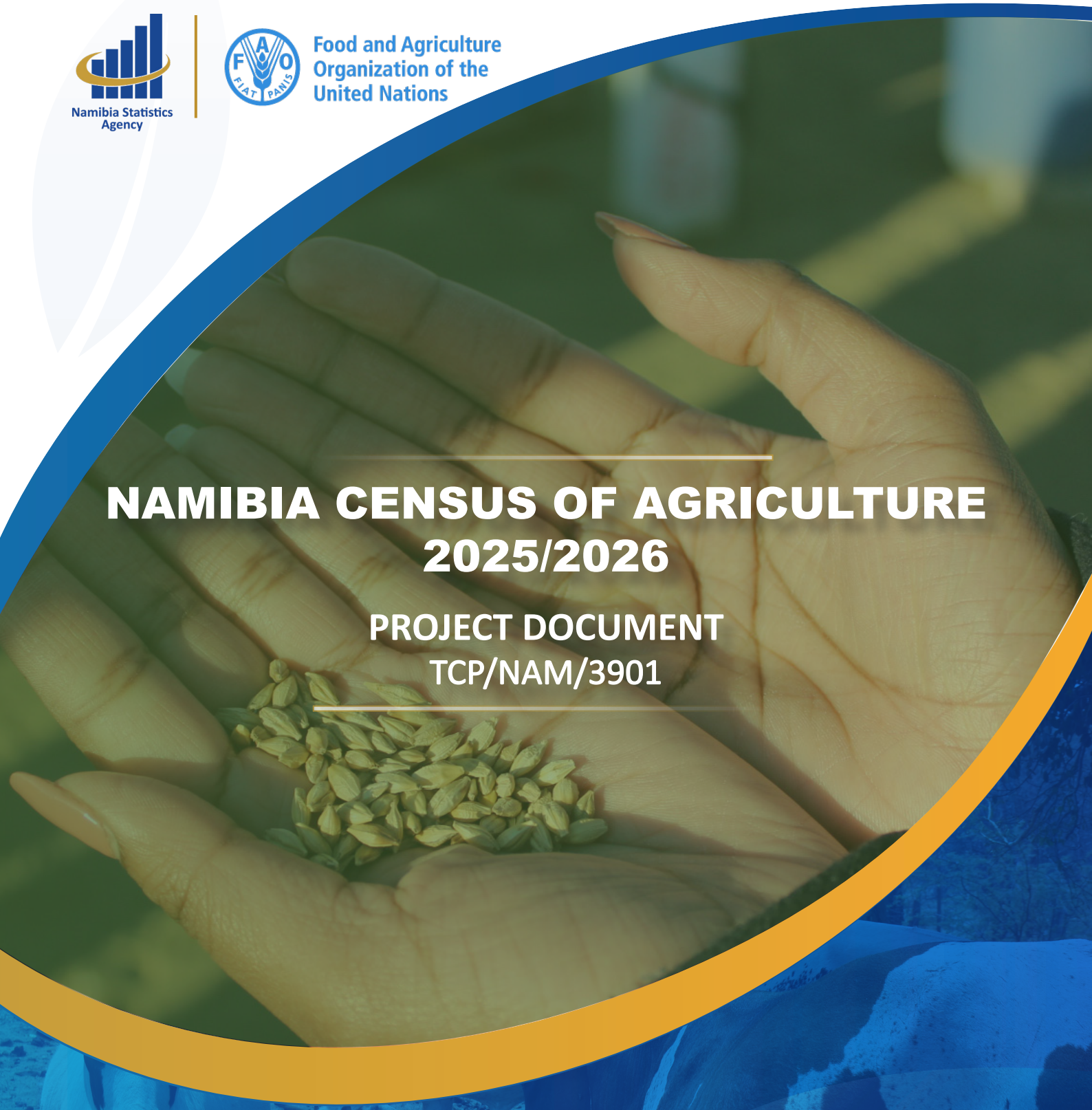
Namibia Statistics Agency

Food and Agriculture Organization of the United Nations



NAMIBIA CENSUS OF AGRICULTURE 2025/2026

PROJECT DOCUMENT
TCP/NAM/3901



NAMIBIA
November, 2024

EXECUTIVE SUMMARY

Namibia has adopted a five-year national development planning process as a road map for achieving the country's Vision 2030, African Agenda 2063, SADC Regional Indicative Strategic Development Plan (RISDP), and the UN Sustainable Development Goals (SDGs). The country is currently developing the Sixth National Development Plan (NDP6), which covers the period from 2025/2026 to 2030/2031 and the Harambee Prosperity Plan (HPP).

For agricultural planning purposes, two kinds of statistics have been used: basic agricultural statistics and current agricultural statistics. Basic agricultural statistics are data on agricultural structures that do not change rapidly from year to year. Data on numbers of agricultural holdings, land areas, and livestock herd structure and are generally collected decennially through censuses of agriculture.

Namibia subscribes to many international protocols, including the Sustainable development goals (SDGs), the Global Strategy (GS), Comprehensive Africa Agricultural Development Program (CAADP), FAO's CountrySTAT, and others. Each of these protocols demands that participating countries provide up to date key indicators on continuous and timely basis to meet current and emerging data needs.

The Government of Namibia has, over the years, implemented poverty reduction strategies and policies. To monitor and evaluate the success of these policies and programmes, current and more focused statistical indicators on all facets of the agricultural and rural sectors are also required on regular and timely basis.

To this end, the Government of Namibia has conducted a series of agricultural census every ten years since independence in 1990, with the next census planned for the 2025/26 agricultural season. In order to meet best practices, the census will follow guidelines for the World Programme for the Census of Agriculture (WCA) 2020, covering agricultural censuses to be carried out by countries between 2016 and 2024.

The first post-independence census of agriculture was undertaken in 1993/94 and the last in the country was conducted in 2013/14. To track and monitor the progress made by the Government in the agricultural sector since the last census, new and updated agricultural indicators are required, hence the need for the 2025/26 NCA.

A Project Secretariat has been put in place by the NSA. It is envisioned that a Steering Committee, a Technical Advisory Committee and a Publicity and Advocacy Committee will be in place by May 2025 to ensure that the NCA is implemented in a cost-effective way, while the FAO provides technical backstopping throughout the project implementation process.

Impact, Outcome and Outputs

It is hoped that the new and updated indicators which would be obtained from the NCA would assist the Government of Namibia, Development Partners, and key stakeholders' make informed interventions in the agriculture sector based on sound agricultural statistics.

In addition, the NSA will be well-equipped and well-resourced to plan, collect and generate agricultural statistics for high-level planning and decision making.

Four main outputs will be derived from the project:

1 Institutional framework established.
2 Capacity of NSA to produce agricultural statistics improved.
3 NCA methodology, instruments and manuals developed, NCA data collected, processed, analyzed, report produced and disseminated.
4 Government capacity to plan and fund the census of agriculture is strengthened through the formulation of a project document.

Duration and Budget

The preparation of the entire NCA project began with the inception of the TCP/NAM/3901 in July 2022 and will be completed by the first quarter of 2027. It is estimated to cost USD3.5 million. This total excludes FAO's technical assistance of USD35,000 committed to the development of the NCA Project Document through the SPARS Project. The Government of Namibia is expected to fund the whole budget, and about 83.2% (N$70.5m or USD3.9m) is needed in the 2025/26 financial year.

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LIST OF ABBREVIATIONS

CAADP	Comprehensive Africa Agriculture Development Programme
CAPI	Computer Assisted Personal Interviewing
FAO	Food and Agriculture Organization of the United Nations
GIS	Geographic Information System
MAWLR	Ministry of Agriculture, Water and Land Reform
MEFT	Ministry of Environment, Forestry and Tourism
MFMR	Ministry of Fisheries and Marine Resources
NCA	Namibia Census of Agriculture
NPC	National Planning Commission
NSA	Namibia Statistics Agency
NUST	Namibia University of Science and Technology
PPS	Probability Proportional to Size
PSU	Primary Sampling Unit
SDGs	Sustainable Development Goals
SSP	Agriculture Sector Statistics Plan
SSUs	Second Stage Sampling Units
WCA	World Census of Agriculture

1. Introduction

1.1. Background

Namibia has adopted a five-year national development planning process as a road map for achieving the country's Vision 2030, African Agenda 2063, SADC Regional Indicative Strategic Development Plan (RISDP), and the UN Sustainable Development Goals (SDGs).

Since independence in 1990, the Government of the Republic of Namibia has given top priority to the development of agricultural and human resources, with particular emphasis on the communal areas, in order to combat unemployment, and dependency on food imports. In order to plan, implement, monitor and evaluate sound agricultural development policies and programs geared towards the development of the agricultural sector, timely, accurate, and reliable agricultural statistical data is needed.

In line with this, the country has conducted a series of agriculture censuses every ten years since independence in 1990 to obtain the needed agricultural statistics to track and monitor progress in the agriculture sector. The first post-independence census of agriculture was undertaken in 1993/94, while the last was conducted in 2013/14. The next census is planned for 2025/26 agricultural season, and in order to meet best practices, the census will follow guidelines set in the World Programme for the Census of Agriculture (WCA) 2020.

1.2. Legal Aspects

The 2025/26 Census of Agriculture in Namibia will be carried out under the authority of the Statistics Act No. 9 of 2011. An important aspect of the Act is the confidentiality of individual information being collected. Additionally, it might be necessary, if not imperative, that the census of agriculture be announced in the Government Gazette.

The Act entrusts the "Minister of Statistics" (Director-General of the National Planning Commission) with the legal powers to authorize censuses and surveys to collect statistical information on the Namibian population.

It is required from the enumerators not to reveal or discuss any information collected from the respondents. To ensure this secrecy, all the enumerators and other census staff are required to take an oath of secrecy. Thus, all the information will be treated with the strictest confidentiality.

The relevant parts of the Act that address the confidentiality of the data collected are outlined below.

