



The Republic of Rwanda



# VISA INSTRUCTIONS MANUAL

Version 2

April 2015



The Republic of Rwanda



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## **Visa Instructions Manual**

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## **PREFACE**

Besides its mandated role as the prime producer of official statistics in Rwanda, the National Institute of Statistics or Rwanda (NISR) is entrusted with the coordination responsibilities of the entire National Statistical System. This implies that NISR must keep track with any data collection endeavors undertaken in the country, with the aim of ensuring high quality statistics that will adequately serve their purposes.

In order to realize this aspect of coordination, all survey undertakers are requested to approach NISR two times: first in the design stage so as to get NISR approval on the proposed survey procedures and arrangement, second after preparation of the survey report to get the approval for publishing the results.

The purpose of this Manual is twofold:

- 1- To remind survey undertakers of the procedures they need to follow in order to acquire the visa to conduct a survey project,
- 2- To promote the awareness of survey managers as to the organic law No. 45/2013 of 16/6//2013 that stipulates several penalties for whoever fails to abide by it.

NISR is pleased to respond to any enquiries you may have in this respect.

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## **1. Procedures of Visa application to conduct any statistical activity in Rwanda**

A Visa" is a written authorization granted on request, by the National Institute of Statistics of Rwanda to anyone wishing to undertake a statistical survey, stating that the methods to be used are standards, and lead to the production of high quality statistical data.

### **1.1. Who should apply?**

Researchers, private individuals, state departments and Public Institutions, Private Institutions, research centers, consulting firms, non-governmental organizations, either National or International, who need to conduct any statistical survey at national level or covering at least a whole province, must request a prior approval of the National Institute of Statistics of Rwanda to conduct such statistical data collection activity. Statistical activities must be carried out according to the standards and methodologies agreed upon with the National Institute of Statistics of Rwanda.

### **1.2. When to apply?**

The application should be submitted at least two months before the statistical data collection activity starts. However, the

researcher who apply should allow NISR extra time if his application is very complex, because it could be possible that the NISR needs to get clarifications and further information in order to properly process the application and if necessary a face to face meeting with the project manager.

In order to avoid any delay in application processing or the survey activities, the clients should be familiar with the Visa process that is uploaded at NISR website, by knowing exactly what kind of documents and information to be submitted to the NISR, and schedule their survey's activities accordingly.

### **1.3. Where to submit the application?**

The application and required documents must be submitted at the National Institute of Statistics of Rwanda website ([www.statistics.gov.rw](http://www.statistics.gov.rw)) with an official letter requesting for visa approval.

### **1.4. Visa process**

The Visa process usually includes three steps:

- Preliminary consultation
- Application processing
- Visa issuance or denial

The process is described below so that the potential clients can be familiar with it.

#### **1.4.1. Preparatory Consultation**

The preliminary consultation is the contact that takes place between clients and the NISR before submitting the request officially.

This dialogue helps clients refining survey objectives and determining the appropriate methodology to be followed.

#### **1.4.2. Applications Processing**

All the visa applications have to be submitted online through the NISR website [www.statistics.gov.rw](http://www.statistics.gov.rw) by attaching all required documents.

After reception of the request a response will be automatically transmitted to the client online.

If the application does not contain all the required documents to conduct a statistical survey, or if it is not clear, the responsible person will contact the client by phone or Email in order to obtain the necessary information to process the request. If the responsible person is unable to obtain this information within seven days, the application is refused.

During the application processing stage, the emphases will be made on the following points:

- Availability of required documents;
- Checking if the survey's objectives are Clearly defined ;
- Checking if the designed methodology is standard and help to respond to the stated objectives;
- Checking if the survey budget is adequate, the questionnaire is relevant to survey objectives and the period of field work is acceptable.

At the end of the application review, a report is sent to the Director of the SMRP Unit who in turn informs the Director General of the NISR for the final decision n

#### **1.4.3. Documents required for visa**

More specially, the documents to be submitted to the NISR for visa request must clearly show:

- The objectives of the survey
- Survey Methodology indicating the following key points explained in details:

- Mention the source of the sampling frame to be used for the sample selection
  - The target population;
  - The reference period
  - Geographical coverage

- Sample distribution showing the area to be covered (the list of selected provinces, districts, sectors, cells and villages must be provided by showing clearly the corresponding number of households to be visited during the study).
  
- Sample Selection:
  - The sample size and its calculations
  - The sampling methods used ( Formula)
  - Methods for weights calculation (Formulas)
  
- All the indicators to be measured must be listed and these should be in line with the questionnaire and the corresponding question numbers have to be mentioned for each indicator.
  
- To reduce errors of observation, all questionnaires must be translated into Kinyarwanda, unless the investigation is of interest to foreigners
  
- The training plan of interviewers and supervisors. Before starting the data collection, the training of enumerators must be done, in order to familiarize the interviewers on how to use the questionnaire and the instruction manual.

