	
Preparation of stationery, ID cards	Monday, 2 August 2021	Monday, 30 August 2021	
Arange flight of Trainers and boats	Monday, 2 August 2021	Monday, 30 August 2021	
Field Work Supervision			
Field work supervision and monitoring	Monday, 29 November 2021	Friday, 17 December 2021	
Field work editing and checking	Tuesday, 30 November 2021	Friday, 17 December 2021	
Tablet returned to <i>Supervisors</i>		Friday, 17 December 2021	
Tablet returned to the office		Friday, 17 December 2021	
Organise PES	Tuesday, 1 March 2022	Wednesday, 30 March 2022	

5. Data analysis and report writing & Launching			DP Team
Identifying the number of report to be published	Monday, 4 April 2022	Monday, 25 April 2022	
Identifying resources for the report writing		Monday, 25 April 2022	
Attachement arrangement and management		Thursday, 30 June 2022	
Drafting the first draft of reports		Monday, 29 August 2022	
Review of the reports		Tuesday, 20 September 2022	
Finalise the reports		Monday, 3 October 2022	
Launch the report Vol.1 & 2		Thursday, 20 October 2022	
6. Data dissemination			CenSurvey
National seminar	Wednesday, 1 March 2023	Friday, 28 April 2023	
Provincial seminars		Friday, 28 April 2023	
Data utilization and dissemination		Friday, 28 April 2023	