Prohibition of disclosure of information

1) A document, information, or a record provided to the Agency or any other body authorized by the Minister to undertake a statistical or spatial data collection, or obtained from administrative records and that relates to an individual, household, government body, undertaking or any other organization, may not be:

   a) Disclosed to a third party;
   b) Admitted as evidence in legal proceedings, except for purposes of criminal proceedings in terms of this Act; or
   c) Disclosed to a government body for non-statistical purposes.

2) A document, information, or a record obtained in terms of this Act may not be published or disseminated in a manner which permits the identification of a specific individual, household, undertaking or other organization, unless the person, household, undertaking, or organization consents in writing to such publication or dissemination.

1.3. Objective of agriculture census

The immediate objective is to obtain baseline agricultural production and structural variables that do not change rapidly from year-to-year in both the communal and commercial farming sectors at the national and regional levels. Specifically, the census aims to gather up-to-date and reliable information on demographic details of agricultural holders and their family members, the size of agricultural holdings, land utilization, area under crops, irrigation, number of livestock, use of agricultural machinery, manpower involved in agricultural activities, agricultural credit, and other relevant data.

The *long-term* objective of the project is to enhance planning and decision-making in the agricultural sector and satisfy the information needs of the socio-economic database being set up by the NSA. Another important objective is to provide a sampling frame for subsequent agricultural surveys and other sample surveys on agricultural holdings. Equally of importance is that the agriculture census will provide data to estimate future trends/changes in agricultural behaviour through statistical projection models.

The main output of the census will be the Preliminary report, main report, regional profiles and agriculture census atlas.

1.4. Project Justification

Namibia subscribes to many international protocols, including the Sustainable Development Goals (SDGs), the Global Strategy (GS), the Comprehensive Africa Agricultural Development Program (CAADP), FAO's CountrySTAT, and others. Each of these protocols demands that participating countries provide up-to-date key indicators on a continuous and timely basis to meet current and emerging data needs.

Moreover, in recent years, increasing efforts have been made towards the better integration of statistical activities. Integration, in a statistical sense, means that each statistical collection is carried out as a component of the National Statistics System (NSS), and this is reflected in the planned National Strategy for the Development of Statistics (NSDS). In an integrated agricultural statistics system, the census of agriculture provides certain types of data as part of an integrated set of data on food and agriculture, needed f or decision-making in food, agriculture and rural development.

Consequently, in July 2022, the Government of Namibia through the Namibia Statistics Agency (NSA) and the Ministry of Agriculture, Water and Land Reform (MAWLR), with the collaboration of other relevant ministries and stakeholders of National Statistical System, entered into a technical cooperation agreement (TCP/NAM/3901) with FAO in the form of Strategic Plan for Agricultural and Rural Statistics (SPARS). The TCP seeks to eliminate the duplication and wastage of resources by integrating the draft Agriculture Sector Statistics Plan (SSP) into the SPARS.

The need to develop and integrate the draft SSP for Agriculture into the SPARS is also amplified at a time where demands for agricultural statistics are increasing not only at national but also at regional and international levels (SDG's agenda or CAADP for example) as well as the need to harmonize and consolidate agricultural statistics in Namibia.

Therefore, the census of agriculture will provide the needed data to:

i) Guarantee better coverage of agricultural and rural statistics for the country;
ii) Respond to regional and international requirements;
iii) Ensure that mechanisms for a good integration of the agricultural sector into the existing and future Strategic Plans of the NSA are in place; and
iv) Improve administrative data for agriculture statistics by improving the presentation, consistency, quality, and accessibility.

1.5. Project Scope and Coverage

The Project will cover: (i) holdings in the household sector (communal sector) that is operated by household members; and (ii) holdings in the non-household sector, such as corporations and government institutions (commercial sector); and (iii) community (village) level information in line with the WCA2020 guidelines.

1.5.1. Holdings in the Household Sector (Communal Sector)

Data to be collected under the Communal Sector are:

a) **Demographic Characteristics:** Listing all members of the sampled household and describing the basic characteristics of the household and its members, such as the sex and age of the holder, land holding, education, health, and economic activities. This includes the types of casual labor and off-farm economic activities undertaken by household members.

b) **Land Under Different Uses:** Field/parcel and plot information; recording the area measurement of each plot and all cultivated land (gardens) belonging to the sampled households. This includes information on land tenure, slope, farming practices, crop types, and crop production and yields.

c) **Extension Services and Agricultural Information:** Collecting information on the types of advice provided on farming methods and how this advice is received.

d) **Access to Facilities:** Information on access to agricultural development centers, nurseries, farm supply shops, regional produce markets, public transport, feeder roads, tarmac, water points, communication systems, machinery, and financial facilities. This also includes holdings to installations such as irrigation systems, drainage systems, greenhouses, stables, barns, silos, and tanks.

e) **Livestock Farm Management Information:** Recording the numbers of cattle, sheep, goats, and poultry reared by the sampled households, as well as livestock slaughters, deaths, births, and sales.

f) **Land Improvement Information:** Information on farm machinery, equipment, and agricultural technology used, including power sources, forms of communication, markets, buildings, and other structures.

g) **Agricultural Practices:** Information on commodity inputs and their sources (fertilizer, seeds, pesticides, and herbicides), production and disposition of crops, and access to agricultural credit/loans.

h) **Aquaculture:** Collection of information related to aquatic organisms, including fish, crustaceans, mollusks, and aquatic plants.

i) **Labour Inputs:** Information on hired labor, whether paid in kind or cash.

j) **Irrigation Information:** Collection of information on the extent, type, and structure of irrigation in the country.

Household food security will not be covered, as the Food Insecurity Experience Scale (FIES) would be included in the Households Income and Expenditure Survey scheduled for 2024.

1.5.2. Holdings in Non-household Sector (Commercial Sector)

The non-household sector will cover all the questions in the communal sector with the exception of household composition information. In addition, information on permanent, seasonal and casual hiring of labour would be included. This data will be collected from all non-household sector which is a complete enumeration.

1.5.3. Village (community) Level Information

The following information will be collected at the community (village) level:

a) Physical infrastructure.

b) Access to financial institutions.

c) Access to marketing agents in agriculture.

d) Transportation of produce to markets.

e) Migration to and from villages.

f) Conflict over land.

1.6. Expected Results

Table 1 shows the expected impact, outcome and outputs to be derived from the NCA.

Table 1: Impact, Outcome and Outputs

IMPACT	Evidence-based decision making in the agricultural sector			
OUTCOME	A detailed and high-quality National Agriculture Census Report produced timely.			
OUTPUT 1	**Institutional Framework Established**			
Indicator	**Baseline**	**Target**	**Means of Verification**	**Assumptions**
2025/2026 NCA Database	2013/14 National Census of Agriculture (NCA) Database	Update NCA by March 2027	NCA Report	The census of agriculture is a government priority
ACTIVITIES for achieving output 1				
Title	**Description**			
Activity 1.1	Appoint NCA Project Coordinator			
Activity 1.2	Set up NCA Secretariat			
Activity 1.3	Establish and inaugurate 2025/26 NCA National Steering Committee/Census legislation and NCA Technical Advisory Committee			
Activity 1.4	Undertake resource mobilisation drive			
Activity 1.5	Organise 2025/26 NCA TWGS/User-producer meetings			
Activity 1.6	Prepare a Cabinet Memo to solicit Government commitment			
OUTPUT 2: Capacity of NSA and NSS to produce improved agricultural statistics				
Indicator	**Baseline**	**Target**	**Means of Verification**	**Assumptions**
Qualified statisticians at NSA and agriculture stakeholders from the National Statistical System (NSS)	36 statisticians as at July 2023	50 statisticians by end of the Project	Number of well-trained agricultural statistics staff increased from 36 to 50 statisticians	The census of agriculture is a government priority
ACTIVITIES for achieving output 2				
Title	**Description**			
Activity 2.1	Assess NSA staff statistical capacity and needs			
Activity 2.2	Organize two weeks on-the-job training workshops on specific topics and developments in Agriculture Census, survey methodologies, and a suitable statistical software etc., 30 people			
Activity 2.3	Identify short training courses			

Activity 2.4	Organise study tours
Activity 2.5	Advocate and lobby government and DPs to provide training and ICT infrastructure, storage and archiving of information
Activity 2.6	Set up and install LAN and WAN at NSA for Agriculture Statistics
OUTPUT 3	NCA instruments and manuals developed and tested
ACTIVITIES for achieving output 3	
Title	**Description**
Activity 3.1	Recruit international agriculture statistics expert and data processing experts
Activity 3.2	Develop census methodology and instruments
Activity 3.3	Translate the tools to local languages
Activity 3.4	Program questionnaire into CAPI
Activity 3.5	Pre-test the NCA instruments
Activity 3.6	Pilot NCA instruments and all processes
Activity 3.7	Finalise NCA instruments and methodologies

OUTPUT 4: Government capacity to plan and fund the census of agriculture is strengthened through the formulation of a project document				
Indicator	**Baseline**	**Target**	**Means of Verification**	**Assumptions**
Namibia Agriculture Census Project Document Developed with Activity Plan and Budget	0	1	Approved Census of Agriculture Project Document	The census of agriculture is a government priority

ACTIVITIES for achieving output 4	
Title	**Description**
4.1 Identify and hire the consultants to field a fact-finding and project document formulation mission	One international and national consultants assess the situation in situ, meet stakeholders and prepare a project document with activity plan and budget
4.2 Organize a workshop to present the first draft to stakeholders	Present and validate the project document draft to technical and financial partners to initiate advocacy for its funding. Prepare a memorandum summarizing the conclusions and proposals of the mission to the main partners during the workshop
4.3 Finalize the project document	Project document finalized incorporating comments from national stakeholders and FAO officers

1.7. Activities

The planned outputs would be achieved through the following interrelated strategic activities:

- Pre-enumeration phase.
- Enumeration phase.
- Post-enumeration phase.

a) The Pre-enumeration phase will include the development of the census methodology, establishment of the census administrative machinery, resource mobilization drive, recruitment of international agriculture statistics and data processing experts to assist in the development of the census tools, the procurement of logistics and testing of the census tools.

b) The Enumeration phase will comprise of recruitment and training of field staff, data collection and quality control.

c) The Post-enumeration phase will entail data processing, report writing, dissemination and archiving of census data.