- The fieldwork specifying the number of supervisors, enumerators and the number of days that the study will be undertaken should be mentioned.
- Estimation and Analysis
  - The researcher must also submit the plan of analysis (tabulation plan);
  - It should show the formulas for calculating the precision of estimators (the calculation of sampling errors, the design effect )
- The calendar and the detailed budget for all activities of the survey have to be specified.
- The curriculum vitae of the researchers must be attached on the documents to be submitted to NISR.
- Questionnaires translated into Kinyarwanda, instruction manual for interviewers and supervisors for national level studies should be provided.
- ❖ Researcher should avoid collecting similar indicators in the same period with NISR surveys especially for national representative surveys.
- ❖ Qualitative survey may apply for survey visa ,but the findings shall not be disseminated as official statistics.

To ensure the quality of collected data, the NISR reserves the right to verify whether the methodology, proposed by the applicant and approved by NISR, is properly implemented, this may require visits by NISR staff to the field and/or data processing places.

In addition, the customised international standard classification manuals (ISIC Rev 4, ISCO 08, ISCED 97) that NISR has published must be used during the data processing stage to improve the quality of data.

#### **1.4.4. Visa granting or denial**

After reviewing all submitted documents for visa request, the Director of SMRP will recommend to the Director General of NISR as to grant or deny the visa.

### **1.5. Monitoring of the Studies**

Before starting the statistical activities in any selected area, the researchers have to inform the local activities in which they are going to undertake.

After receiving the NISR visa, the researchers must report periodically the progress of the study at NISR, this means the activities of the training of enumerators, data collection, data entry, data analysis and data dissemination.

## **1.6. Publication of results**

The publication of quantitative survey results shall require a prior approval of National Institute of Statistics of Rwanda.

The researcher is obliged to submit the survey's report together with the data set to NISR for publication approval. With reference to the law stated below, none is allowed to publish the survey's report without NISR approval.

The submission of survey report and raw data should be done in a period not exceeding 30 working days after the analysis part is finished.

Note: Any researcher, who will not submit the report from the quantitative study as agreed with NISR, shall not be granted any other visa to undertake a new study before the submission of the previous studies. This is applied for every round of the survey.

## **1.7. What to do and not to do during any statistical activity**

In any statistical activity it is advised to use the probability sampling which is a method that utilizes different form of *random selection*, which can allow setting up some process or

procedure that assures to different units within a population, to have equal probabilities of being chosen.

The use of such methods can allow a statistical inference which is the process of drawing conclusions from data that are subject to random variation. More substantially, the terms statistical inference, statistical induction and inferential statistics are used to describe systems of procedures that can be used to draw conclusions from datasets arising from systems affected by random variation.

The NISR as a public institution having in its attributions the statistics activities has undertake different studies, from which it hold several sampling frames, that should be taken as a reference by any researcher wishing to conduct his research, for that they are all asked to request at NISR, the available sampling frame related to the research they need to undertake.

This would facilitate the researcher to use reliable sampling frame which will help him to access the reliable data and at the same time reducing the cost that would entail if the researcher had undertake the research for the first time. Again it will avoid the contradictions that may arise between this and the investigation undertaken by NISR.

On other hand for researchers undertaking statistical activities not covering at least whole province, the collected data must not be generalized for the whole country.

## **2. Articles related to the organization of statistical activities**

This organic law N° 45/2013 of June 16<sup>th</sup>, 2013 clearly show the responsibility of NISR as a coordinating agency of all statistical activities in Rwanda, and the responsibility of anyone or institution who or which want to carry out any survey in Rwanda.

### **Article 8:**

The National Institute of Statistics of Rwanda shall be responsible for the coordination of the national statistical system.

The National Institute of Statistics of Rwanda shall be only competent institution empowered to officially provide all users with statistical data and information whether those it published or those which have its visa, to improve the appropriate methods for the conception, collection, processing, analysis, storage, publication and dissemination of statistical information for only statistical purposes and to confirm the timing and the format of publication of such statistics.

**Article 11:**

Any person who wishes to conduct statistical surveys on a national scale or covering at least the whole Province or City of Kigali and which fall beyond the usual activities of which they are permitted to conduct, they shall obtain the prior approval of the National Institute of Statistics of Rwanda, whether on the necessity of such surveys and methodologies that shall be used. The questionnaires that will be used in such surveys shall bear the official visa of the Institute.

**Article 13:**

Nationwide surveys, or surveys covering City of Kigali or a whole Province conducted by ANY person that were not provided for the national statistical program, shall require prior approval of the National Institute of Statistics of Rwanda with respect to the necessity of their conduct and to the methodologies that should be used.

The surveys are subject to authorisation at least two (2) months before they are conducted. If it goes beyond one month without response from the time of the request, it presumed as if the National Institute of Statistics of Rwanda has accepted and they shall begin to conduct the survey. If the Institute has accepted, the questionnaires bear the visa of the Institute.

**Article 16:**

All Institutions belonging to the national statistical system are required to provide the entire basic database in their keeping to the National Institute of Statistics of Rwanda if it requests so and the information related to individuals held by such institutions which shall be accessible by the Institute. These institutions shall at all times submit to the National Institute of Statistics of Rwanda as an institute responsible for collecting all the national statistical information, analysis reports of surveys conducted, as well as other statistical reports which are produced periodically.

The National Institute of Statistics of Rwanda shall confidentially utilize the information given to it as provided for by this Law.