Annex 3: TONGA CENSUS 2021 TENTATIVE WORKPLAN Census Committee TOR

TONGA CENSUS 2021 TENTATIVE WORKPLAN			2020												2021												2022												2023												
Activity	Start Date	End Date	Who	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Major Census Activities (including pre-census activities)																																																			
A. Preliminary Project - Review & Consultation with Stakeholders including Local Communities																																																			
Preparation Review current census book	Monday, 1 February 2020	Wednesday, 11 Feb 2020	Statistics & Demography																																																
Final Stakeholder Consultation	Friday, 24 July 2020																																																		
Community Consultation	Thursday, 22 February 2021	Wednesday, 24 March 2021																																																	
Final Stakeholder Consultation		Wednesday, 27 April 2021																																																	
Re-issuing Final Report Completion		Wednesday, 27 April 2021																																																	
B. Household Listing																																																			
C. Pre-Census Activities: Preparation, Planning, Questionnaire, FPI, CAP, ...	Friday, 14 January 2021	Thursday, 20 October 2021																																																	
D. TOT - Trainer of the Trainers	Monday, 4 October 2021	Friday, 20 October 2021																																																	
E. Main Training of Supervisor and Enumerator	Monday, 19 November 2021	Thursday, 28 November 2021																																																	
F. Fieldwork Enumeration (Census day & night 10 Nov. 2021)	Monday, 25 November 2021	Thursday, 2 December 2021																																																	
G. Data Processing	Thursday, 18 April 2022	Thursday, 12 October 2022																																																	
H. Dissemination (including preliminary result before Census 2021)	Thursday, 27 January 2022	Monday, 24 May 2022																																																	
ACTUAL CENSUS PROGRAM 2021																																																			
1. Project Establishment																																																			
Prepare Census planning and assumptions	Monday, 22 February 2021	Friday, 26 February 2021																																																	
Prepare Census budget	Monday, 1 December 2021	Friday, 26 February 2022																																																	
Prepare Census proposal	Monday, 12 March 2022	Friday, 26 March 2022																																																	
Establish Census team/committee and office space	Friday, 12 March 2022	Thursday, 30 June 2022																																																	
Identify member of Census Steering Committee	Monday, 20 March 2022	Friday, 24 February 2023																																																	
Confirmation of census funding and plan	Monday, 20 March 2022	Friday, 26 March 2022																																																	
Establishment Procurement Arrangement	Monday, 19 March 2022	Friday, 26 April 2022																																																	
Census project proposal endorsement	Monday, 19 March 2022	Thursday, 20 April 2022																																																	
Approval of project proposal	Monday, 19 March 2022	Monday, 20 April 2022																																																	
Census Motto / Theme / Logo																																																			
2. Questionnaire/Manual development																																																			
Revision of 2016 census Questionnaire proposed standard questionnaire	Monday, 22 March 2021	Thursday, 26 April 2021																																																	
Translation of Questionnaire	Monday, 22 March 2021	Friday, 22 April 2021																																																	
Collaboration and feedback with from SPC Formatting, test & CAP	Monday, 22 March 2021	Friday, 22 April 2021																																																	
Questionnaire consultation with Census Committee	Monday, 22 March 2021	Friday, 22 April 2021																																																	
Questionnaire consultation with stakeholders		Thursday, 24 April 2021																																																	
Final Approval of Questionnaire from Steering Committee		Thursday, 24 April 2021																																																	
Updating the first draft questionnaire for the pilot census		Monday, 27 August 2022																																																	
Final Questionnaire after pilot testing before >>>>	Monday, 4 October 2021	Friday, 27 October 2021																																																	
Arrangement census questionnaire printing and other census material																																																			
Updating questionnaires and training manual for Main training																																																			
3. Training for Main Census																																																			
Organise & arrangement of Census programme training and other related	Monday, 22 March 2021	Friday, 26 March 2021																																																	
Questionnaire manual first draft for the pilot census	Monday, 22 March 2021	Monday, 5 July 2021																																																	
Questionnaire manual for training (pilot, TOT & main training)		Monday, 27 August 2022																																																	
Questionnaire manual Final draft for the TOT and Main Training		Monday, 27 August 2022																																																	
Conduct & facilitate:																																																			
- Pilot test /training	Wednesday, 1 September 2021	Thursday, 23 September 2021																																																	
- TOT	Monday, 4 October 2021	Friday, 27 October 2021																																																	
- Main training of enumerators & supervisor	Monday, 1 November 2021	Friday, 28 November 2021																																																	
4. Fieldwork & Logistic Working Group																																																			
Enumeration (on actual) - actual enumeration	Monday, 25 November 2021	Friday, 2 December 2021																																																	
Main Census Field Enumeration (Census day & night/Nov 30th)	Monday, 25 November 2021	Friday, 2 December 2021																																																	
Planning for Actual Census Activity																																																			
Training arrangement (venue, materials, etc)	Monday, 2 August 2022	Monday, 20 August 2022																																																	
Transport arrangement during the Enumeration Fieldwork	Monday, 2 August 2022	Monday, 20 August 2022																																																	
Preparation of stationery /ID cards	Monday, 2 August 2022	Monday, 20 August 2022																																																	
Arrange flight of Trainers and boats	Monday, 2 August 2022	Monday, 20 August 2022																																																	
Field Work Supervision																																																			
Field work supervision and reporting	Monday, 28 November 2021	Friday, 2 December 2021																																																	
Field work editing and checking	Monday, 28 November 2021	Friday, 2 December 2021																																																	
Tables returned to Supervisors		Friday, 2 December 2021																																																	
Tables returned to the office		Friday, 2 December 2021																																																	
Organise PCS	Monday, 18 March 2022	Wednesday, 20 March 2022																																																	
5. Data analysis and report writing & launching																																																			
Identifying the number of report to be published	Monday, 4 April 2022	Monday, 26 April 2022																																																	
Identifying resources for the report writing		Monday, 26 April 2022																																																	
Attachment arrangement and management		Thursday, 20 June 2022																																																	
Drafting the first draft of reports		Monday, 27 August 2022																																																	
Review of the reports		Monday, 27 September 2022																																																	
Finalise the reports		Monday, 3 October 2022																																																	
Launch the report Vol 1 & 2		Thursday, 20 October 2022																																																	
6. Data Dissemination																																																			
National seminar	Wednesday, 19 April 2022	Friday, 20 April 2022																																																	
Provincial seminars		Friday, 20 April 2022																																																	
Data utilization and dissemination		Friday, 20 April 2022																																																	

Annex 4: Census Steering Committee TOR

1. National Steering Committee (NSC)

- I. To collaborate on support for census planning, implementation, and analysis, as well as utilization and dissemination of census results
- II. To review the plans and arrangements for the population census and make suggestions for their improvement
- III. To identify and resolve critical census implementation challenges through rapid coordination, support, and deployment of appropriate resources;
- IV. To communicate and coordinate, planned and ongoing support to national census authorities by type of support available (e.g. financial, equipment, and technical)
- V. To assist and advise on efficient implementation of the population census work plan
- VI. To advise on data and information to be collected in the population census for approval by the Minister Responsible to Statistics.
- VII. To share ideas and perceptions regarding the successes and failures of the last round of censuses and derive common technical/methodological strategies for avoiding future problems and increasing success