Thirteen key activities have been identified for immediate attention (Table 2). Most importantly, resources should be mobilized by the end of September 2025, to enable the main fieldwork to be carried out at the beginning of 2026.

Table 2: Summary Timelines of key Activities

S/NO.	Description of Activity	End Date	Responsible
1	Establishment and inauguration of all NCA committees	31 May-2024	Statistician General
2	Secondment of Staff from other Institutions	31 Jun- 2024	NSA
3	Establishment of NCA Steering Committee	May-2024	DG of National Planning Commission
4	Preparation of Advocacy Plan	20 April 2024	NSA
5	Organize Stakeholder/Data User Meetings on 2023/24 NCA Instruments	30 June 2024	NSA
6	Launch of Advocacy and Resource Mobilization Plan	30 July 2024	NSA
7	Organize Stakeholder Meetings on 2025/2026 NCA Project Document	08/31/2024	NSA
8	Submission of NCA Project Document to Government	30-Sept 2024	NSA through National Planning Commission
9	Recruit International Agriculture Census Consultant to assist in the development of NCA tools	April 2024	
10	Recruit International data processing Consultant to develop NCA in CAPI	March 2025	
11	Install & configure Web & Database Server	April 2025	
12	Conduct Pilot	May 2025	
13	Collect data (Phase 1 and Phase 2)	Oct 2025-July 2026	

2. AGRICULTURE CENSUS INSTITUTIONAL AND MANAGEMENT FRAMEWORK

2.1. Project Institutional Framework

This section outlines the institutional and management framework to which the census of agriculture will be conducted.

The Economic Statistics Department within the NSA will initiate, manage, implement and ensure that the project is completed successfully. Other internal stakeholders within the NSA such as the Department of Data Quality Assurance & Coordination, Field and Survey Operations, Human Resources, 'IT and Data Processing', 'Transport and logistics', Security, Legal and Internal Audit will all be involved to support in the census process. Implementation plans with respective to subject matter will be developed by the working groups which will be part of the preparatory phase. Furthermore, committees drawn from other government ministries, departments and agencies will be established with well-defined roles.

2.2. Structure of the Census of Agriculture

The agriculture census will entail different stakeholders from different institutions, some of whom may have limited or no knowledge of the census undertaking. It is therefore imperative that these range of public and private organization cooperate and collaborate in an effective manner to make the census a success. It is essential to obtain strong political support and establishing an efficient coordination between the NSA, which is spearheading the NCA and other agencies. Figure 1 provides the structure of the Namibia Census of Agriculture organizational structure.

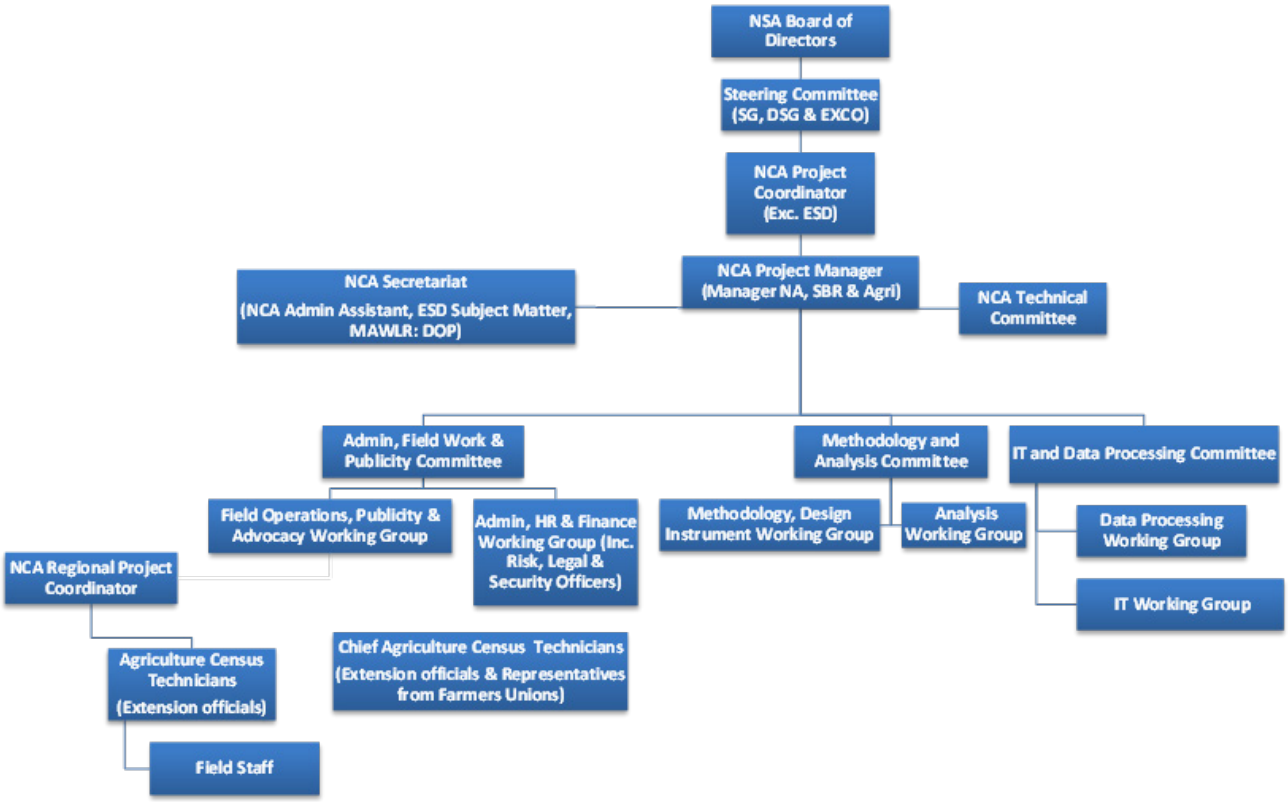


Figure 1: Census of Agriculture Organizational Structure

The details of the committees together with the other administrative arrangements are set out below. Agriculture subdivision staff within the NSA and Statisticians from MAWLR, as custodians of the census statistical production will be presented in all working groups.



Board of Directors of NSA

The Board of Directors will provide advice on policy and official statistics and are accountable to the DG. Their role is to advise the DG and government on professional official statistical issues. The Board in the census of agriculture will be that of high-level steering responsible for the overall agriculture census guidance and supervision. The Board will be supported by the Board Committees (Statistics committee, Finance and audit committee, Human resources committee and Strategy committee) for the different domains.

Agriculture Census Coordinator

The agriculture census coordinator is responsible for the overall planning, management, organization and coordination of the census activities. He/she will provide strategic guidance to those involved in the census process and will ensure implementation of work plan and modalities. The coordinator will be the chair of the Agriculture Census Technical Committee.

- The Statistician General as the custodian of statistics in Namibia will be the overall Census Coordinator.
- The Deputy Statistician General will be Deputy Census Coordinator.
- The Census Coordinator will oversee the entire census implementation (Census project approval to census implementation) supported by the Census Manager.
- The Census Coordinator will report to EXCO, who will in turn brief the NSA Board on the census implementation.
- The Census Coordinator will be responsible for all communications to all external partners regarding issues related to census implementation.
- The Census Coordinator is responsible for managing the Census budget ensuring that resources are utilized efficiently.

Agriculture Census Manager

- The Census Manager is accountable for the overall coordination and management of to the PES (administratively and technically) to ensure that the Census project runs smoothly, timelines are kept
- The Census Manager overly responsible to manage the Census budget and to ensure that resources are utilized efficiently.
- The Census Manager must be aware of all the census processes and project details to enable him/her to provide required guidance and make informed decisions on the project.
- The Census Manager with the assistance of the Deputy Census Managers, are responsible for the overall coordination of project meetings with internal stakeholders as well as the supervision of the Census Project.
- The Census Manager will advise the Statistician General through the Deputy Statistician General on all Census Related Matters

2.3. Establishment of Census Committees

2.3.1. Agricultural Census Technical Committee

The Agriculture Census Advisory Committee is responsible for the overall census guidance and advising the NSA on effective and efficient mode of the census undertaking. The composition of this committee will be sourced from main stakeholders that are users and producers of agriculture census statistics including the training/research institutions and agriculture unions. Members will be drawn from the management cadre, ideally at Executive/Directors level, who can offer high-level specialist advice and make decisions on behalf of their institutions or organizations. These members will also be empowered to make recommendations to the NSA.

This committee will be chaired by the Statistician General and the vice chair will be chosen by the committee. The census manager will be the secretariat for the committee and institutions/ministries to constitute are shown in Table 3, but not limited. The committee will meet four times in a year and/or as a need arises.

Table 3: Agriculture Census Advisory Committee

Name of Member	Designation
Statistician General	Chairperson
Deputy Statistician General	Member
Ministry of Agriculture, Water and Land Reform	Member
Food and Agriculture Organization	Member
Ministry of Agriculture, Water and Land Reform	Member
Ministry of Fisheries and Marine Resources	Member
Ministry of Environment, Forestry and Tourism	Member
Ministry of Finance and Public Enterprises	Member
National Planning Commission	Member
Ministry of Environment, Forestry and Tourism	Member
Ministry of Urban and Rural Development	Member
Ministry Home Affairs, Immigration, Safety and Security	Member
Ministry of Defence and Veteran Affairs	Member
Ministry of Information Communication and Technology	Member
Namibia Emerging Farmers Union	Member
Namibia Agricultural Unions	Member
Namibia National Farmers Union	Member
Previously Disadvantaged Namibian Commercial Farmers Union (PDNCFU)	Member
NSS Coordination and Quality Assurance (NSA)	Member
Agriculture Census Manager (NSA)	Member
Namibia Statistics Agency: Agriculture Statistics	Secretariat

Roles and Responsibilities

- Advise on technical aspects and support the census preparation and implementation.
- Evaluate past censuses and study recommendations made to solve problems previously encountered.
- Liaise with other agencies involved in agriculture or which may be called upon to participate in the operation.
- Endorse the census work plan, scope and coverage, main methodological principles, questionnaires, manuals, budgetary and personnel requirements, plans for the publicity campaign, logistical needs, pre-test and pilot censuses, and post-enumeration survey plan.
- Ensure large public support through the promotion of a wide census publicity and advocacy drive.

2.3.2. Methodology and Analysis Committee

This is the Technical Committee that will perform all duties and overall supervision at the technical level. The committee will be responsible for the design, implementation, and quality control of the census process. In particular, output from the committee will be frames, samples, survey instruments tabulation plans, report writing and dissemination of census data. This committee will be reporting to the census manager.

Membership will be drawn from the mid-management professional technical staff of different stakeholders. These will encompass technical officers from concerned ministries, research institutions, development partners and NGOs. This committee will be chaired by the officials from NSA and MAWLR, on rotational basis. Representatives will also be drawn from NSA, technocrats from producer or user agencies and other relevant stakeholders (Table 4). The committee will be meeting one time in a quarter and/or when a need arises.

Table 4:Methodology and Analysis Committee

Name	Designation
Namibia Statistics Agency: Data Quality Assurance	Member
Namibia Statistics Agency: Geographical Information System	Member
Namibia Statistics Agency: Methodology and Sampling	Member
Ministry of Agriculture, Water and Land Reform: Department of Planning	Member
Ministry of Agriculture, Water and Land Reform: Land Reform	Member
Namibia Revenue Authority	Member
Ministry of Urban and Rural Development	Member
University of Namibia	Member
Namibia University of Science and Technology	Member
Agronomic Board of Namibia	Member
Livestock and Livestock Products	Member
Food and Agriculture Organization	Member
Namibia Statistics Agency & MAWLR: Agriculture Statistics Subdivision	Secretariat

2.3.3. Administration, Field Operations and Publicity Committee

The support committee will implement all supporting services of logistics, finance, human resources, publicity and field operations. This committee will be composed of experts in different areas of support from the NSA and the NSS. The chair of this Committee will be the Manager of Field Operations from the NSA.

The main objectives of census advocacy and publicity are to sensitize the public about the census and the need for their support and co-operation. The Census Advocacy and Publicity Committee will play the leading role in providing guidance and support in all aspects of census publicity. In addition, the Regional Census Committees will be expected to spearhead the advocacy and publicity campaign in their respective regions and communities.

Local media such as newspapers, radio and television will be used extensively, especially to cover census press releases. In addition, special articles and programmes about the census will also be produced. The publicity campaign will start as early as possible so that communities are prepared for the census. The campaign will include informing all leadership (including regional governors, councillors and traditional authorities) on the ground about the census and its objectives, their role and the role of traditional leaders, through meetings and workshops.

During the census enumeration period, the structure will be expanded to accommodate the field teams. This is only during the enumeration phase. The actual number of census enumerators and supervisors will be determined after consultations with the GIS and Field Operations Divisions. Four enumerators will be allocated to one supervisor.

The whole census operation in the region will be under the Regional Statistician as coordinator. He/she will be supported by the Ministry of Agriculture regional staff (extensions officers and technicians) who will coordinate the activities within the regions (Table 5). It should be noted that the duties and responsibilities of all census field staff, at all levels, will be properly documented in the relevant manuals which will be specifically prepared for the purpose.

Table 5: Administration, Field Operations and Publicity Committee

Name	Designation
Manager, Field Operations	Chairperson
Administration Division in NSA	Deputy Chair
Namibia Statistics Agency: Field Operations	Member
Namibia Statistics Agency: Human Resources	Member
Namibia Statistics Agency: Administration	Member
Namibia Statistics Agency: Finance	Member
Namibia Statistics Agency: Procurement	Member
Namibia Statistics Agency: Communication	Member
Ministry of Agriculture, Water and Land Reform: Extension and Engineering services	Member
Agriculture unions	Member
Ministry of Information Communication and Technology	Member
Namibia Statistics Agency: NSS Coordination	Member
Namibia Statistics Agency: Agriculture Statistics	Secretariat

Main responsibilities *inter-alia* to include:

Census materials, vehicles, equipment, finance, recruitment, field operations coordination mechanism.

2.3.4. IT and Data Processing Committee

This committee will be responsible for specifying IT equipment, database management, data capturing and processing.

The main activities in data processing will involve capturing and transmitting collected data to the head office, performing completeness and validation checks, cleaning and editing data, structuring and recording, and exporting data. Data quality shall be assured during all the phases in data handling and all the tools shall be developed with a control mechanism to ensure confidentiality and security. Data will be stored in MySQL database in different versions (i.e., raw and processed data). Membership of this Committee is shown in Table 6. The committee will meet three times in a year and/or when a need arises.

Table 6: IT and Data Processing Committee

Name	Designation
Namibia Statistics Agency: Data Processing	Chairperson
Namibia Statistics Agency: IT	Deputy Chair
Namibia Statistics Agency: GIS	Member
Namibia Statistics Agency: Sampling	Member
Namibia Statistics Agency: Data Quality Assurance	Member
Namibia Statistics Agency:	Member
Ministry of Information Communication and Technology	Member
Ministry of Agriculture, Water and Land Reform: Department of Planning	Member
Namibia Statistics Agency: Agriculture Statistics	Secretariat

Main responsibilities *inter-alia* to include: Data capture, data processing activities (cleaning and editing) and produce a final dataset that shall be used for further statistical analysis and tabulation.

2.4. Project Strategy and Activity Work Plan

Introduction

The methodology of the census will be based on the recommendations given in the Food and Agriculture Organization (FAO) World Census of Agriculture (WCA 2020) manual of the United Nations (UN). Experiences will be drawn from neighbouring countries that have recently undertaken a census of agriculture such as Angola and other countries in the SADC region. The country's own experience for NCA2013/14, Population and housing Census' and other surveys will also be used as lesson learned to improve on the NCA2025/26. The census of agriculture will cover both the communal and commercial farming sectors. The commercial farming sector will be a complete enumeration whereas the communal farming sector will be a sample-based census.

The census implementation will cover three phases namely:

i. Pre-enumeration phase: This phase will entail preparatory activities of the census such as the frames and census instruments.
ii. Enumeration phase: Involves the actual fieldwork of the census itself.
iii. Post-enumeration phase: that will cover activities of post enumeration survey, data processing and dissemination.

2.4.1. Pre-enumeration phase

During this phase, numerous preparatory activities will be undertaken including the finalization of the project document, design of the data quality assurance framework, developing the tabulation plan, design processing system, field operations procedures, etc. to ensure that the census is executed smoothly. The following are some the activities that will be carried out.

2.4.1.1. Construction of the frames

Frame for Communal Sector

The construction of frames is important to ensure that all agricultural holdings are covered with no omissions or duplications during the agriculture census undertaking. Some screening questions were included in the upcoming 2023 Population and Housing Census (PHC2023) to identify agricultural households in the PSUs which hopefully could eliminate the listing of the selected PSUs to form the first primary sampling units.

However, since the results would be available after March 2024 and the NCA would be conducted between February-July 2026, there would be the need to undertake a listing of the Communal households.

Moreover, the mapping exercise carried out in 2020 by the GIS Division of NSA shows that the average size of an enumeration area (EA) is between 60-70 households. It would therefore be necessary to combine some adjoining EAs into suitable PSU sizes of between 200-300 households.

Frame for Commercial Farms

The list of 11, 000 commercial farms with contacts and different attributes was collected in the census mapping exercise. These will also be updated from information from the population and housing census. This list will form a base that will be augmented from the list of the Deed's office, agricultural unions to ensure that it is comprehensive enough. The commercial sector will be complete enumeration, a listing and sending of questionnaire will be conducted between January- March 2027. The data covering data points for the same period as that of the communal sector will be collected after the July 2026 and could last for a maximum of four months.

2.4.1.2. Development of agriculture census instruments

Tabulation plan

A tabulation plan is a very crucial instrument in the census process as it will form the basis for the analysis as well as facilitating a clear presentation of the census results. This process, however, requires a coordinated effort of a variety of experiences in several specialized fields including subject matter specialists. The tables are the basis for the reporting. A comprehensive tabulation plan, complemented by detailed cross-tabulation tables would be developed and in place before the questionnaire design.

Instruments

The development of the NCA2025/26 questionnaire and manuals are important and if not well designed, it will lead to collection of inaccurate information. Consultations with key stakeholders who are users and producers of statistics will be engaged during the questionnaire design stage to ensure that users' needs are taken care of while in the same vein protecting the data respondents in terms of respondent fatigue. Thus, caution will be taken on the length of the questionnaire and the type of variables to be collected. A mixed approach will be used during the collection process as follows;

i. A Computer Assisted Interview (CAPI) will be used in collecting the information from communal farming agriculture and;
ii. Self-enumeration (email and online) supplemented by face to face (CAPI) will be employed for commercial farming. Face-to-face interviews will be used for re-settlement and emerging farmers that are unable to complete the questionnaire on their own, in this respect the approach used for the communal sector will be employed.

This implies that the census instruments to be developed should speak to the methodology that will be applied during the enumeration. Four types of questionnaires will be developed:

- First one is the household listing questionnaire.

- Second is the Communal Sector (core module).
- Third is a community questionnaire.
- The fourth one is the commercial farming questionnaire (electronic and online). hard copy and soft to be send through emails.

Primarily, the communal questionnaire will cover the following areas:

» **Section A:** Household Listing within PSUs
» **Section B:** Demographic characteristics and activity status of each household member
» **Section C:** Land under Different Land Uses
» **Section D:** Extension visits/services and Agriculture Information
» **Section E:** Access to Facilities
» **Section F:** Means of Transportation
» **Section G:** Storage Facilities
» **Section I:** Sources of Loan
» **Section J:** Crop Farm Management
» **Section K:** Livestock Farm Management
» **Section L:** Aquaculture
» **Section M:** Forestry
» **Section N:** Fisheries
» **Section O:** Other Economic Activities
» **Section P:** Labour Inputs
» **Section Q:** Machinery and Equipment (both for Crop and Livestock)
» **Section R:** Production and Use of Crop Products
» **Section S:** Livestock
» **Section T:** Crop Cutting

The commercial questionnaire will also cover the above areas with the exception of sections A, B and T.

The final questionnaire for use by the enumerators and data clerks during enumeration will be in English language. However, it will be translated into the six main local languages (Oshiwambo, Otjiherero, Afrikaans, Silozi, Rukwangali and Damara/Nama) for training of field staff.

In addition, several manuals (enumerators', supervisors and trainers' manuals, crop cutting as well as instructions for self-enumeration) will be designed to aid all levels of trainings and data collection by field staff. These manuals will explain in detail the questions in the questionnaire and provide definitions of concepts used to collect data required. The enumerators will always carry these manuals, for reference purposes, while completing the questionnaire, while instruction of completing the commercial sector questionnaire will accompany the questionnaire to guide the respondents. Activities for Pre-enumeration Phase are shown in Table 7.

Table 7: Administrative Arrangement/Preparatory Phase

S/NO.	Description of Activity	Start Date	End Date	Responsible
1	Establishment of 2025/2026 NCA Planning Unit in NSA	01-Aug-22	31-Aug-22	NSA
2	Preparation of 2025/2026 NCA Project Document	01-Sep-22	20-Aug-24	FAO, NSA
3	Organize Stakeholder Meetings on 2025/2026 NCA Project Document	20-Dec-22	30-Aug-24	NSA
4	Secondment of Staff from other Institutions	03-Jun-23	30-Aug-24	NSA
5	Preparation of Advocacy Documents	01-Jan-24	28-Jun-24	NSA
6	Request for Technical Cooperation Program (TCP) from FAO	01-Apr-24	30-Jun-24	NSA
7	Finalization of Concept note for NCA	01-Apr-24	28-Aug-24	NSA
8	Preparation of Frames for Communal and Commercial Agriculture Sectors	01-Apr-24	15-Nov-24	NSA
9	Establishment of NCA Technical Committee	09-Apr-24	30-May-24	NSA
10	Establishment of NCA Project Secretariat	15-Apr-24	30-May-24	SG
11	Appointment of NCA Project Manager	30-May-24	30-May-24	SG
12	Organize Stakeholder/Data User Meetings on 2023/24 NCA Instruments	01-Jul-24	30-Aug-24	NSA
13	Advocacy and Resource Mobilization	01-Jul-24	15-Dec-24	NSA
14	Submission of NCA Project Document to Government	16-Sep-24	16-Sep-24	SG/NSA Board
15	Establishment of NCA Publicity and Advocacy (PAC)	01-Oct-24	25-Nov-24	NSA

2.4.1.3. Pilot Census Survey

A pilot census is a comprehensive test of all census procedures in the whole statistical production chain. During the pilot census, all stages of the census process will be tested i.e. the listing, interviewing, data capturing, data processing, and evaluation of agriculture census results. The agriculture pilot census will be conducted a year prior the main census undertakings to cover the whole agricultural season.

In this phase, questionnaires will be pre-tested and piloted throughout the course of their development to assess the suitability of the questions and instructions, the adequacy and completeness of the questions. Further, to find out whether respondents' understanding of the questions and the procedures as well as methods of the field work are easily followed. In addition, the pilot will test all data processing procedures including the data transmission to the central server of the NSA.

Finally, the adequacy and efficiency of the logistics and the administrative arrangements on the ground will be verified, including human resources and financial administration. The results and experience from the pilot will be used to draw-up the final census plans and improve planning for the main census to ensure a successful execution of the census.

The Census pilot test will be conducted in the 2024/2025 agricultural season. The Census pilot test main objectives will be:

- Test the suitability of the instruments (questionnaires, manuals, codes list, reporting forms, etc.).
- Measure the duration (of household interview and census period).
- Test various methodologies for crop area measurement and yield/production estimation; for example, area measurement using Global Positioning System (GPS).
- Check conversion factors for the various weights and measures by farmers and the crop production condition and states.
- Determine workloads of the field staff and duration of enumeration.
- Determine logistical and other problems.
- Determine the recruitment & training procedures and costs.
- The Data capture Applications (CAPI), data transfer, IT support and power supply and backup, data cleaning, analysis and report writing.
- Determine the effectiveness of the use of maps.
- Test required methodologies for data collection.
- Test the effectiveness of allocated resources.
- Use the information obtained to design and organize the Namibia Agriculture Census 2025/2026.



The detailed activities for the Pilot are shown in Table 8.

Table 8: Activity Work Plan for the Pilot Census Phase

S/NO.	Activity	Start Date	End Date	Responsible
1	Preparation of the Tabulation Plan	09-Apr-24	17-May-24	NSA, FAO
2	Preparation of Questionnaires and Manuals	17-May-24	30-Aug-24	NSA, FAO
3	Printing of Questionnaires and Manuals	02-Sep-24	30-Sep-24	NSA
4	Development of questionnaire in CAPI	02-Sep-24	28-Feb-25	NSA, FAO
5	Procurement of pilot equipment and materials	01-Oct-24	28-Feb-25	NSA, FAO
6	Selection of PSUs for the Pilot census	04-Nov-24	24-Nov-24	NSA, FAO
7	Recruitment and training of supervisors/ enumerators	03-Feb-25	29-Apr-25	NSA
8	Set up a central server at NSA to receive synced data from the field	03-Feb-25	15-Apr-25	NSA
9	Publicity for Pilot Census	03-Mar-25	30-May-25	NSA
9	Checking to ensure that stock of all field materials is ready and packaged for the regions by Field Operations and Stores	01-Mar-25	15-Mar-25	NSA
4	Census documents and materials received and checked by Field Operations and Stores	15-Mar-25	30-Mar-25	NSA
5	Packaging of census materials for the Regions by Field Operations and Stores	30-Mar-25	15-Apr-25	NSA
11	Field officers collect region census materials for the Regions from the Field Operations and Stores at the Census Secretariat	15-Apr-25	30-Apr-25	NSA
10	Field data collection	06-May-25	30-May-25	NSA
11	Data processing of Pilot census data and tabulation)	02-Jun-25	17-Jun-25	NSA, FAO
12	Overview of Pilot census experiences (Revision of Questionnaires, manuals, field operations procedures, etc.)	18-Jun-25	27-Jun-25	NSA, FAO
13	Analysis and evaluation of data and information from the pilot census	30-Jun-25	04-Jul-25	NSA, FAO
14	Incorporation of Pilot census experiences to improve census enumeration documents and data processing procedures	07-Jul-25	11-Jul-25	NSA, FAO
15	Recruitment of Census of Agriculture Staff for Zambezi River Side	01-Aug-25	12-Sep-25	NSA, FAO
16	Recruitment of Census of Agriculture Staff for the Rest of the Regions	01-Aug-25	09-Jan-26	NSA, FAO
17	Training of supervisors/enumerators for Zambezi River Side	15-Sep-25	30-Sep-25	NSA, FAO

2.4.2. Enumeration Phase

2.4.2.1. Main Census Field Work

The field work will consist of two phases; phase I will entail the listing of households and plots in selected PSUs and demarcation of plots. Phase II of the census will be crop-cutting. During this process enumerators will collect demographic, structural and production information from agricultural households. A team composing of one supervisor and four enumerators will be collecting information. The team supervisor will ensure quality and efficiency of the team operation. The team supervisor will transfer the data to the head quarter and will report to the Deputy Regional Statistician, who will be assisting the Regional Statistician in the census undertaking to ensure that technical matters are given the necessary attention. The Regional Supervisors will be reporting to national supervisors' respective areas i.e., agriculture subject matter, logistics, IT and DP, etc. In all about 460 personnel will be recruited to undergo a 2-week cost-effective training. At the end of the training, 352 enumerators and 88 supervisors would be selected for the data collection exercise. Table 9 shows the activities planned.

Commercial sector fieldwork

Data clerks will send soft copy questionnaires to farmers through email within a one-month period. The farmers will have two months to compete the questionnaire and returning it to the head office. Upon sending the questionnaire confirmation of receipt will be done by the data clerks and reminders after the due date will be performed for non-responses. A total of 15 data clerks will be employed and based at head office and will also enter the data in the database. The data clerks will undergo a two-week training on concepts and definitions and procedures on how to complete the questionnaire.

Data collection

Data collection for the communal sector will be through Computer Assisted Personal Interview (CAPI) with build in validation rules. The validation rules will ensure quality of data while in the field collecting data. Transmission of data will be done daily to the NSA Head office once validation and completeness check is checked by the team supervisor.

Whereas the data collection for the commercial sector will be a self-administered questionnaire that is send to commercial farms through emails by sending a soft copy questionnaire that will be left with the respondent for a maximum of two months to complete. Telephone follow-up will be made to confirm receipt of questionnaire and to none-responding farmers after the due date. Completed questionnaires will be send back to the NSA to be entered into the database. Paper based questionnaires will be on standby for those farmers that prefer to fill the hard copies but will be a last option.

Reference period

Interview periods will depend on the variables being collection in the census undertaking.

i. Agriculture activity (crop and employment) will refer to the last agricultural season (2025/2026).
ii. Demographic information will refer to the day of enumeration, while production will refer to the last agricultural season (2025/2026).

iii. Livestock number will be day of enumeration.

Table 9: Activity Work Plan for Main Census Phase

S/NO.	Activity	Start Date	End Date	Responsible
1	Procurement of logistics (including tablets)	01-May-25	30-Aug-25	NSA
2	Procurement main census equipment and material	01-May-25	15-Aug-25	NSA
3	Final test of central server at NSA to receive synced data from the field	06-May-25	01-Sep-25	NSA
4	Finalization of questionnaires, manuals and other census materials by after pilot census	11-Jul-25	29-Aug-25	FAO, NSA
5	Printing of census instruments for the main census (including commercial)	02-Aug-25	30-Oct-25	NSA
6	Checking to ensure that stock of all field materials is ready and packaged for the regions by Field Operations and Stores	01-Aug-25	15-Aug-25	NSA
7	Census documents and materials received and checked by Field Operations and Stores	15-Aug-25	30-Aug-25	NSA
8	Packaging of census materials for the Regions by Field Operations and Stores	30-Aug-25	15-Sep-25	NSA
9	Field officers collect region census materials for the Regions from the Field Operations and Stores at the Census Secretariat	15-Sep-25	30-Sep-25	NSA
10	Field Operations Unit organize all census materials to be dispatched to the respective regions	01-Mar-26	10-Mar-26	NSA
11	Tablet preparation	01-Mar-26	30-Mar-26	FAO, NSA
12	Finalize data entry application	01-Mar-26	30-Mar-26	FAO, NSA
13	Design Batch program	01-Mar-26	30-Mar-26	FAO, NSA
14	Synchronization of data to the central sever at NSA	01-Mar-26	30-Mar-26	FAO, NSA
15	Data protection and security	01-Mar-26	30-Mar-26	FAO, NSA
16	Fieldwork monitoring system	01-Mar-26	30-Mar-26	NSA
17	Recruitment, training and selection of Trainers (Training of trainers)	01-Sep-26	10-Sep-26	NSA
18	Training of Field Staff for PSUs in Zambezi River side	10-Sep-26	30-Sep-26	
19	Assignment of enumerators to supervisors and PSUs for Zambezi River side	25-Sep-26	30-Sep-26	NSA
20	Collection of data in Zambezi River side	01-Oct-25	27-Feb-25	NSA
21	Training of Field Staff for selected PSUs in All Other Regions	15-Jan-26	31-Jan-26	
22	Assignment of enumerators to supervisors and PSUs in all Regions (Excl. Zambezi River Side)	01-Apr-26	30-Apr-26	NSA
23	Collection in All Regions (Ecl. Zambezi River side) - Phase 1	02-Feb-26	31-Mar-26	NSA
24	Supervisors visit enumerators and carry out sample checks of enumerators' work	01-May-26	30-Jul-26	NSA
25	Collection in All Regions - Phase 2	04-May-26	30-Jun-26	NSA
26	National monitors go round on inspection visits to check completed questionnaires and advise enumerators and supervisors where necessary	05-May-26	25-Jul-26	NSA
27	Commercial Agriculture Sector Data Collection	03-Aug-26	30-Oct-26	NSA

2.4.3. Post-enumeration phase.

Data processing will be much more straightforward since no paper questionnaires are involved. The data entry clerks for commercial sector will perform data entry, editing and validation. Consistency checks and other validation will be built into the CAPI software ensuring cleaned data already from the field. Data transmitted from the field will also be checked in headquarters and clean-edited a second time.

Cleaned and validated data will then be concatenated, and the resulting files can then be tabulated and or / analysed immediately using suitable statistical packages like Stata, SPSS, R, Excel, etc. The Activity work plan for the post enumeration phase is provided in Table 10.

Table 10: Activity Work Plan for Census Post Enumeration

S/NO.	Activity	Start Date	End Date	Responsible
1	Final Field Phase	15 Aug- 2026	30 Aug - 2026	NSA
2	Supervisors check all Tablets and other documents received from the field enumerators and give to NSA officers	15Aug- 2026	30 Aug - 2026	NSA
3	Census Officers mobilize transport and submit census documents (Tablets etc.) to Field Operations Unit of Census Secretariat	15Aug- 2026	30 Aug - 2026	NSA
4	Data processing – coding, tabulation, analysis	15Aug – 2026	30 Aug-2026	FAO, NSA
5	Training of main census report writers	15Sep – 2026	30 Sep-2026	FAO, NSA
6	Report writing main census	1 Oct- 2026	30 Oct-2026	FAO, NSA
7	Dissemination & documentation of main census results	15 Nov-2026	30 Feb -2027	NSA

2.4.4. Monitoring and Evaluation (M&E)

Monthly meetings shall be organized by the Secretariat for the heads of the sub-units of the Secretariat to monitor the progress of activities. Also, the Project Manager shall prepare periodic progress reports and submit to the Statistician General, the Steering Committee, and the FAO representative on behalf of development partners.

In addition, there will be periodic monitoring and technical assistance missions by the FAO and FAO Namibia M&E Officer under the TCP/NAM/3901. Annual tripartite review meetings will be held, and an evaluation carried out in January 2024 to determine the extent to which the immediate objectives have been achieved (Table 11).

Table 11: **M&E Schedule Activities**

Activity	Responsible Party (ies)	Place	Dates	Output
(a) Monitoring of progress of census activities	Executing agency and FAO/NSA personnel	Windhoek	Periodic missions each lasting 2 weeks	Mission reports
(b) Review of NCA work plan and budget	NCA Project Secretariat and Executing Agency	Windhoek	Dec 2024, then periodically as necessary	Revised detailed census timetable, budget, schedule for delivery of inputs
(c) Tripartite review of NCA programme	NSA, FAO and other Development Partners	Windhoek	Annually	Census Programme reviewed
(d) Preparation of reports on progress of NCA activities	Project Manager	Windhoek	Quarterly/Annual	Quarterly/Annual progress reports produced



3.0. SUSTAINABILITY OF AGRICULTURAL STATISTICS

"The third pillar of the Global Strategy is to establish governance and capacity that are the foundations of sustainable national statistical systems. Policymakers and other users of data are more likely to support a system that provides reliable data relevant to their needs. Understanding these needs for statistical information at the national level and what is required to supply that information is, therefore, a key element of the sustainability of an agricultural statistics system. The integration of agriculture into the national statistical system will require countries to develop an adequate governance structure and to build statistical capacity across the different institutions concerned. From this point of view, comprehensive capacity building activities carried out during the census implementation can contribute strongly to the overall goal of building/strengthening capacity in the domain of agricultural statistics".

To this end, the NCA will be implemented using the existing government structures and institutions on the ground, this will also ensure sustainability after activities are accomplished. The in-depth assessment planned under this project will guide the preparation of strategic objectives while considering the evolution of the policy demand, the need for enhancing commitments from the government and other stakeholders and considering the new context of work at international and regional levels to ensure sustainability.

3.1. Training and Capacity Development

The capacity analysis covers all the divisions of NSA and the ministries of Agriculture, Water and Land Reform.

The NSA Economics Statistics Department currently has a staff complement of 36 with 5 assigned to the Agriculture Statistics Subdivision. Analysis of the technical capacities shows that some of the staff have multiple areas of specialisation and various levels of skills/competencies. Of the 16 staff who indicated of having statistical methods background, four have classified themselves as beginners in the area while seven say they have intermediate skills. A critical area like sample surveys have only six staff with two having intermediate skills while agricultural statistics has 12 staff.

Thirteen staff (5 from the Agric, Statistics Subdivision of NSA and 7 from MAWLR) have knowledge in SPSS. Although STATA was used for data analysis in the last NCA, none of the staff indicated having any working knowledge of it. Even CSPro which is the main data capture software in NSA, of the nine staff who have some working knowledge only 1 has intermediate and 2 with advanced knowledge. Altogether, 8 staff have intermediate knowledge in SPSS, out of 13 who have some knowledge in SPSS. The details are depicted in Table 12.

[1] FAO (2015): WORLD PROGRAMME FOR THE CENSUS OF AGRICULTURE 2020: VOLUME 1 Programme, concepts and definitions.

In view of this, the NCA project staff would require an intensive capacity building in sample design, data analysis and the most suitable statistical software.

It should be emphasised that the NCA Project will not pay the salaries of any additional staff seconded from other ministries and agencies. Only the training expenses and workshops would be shouldered by the Project.

It is envisaged that internal and external (where possible) training would be provided for the project team members to prepare them adequately to enable them to undertake the NCA effectively and efficiently. In addition, study tours to African countries which have already participated or currently implementing the WCA2020 round would be organised.

Furthermore, a comprehensive training of the field workers will be based on the fieldwork manuals for each staff category. Headquarters staff, regional coordinators, field supervisors, and enumerators will all be trained, and enough time will be allocated to ensure mastery of concepts and techniques especially in GPS and CAPI technology.



Table 12: Technical Capacities of NSA, MAWLR and MEET Staff

Area of Specialization	Staff									Format of Training Required					
	Total No. available	Skills/competencies			Total No. required	Skills/Competencies Required			Diff (Shortage)	Location		Type of training			Total no. of staff that need training**
		Beginner (<2 yrs)	Intermediate (<3yrs>4yrs)	Advance (>4yrs)		Beginner (<2 yrs)	Intermediate (<3yrs>4yrs)	Advance (>4yrs)		Namibia	Study visit	On job	Formal	Advises (Virtual)	
Management of Project and Quality Assurance	29	9	1		29				0	23	5	4	0	24	56
Statistical methods	16	4	7		11				-5	14	1	2	3	2	22
Survey methodology	6	6			6				0	8	1	2		2	13
Sampling design	6	6	2		6				0	8		2		2	12
Agricultural Statistics	12	6	2	6	12				0	5			6	2	13
Forester	30			30	30				0						0
Agriculture Economics	2	1			3				1				3		3
Economics	2	2			2				0						0
Computer applications for statistical work															
SPSS	13		8		13				0	34		14			48
STATA									0						0
R Package	6	2			6				0	7					7
CAPI/CSPro	9		1	2	9				0	22		2		3	27
Geographical Information Systems (GIS)/Remote Sensing	31	2	10	18	49				18	47	5	5		5	62
Report writing	37		17	20	37				0	17				17	34
Presentational skills/Data visualization	47	8	15	7	47				0	17				17	34
Total*															0

*This is not additive as a staff can have expertise in more than one Area of Specialization and/or also require training in more than one area.

**This may include staff from other Divisions of the NSA and Ministry of Agriculture , Water and Land Reform. The requirements are also looking at requirements that would be needed for staff to be based in the Agriculture and Economics Division for the purpose of the Agriculture Census.

The undertaking of agriculture census is complex, thus it should consider the economic reality of the agricultural sector in the country. Data collection must cover the whole agricultural season from preparation of crops all the way to harvesting. This activity takes place over a time period, and therefore makes the undertaking costly. Proper planning and costing should therefore be undertaken to ensure that the census is adequately funded, and resources are effectively and efficiently used to meet tight deadlines that will be within the given period.

4.1 NCA Work Plan

The Namibia Census of Agriculture will be conducted in three phases; the Pre-enumeration, Enumeration and Post-enumeration phases as summarized in Table 13. A detailed work plan is outlined in Annex I.

Table 13: Summary of the NCA Work Plan

PHASES	ACTIVITIES	START DATE	END DATE	RESPONSIBLE
Pre-enumeration phase	NCA Planning	23-Apr	26-Jul	NSA
	Development of NCA instruments	24-Apr	25-Mar	NSA
	Pilot Preparation	24-Sep	25-Apr	NSA
	Conduct Pilot NCA Field Work	25-May	25-May	NSA
	Process NCA Pilot Data	25-Aug	25-Sep	NSA
	Finalize NCA Instruments	25-Oct	25-Oct	NSA
Enumeration phase	Main NCA Preparation	24-Jul	24-Nov	NSA
	Collect NCA data in Zambezi	01-Oct	26-Feb	NSA
	Collect NCA data in other regions	02-Feb 2026	31-Mar 2026	NSA
	Collection NCA data commercial	26-Aug	26-Oct	NSA
Post-enumeration phase	Data cleaning, coding, tabulation and analysis	26-Aug	26-Sep	NSA
	Report writing	26-Oct	26-Dec	NSA
	Dissemination and Archiving	27-Feb	27-Mar	NSA

4.2 Resources required for NCA

The resources required for the census of agriculture are composed of human resources, vehicles, materials, equipment and services that will aid the undertaking of the census. It is crucial that these resources are optimized in order to ensure a smooth conduct of the census. Table 14 summarizes the human and vehicle resources required for the census..

Table 14: Number of Human Resources, Vehicles and Tablets Required

ACTIVITIES	No. of teams required	Field staff required (TS & EN)	Total personnel required*	Total number of vehicles required	Number of tablets required
Commercial sector					
Pilot	n/a	3	3	1	3
Main fieldwork	n/a	10	10	5	10
Communal sector					
Pilot	8	32	40	8	50
Main Fieldwork	88	352	440	88	440

* *Personnel number is exclusive of reserves*

4.3 Main Equipment and Materials Required for NCA

The NCA will require equipment and materials for collection of information, processing, as well filed crop cutting procedures in order to ensure that data collected meets agricultural statistical standards/quality. The list of main equipment and materials are outlined in Table 15.

Table 15: List of Main Equipment and Materials Required

EQUIPMENT/MATERIALS	Number for Pilot Survey (July 2024 – Oct 2025)	Number for Main Census (Oct 2025 – July 2026)
Laptops	6	14
Screen protector	45	465
Car chargers	30	150

EQUIPMENT/MATERIALS	Number for Pilot Survey (July 2024 – Oct 2025)	Number for Main Census (Oct 2025 – July 2026)
Tablets	50	480
Power bank	50	480
GPS's	15	290
Tablet batteries	22	290
Tents	30	300
Weighing Scales	30	200
Field Uniforms	100	2,000
Iron poles	2,640	26,400
Produce bags	200	4,000
Laptop Bags	100	1,000
5 meters rope (2 per team) ~N$ 100	50	300
7.07 meters rope (1 per team)	30	150
Round Rings	15,840	158,400

4.4 Budget for the Namibia Census of Agriculture (2024-2027)

The NCA will continue to employ the Computer Assisted Personal Interview (CAPI) application for data collection during field work to improve on efficiency and quality of the census results. The total estimated cost over the 32 months (August 2024-March 2027), amounts to N$82.2 million (USD4.6m). As is the expectation, main funding will be sourced from the Government of the Republic of Namibia with technical assistance from the FAO. Additional support may come from donors, development partners and other stakeholders, more specifically, those that are envisaged to benefit from agricultural statistics.

Major cost drivers for the Namibia Census of Agriculture are the following:

Since the last census of agriculture, which was the first to employ CAPI, tablets will be amongst the major cost drivers. The census is a face to face for households; thus remuneration, vehicle and training of enumerators are inevitable cost for conducting the census. Further not to mention that the period of enumeration is at least two months to cover the agricultural season.

The following are the main cost drivers:

i. Salaries for staff accounts for 29% of the total budget as it is a face-to-face interview that requires demarcation of subplots for calculation of yields. Second highest cost of about 21% is that of vehicles that needs to be rented and maintained. Rural areas are remote for some regions and the country is quite vast, thus vehicles are required to access enumeration areas. In third place is equipment and materials with a cost share of 19%. The cost of training filed staff in order to collect accurate information for analysis and decision making is about 8% (Table 16).

ii. The budget will mostly be spent in the main census (2025/26 FY) undertaking in which an expenditure of N$70.5 million (USD3.9m) will be required. This is followed by cost of 2026/27 FY that requires N$13.1 million (USD0.6m). The distribution of cost across the four periods is depicted in Table 17.

Table 16: NCA BUDGET COST DRIVERS

MAIN COST DRIVERS	NAD	US$	% SHARE
PROJECT STAFF REMUNERATIONS	24 901 830.00	1 357 047.96	29.4
VEHICLES COST	17 922 300.00	976 692.10	21.1
MATERIALS & EQUIPMENT	15 698 700.00	855 514.99	18.5
TRAINING COST	6 869 700.00	374 370.57	8.1
OTHERS	19 411 817.38	1 057 864.71	22.9
TOTAL	**84 804 347.38**	**4 621 490.32**	**100.0**

Table 17: Summary Budget per Financial Year

FINANCIAL YEAR	AMOUNT (NS$)	US$	%
2023/24	105 000.00	5 722.07	0.1
2024/25	1 031 900.00	56 234.33	1.2
2025/26	70 585 071.85	3 921 392.88	83.2
2026/27	13 082 375.52	638 141.04	15.4
TOTAL COST	**84 804 347.38**	**4 621 490.32**	**100.0**

The NCA undertaking is associated with risks and if not well mitigated could lead poor data quality or collapse of the project as a whole. Some main foreseen risks and mitigation are presented in the following table (Table 18).

Table 18: NCA Risk and Mitigation

Risk	Impact	Probability	Mitigation
1. Untimely release of funds by GRN	Delay in providing the needed advice and technical support	Medium	Timely planning of expenditure plans and financial/technical reporting which are pre-conditions for scheduled disbursements by GRN
2. NSA and DoP counterpart staff transferred or resigning their jobs	Loss of experienced staff in implementing the project and reduced implementation capacity	Medium	Proper documentation of lessons learned and methodologies to preserve institutional know-how and memory
3. Unavailability of backstopping officers or/and consultants	Delays in requesting for FAO TA on time and hence delayed delivery of supportive advice to NSA	Medium	Timely planning of programme reviews and maintenance of technical backstopping officer/consultancy roster
4.Communities do not agree with providing correct information to the enumerators	Delay in census data collection activities.	Medium	Proper publicity and sensitization of the stakeholders through their organizations.
5.Late or unsuccessful acquisition of equipment and staff	Delay in census data collection activities	Low	Proper procurement plan
6.Contracted field staff not paid on time.	Poor data quality. Disrupted census data collection activities	Medium	Proper financial management and project management system
7.Field enumerators not well trained or not understanding interviewing modalities.	Poor data quality	Low	Schedule enough training time and provide quality training material

Risk	Impact	Probability	Mitigation
8.Some areas may not be accessible as they may be flooded.	Disrupted census activities. Poor data quality	Medium	Include Disaster Management Unit in census committee
9.Lack of proper collaboration between the involved collaborators and various stakeholders.	Poor data quality. Delay in census activities	Low	Involve all necessary stakeholders in decision making process

In order to minimize such risks, it is planned to fully involve all regional/local authorities and farmers' unions so as to secure the co-operation of their community members. Moreover, a sound and efficient publicity campaign, to highlight the need for and importance of these activities will be launched during the early stages of preparation.

APPROVAL SIGNATURE

Alex Shimuafeni ..... **Date signed**.....07 November 2024.....

Statistician-General & CEO

NSA OFFICIAL STAMP

Annex I: Logical Framework Matrix

	Results Chain	Indicators				Assumptions
		Indicators	Baseline	Target	Means of Verification	
	Impact: Evidence-based decision making in the agricultural sector					
	Outcome: A detailed and high-quality National Agriculture and livestock Census Report produced timely.					
	Outputs					
Output 1: Institutional Framework Established						
Activities for achieving Output 1						
1.1.	Appoint NCA NPC (Project Manager)	NPC	None	NPC appointed by Mar 2024	NPC	Will of Statistician General
1.2.	Set up NCA Secretariat	Names of Divisions and Units in NSA identified to form the Secretariat	None	Names of Divisions and Units in NSA identified to form the Secretariat by April 2024	NCA Planning Unit Inauguration Report	Will of Statistician General
1.3.	Create and inaugurate NCA High-Level National Steering Committee/Census legislation	Names of Ministries and agencies forming the HLNSC identified	None	Names of Ministries and agencies forming the HLNSC identified by Nov 2024	NCA HLNSC Inauguration Report	Political will of Minister of Development Planning
1.4.	Establish NCA Technical Advisory Committee	Names of TAC forming the Project Secretariat identified	None	Names of TAC forming the Project Secretariat identified by Aug 2024	NCA TAC Inauguration Report	Political will of Minister of Development Planning
1.5.	Undertake Recourse mobilization drive	USD3,457,390	USD216,000 from FAO as contribution for the SPARS	About USD2.9m secured from government, bi-lateral and multi-lateral sources by end FY 2025/26	Names of Development Partners and amount pledged	Pledged funds may not be delivered
1.6.	Organize 2023 NCA TWGS/User-producer meetings	Number of TWGs meetings organized	None	Number of TWGs meetings organized by end Aug 2025	TWGs meeting report	NSA providing needed leadership
1.7.	Prepare a Cabinet Memo to solicit Government commitment	Cabinet Memo submitted to Government	None	Cabinet Memo submitted to Government by Sept 2024	Cabinet Memo	Political will of Minister of Development Planning
OUTPUT 2: Capacity of NSA to produce Agricultural statistics improved						
Activities for achieving Output 2						
2.1.	Assess NSA staff statistical capacity and needs	Qualified statisticians as at July 2023	36	14 additional statisticians recruited / trained by March 2025	Capacity and needs assessment report	NSA providing needed documents on time
2.2.	Organize on-the-job training workshops on specific topics and developments in Agriculture Census, survey methodologies, STATA, SPSS, R, other software, CAPI, etc.	Training workshops	None	Number of training workshop organized by March 2025	Training workshop reports	Availability of funds
2.3.	Identify short training courses	Training courses	None	Training institutions identified by Nov 2024	Reports on short training courses	Availability of funds

	Results Chain	Indicators				Assumptions
		Indicators	Baseline	Target	Means of Verification	
2.4.	Identify sponsors	Sponsors	None	Number of Sponsors identified by Nov 2024	Sponsors commitment secured	Sponsors inability to deliver on their commitment
2.5.	Organize study tours	Beneficiaries of study tours	None	Number of persons who benefitted from study tours by March 2025	Study tours report	Availability of funds
2.6.	Advocate and lobby government and DPs to provide ICT infrastructure, storage and archiving of information	Statistical infrastructure	None	Amount of funds released for ICT infrastructure	Infrastructure provided (office space, transport and equipment	NSA providing needed leadership
2.7.	Hire consultant to review situation and advise	Agriculture Census Expert	One	Number of FAO Agriculture Census Experts by June 2023	Report of FAO Agriculture Census Consultants	Government commitment
2.8.	Set up LAN and WAN at NSA	DNS Server	None	Number of dedicated agriculture statistics network servers installed by Dec 2024	LAN and WAN servers installed	Availability of funds
2.9.	Procure computers, statistical software, internet	Computers/software	None	Number of PC , laptops and statistical software by Nov 2024	Computers, laptops, statistical software and servers procured	Availability of funds
2.10.	Provide adequate and timely funding for statistical work	USD3,457,390	USD216,000 from FAO	About USA2.9m activity funds released on schedule	Operational funds provided on time	Government inability to release funds on time
Output 3: NCA instruments and manuals developed and tested						
Activities for achieving Output 3						
3.1.	Recruit International Agriculture Statistics Expert to finalize instruments and methodology	FAO Agriculture Census Expert	None	Number of FAO Agriculture Census Experts recruited by April 2024	Report of FAO Agriculture Statistics Expert	Availability of funds
3.2.	Recruit International Agriculture Data Processing Expert to develop instruments in CSPro	FAO Agriculture data Processing Expert	None	Number of FAO Agriculture data Processing Experts recruited by March 2025	Report of FAO Agriculture Data Processing Expert	Availability of funds
3.3.	Review and finalize a cost-effective methodology and tools (tabulation plan, questionnaires, instruction manuals, listing forms, sample design, sample frame etc.,) for the pilot and main census	NCA Instruments	None	Number of survey tools, manuals, methodology developed by April 2025	Household and non-household sectors holding questionnaire, community questionnaire, manuals, tabulation plan	Availability of funds
3.4.	Agree the methodological strategy with the NSA	Concept Note/Aide memoire	None	Concept note, Aide-memoire developed by July 2023	Concept note, Aide-memoire	NSA providing needed documents on time

	Results Chain	Indicators				Assumptions
		Indicators	Baseline	Target	Means of Verification	
3.5.	Setup & install and configure network infrastructure	Network servers	None	Number of Network servers configured and installed by Dec April 2025	Network servers installed	Availability of funds
Output 4: NCA Data collected, processed, analyzed report produced and disseminated						
Activities for achieving Output 4						
4.1.	**Recruit and train Pilot field staff**	Field officers	None	Number of personnel recruited for training by May 2025	30 personnel recruited	Availability of funds
4.2.	**Collect Pilot data**	Pilot data	None	Household sector, non-household sector and community data collected by July 2025	All data on 23 essential items collected	Availability of funds
4.3.	**Process Pilot data and**	Cleaned Pilot data	None	Data processing activities completed by Aug 2025	All data collected are processed and analyzed	Availability of funds
4.4.	**Pilot Report**	Cleaned Pilot data	None	Data processing activities completed by Aug 2025	All data collected are processed and analyzed	Availability of funds
4.5.	Recruit supervisors and enumerators for main Census	Field officers	None	Number of personnel recruited for training by Aug 2025	440 personnel recruited	Availability of funds
4.6.	Train supervisors and enumerators for main Census	Field officers	None	Number of personnel trained for the field by Sept 2025	352 enumerators, 88 supervisors and 14 region supervisors trained and selected	Availability of funds
4.7.	Compilation of selected of PSUs and SSUs	Sampled PSUs and selected SSUs	None	Number of PSUs and SSUs selected by Jun 2025	1000 PSUs listed, 12,000 agricultural households selected and list of 10,000 non-household farmers compiled	Availability of funds
4.8.	Collect data	NCA data	None	Household sector, non-household sector and community data collected by July 2026	All data on 23 essential items collected	Availability of funds
4.9.	Sync data to server at NSA	Data monitoring dashboard	None	All Data collected synced to central server at NSA by July 2026	All computer syncing programs installed	Availability of funds

	Results Chain	Indicators				Assumptions
		Indicators	Baseline	Target	Means of Verification	
4.10.	Data processing and analysis	Cleaned NCA data	None	Data processing activities completed by Sept 2026	All data collected are processed and analyzed	Availability of funds
4.11.	Train report writers	NCA Report writers	None	Number of NCA report writers trained by Sept 2026	Report on report writing workshop	NSA providing needed leadership
4.12.	Report writing	NCA Report	None	NCA report produced by Oct 2026	Main NCA Report	NSA providing needed leadership
4.13.	Disseminate & document NCA results	Dissemination workshops	None	Number of dissemination workshop organized by Feb 2027	NCA main Report	NSA providing needed leadership
4.14.	Archive NCA data and materials	NCA Metadata	None	NCA Metadata archived by March 2027	NCA Metadata	NSA providing needed leadership

ANNEX II: DRAFT NCA BUDGET

Summary of the NCA Draft Budget

The preparation of the entire NCA project began in July 2022 and will be completed by the first quarter of 2027 and is estimated to cost approximately N$84,804,347.38 (USD4,621,490.32). This total excludes an estimated amount of FAO's technical assistance of USD298,563 which is yet to be submitted for approval. However, through the SPARS , FAO is contributing about USD35,000 of the proposed USD216,000 to the development of the NCA documents. It is expected that the Government of Namibia will fund the entire project. Should this become difficult, the Government should solicit for extra funding from multi-lateral and bi-lateral agencies on time to ensure that the project is kept on course.

SUMMARY OF THE NCA BUDGET BY SOURCE OF FUNDING (US$)

Budget line	NCA Budget		FAO Technical Assistance (SPARS)	Other Donors
	NAD	USD	USD	USD
FAO TA				
SPARS			216 000.00	
A. PREPARATORY ACTIVITIES				
A1. Steering Committee Meetings	73 892.00	4 026.81		
A2. Stakeholder needs assessment meetings	115 510.00	6 294.82		
A3. Review of NCA Tools	-	-		
A4. Technical Committee meetings	77 260.00	4 210.35		
A.5 NCA Technical Working Group Meetings	213 324.00	11 625.29		
A6. Construction of Frame	16 000.00	871.93		
A7. Listing	4 514 430.00	246 017.98		
SUB-TOTAL	**5 010 416.00**	**273 047.19**		
B. PILOT				
B1. PROJECT STAFF REMUNERATIONS	1 600 100.00	87 198.91		
B2. TRAINING COST	1 012 000.00	55 149.86		
B3. VEHICLES COST	1 105 500.00	60 245.23		
B4. PILOT DSA ALLOWANCE FOR NSA STAFF & ITFT (TRAINING & FIELDWORK)	630 000.00	34 332.43		
B5. PILOT AIRTIME ALLOWANCE FOR NS, RS, ITFT & SUPPORT STAFF	8 160.00	444.69		
B6. PILOT CENSUS MATERIALS	222 980.00	12 151.50		
B7. PILOT CENSUS EQUIPMENT	664 920.00	36 235.42		
B8. PILOT SERVICES	549 000.00	29 918.26		
B9. PILOT DATA PROCESSING				
B10. PILOT REPORT WRITING				
SUB-TOTAL	**5 792 660.00**	**315 676.29**		

[2]One of the 4 outputs of the SPARS is the development of the NCA Project Document

Budget line	NCA Budget		FAO Technical Assistance (SPARS)	Other Donors
	NAD	USD	USD	USD
C. MAIN CENSUS				
C1. PROJECT STAFF REMUNERATIONS	23 301 730.00	1 269 849.05		
C2. TRAINING COST	5 857 700.00	319 220.71		
C3. VEHICLES COST	16 816 800.00	916 446.87		
C4. DSA ALLOWANCE FOR NSA STAFF & ITFT (TRAINING & FIELDWORK)	1 074 400.00	58 550.41		
C5. AIRTIME ALLOWANCE FOR NS, RS, ITFT & SUPPORT STAFF	11 760.00	640.87		
C6. MAIN CENSUS MATERIALS	6 071 200.00	330 855.59		
C7. MAIN CENSUS EQUIPMENT	8 739 600.00	476 272.48		
C8. MAIN CENSUS SERVICES	4 830 640.00	263 250.14		
C9. Area Measurement	120 000.00	6 539.51		
C.10 Crop Cutting	180 000.00	9 809.26		
SUB-TOTAL	**67 003 830.00**	**3 651 434.88**		
D. PRINTING COSTS	23 550.00	1 283.38		
E. DISSIMINATION	57 084.00	3 110.84		
SUB-TOTAL	**80 634.00**	**4 394.22**		
TOTAL	**77 887 540.00**	**4 244 552.59**		
2.5% Contingency plus 6% inflation	**6 916 807.37**	**376 937.73**		
GRAND TOTAL	**84 804 347.38**	**4 621 490.32**		



Food and Agriculture Organization of the United Nations

Namibia Statistics Agency

