

SAINT VINCENT AND THE GRENADINES
OECS DATA FOR DECISION MAKING PROJECT

Terms of Reference

Title:	Labour Demand Survey-Field Supervisor
Location:	Ministry of the Family, Gender Affairs, Persons with Disabilities, Local Government and Labour
Duration:	Ten (10) Weeks
Tentative Start Date:	October 2026

Background

The OECS Data for Decision Making (DDM) Project (the Project) is a regional project that seeks to improve the capacity of participating Eastern Caribbean countries to produce and publicly disseminate statistical data for country and regional level analytics. The Project is being implemented over a five-year period ending in June 2027. Additional details on the Project can be found [here](#).

The Labour Demand Survey (LDS) is a specialized survey designed to collect detailed information directly from employers or establishments about their current and future demand for labour. It complements Labour Force Surveys (LFS) which focus on the supply side (workers and job seekers) by capturing the employer's perspective on employment, skills, and workforce needs. Saint Vincent and the Grenadines conducted its last Labour Demand Survey in 2022. The Department of Labour (DoL) in collaboration with the Statistical Office (SO) will be implementing a new LDS in 2026

About the role: a Field Supervisor for a Labour Demand Survey oversees and coordinates field activities to ensure accurate and timely data collection. They train and guide enumerators, plan daily schedules, monitor progress, and address challenges in the field. Field supervisors review completed questionnaires for accuracy, conduct quality checks, and submit regular reports to the central team. They also ensure that all fieldwork follows established survey protocols, confidentiality rules, and ethical standards, serving as the key link between enumerators and survey management.

The Project is seeking to hire Field Supervisors to provide direct supervision to enumerators and monitor operational activities during data collection of the labour demand survey to ensure they are implemented as scheduled.

Objectives

The objectives of the Field Supervisor engagement are:

- To oversee and coordinate field activities, ensuring that data collection is conducted accurately, completely, and in accordance with established survey protocols.
- To train, guide, and support enumerators throughout the data collection period, enabling consistent application of survey procedures across all assigned business areas.
- To ensure the quality and integrity of all data collected, through regular review of completed questionnaires, spot checks, and timely resolution of errors and field challenges.
- To serve as the primary link between enumerators and survey management, ensuring that operational issues are escalated and resolved in a timely manner.
- To contribute to the timely completion of the Labour Demand Survey, supporting evidence-based labour market planning and policy development in Saint Vincent and the Grenadines.

Scope of Work

The expected activities to be carried out by the Field Supervisor are:

Training and Preparation

- Attend all training sessions conducted on how to carry out this survey.
- Review and be familiar with the Enumerator's and Field Supervisor's manual, the survey questionnaire, and other relevant materials distributed at training sessions.
- Ensure Enumerators understand the business areas to which they are assigned. In the event that an Enumerator is unsure of this, the Field Supervisor shall assist the Enumerator accordingly.
- Accompany the Enumerator on interviews as needed, so that the Field Supervisor can observe whether the Enumerator is conducting the interview and using the provided instruments correctly. If necessary, the Field Supervisor should demonstrate the correct procedure to the Enumerator, by conducting at least one such interview.

Scheduling and Field Supervision

- Work closely with the Survey Administrator in making appointments, ensuring that appointment dates do not conflict with any date previously set for another enterprise.
- In the event that an emergency arises that is likely to prevent the Enumerator from keeping an appointment, this must be communicated to the Survey Administrator immediately in order for a new appointment to be secured.
- Communicate all relevant appointments to the Enumerators in a timely manner.

Quality Assurance and Data Review

- Instruct Enumerators to complete, and ensure that questionnaires are completed using the face-to-face interview method only and as guided by the Enumerator's Manual, unless otherwise instructed to use another method.
- Hold regular meetings with assigned Enumerators so that all problems faced can be resolved. Notes of these meetings shall be kept so that information can be shared with the Survey Administrator and the DoL representative.
- Conduct random spot checks for 10% of interviews and re-interviews to verify data quality and enumerator performance.
- Review all questionnaires in the Survey Solutions Platform under his/her assignment within two (2) days of submission of Enumerator and assess their completeness as guided by the LDS Manual.
- Reject, return, and discuss with the Enumerator any questionnaire or visitation record with errors and omissions to be rectified. Questionnaires re-submitted after corrections are completed, should be reviewed within one (1) day of re-submission.
- Assess the quality of each Enumerator's work, as outlined within the Enumerator's Manual and LDS Manual, and determine the level of support each Enumerator requires.

Case Management and Escalation

- Resolve any conflicts that may arise in the field relating to survey execution and relay all difficulties encountered by Enumerators to the Survey Administrator.
- In the event of refusals by enterprises/establishments to allow assigned Enumerators to complete survey questionnaires, ensure that every instance of this is recorded on the Refusal Record Forms. In the event that the Enumerator is unsuccessful in having the enterprise in question agree to complete the questionnaire, the matter must be referred to the Survey Administrator.

- In the event that the Field Supervisor has to perform the duties of an Enumerator, he/she MUST, before so doing, receive approval from the DoL.

Data Protection

Ensure the quality, integrity and confidentiality of data collected by Enumerators

Equipment and Environment

- Ensure proper maintenance of all equipment issued and the secure backup of all data collected.
- Replacement of electronic equipment and any disposal of electronic waste will follow e-waste procedures consistent with national regulations and the Environmental and Social Management Framework (ESMF).

Reporting and Meetings

- Submit reports and results to the DoL, SO, and Survey Administrator, as requested.
- Attend meetings called by the DoL or the SO as requested.
- Execute any additional duties or instructions issued to him/her by the Labour Commissioner or a designate during the course of the engagement.

Deliverables

Deliverables expected from the Field Supervisors will include, but are not limited to:

- Review and submission of the enterprise survey and records of visits to the LDS Administrator after entry of each completed questionnaire in Survey Solutions by Enumerators.
- Submission of a written report on each Enumerator upon completion of all assignments.
- Submission of a report on all Visitation Records submitted by Enumerators within one (1) week of completion of fieldwork, to facilitate timely payment.

Inputs by the Client

The Client shall provide the Field Supervisor with all relevant materials and equipment needed to complete the engagement.

Compensation

- The Field Supervisor shall make his/her own arrangements to pay income tax, social security contributions and to meet any other statutory obligations arising from the agreement.
- The Field Supervisor will be paid at a fixed rate for the submission of completed survey instruments by the enterprises to which Enumerators under their purview are assigned. This rate shall also cover transportation and telephone costs.

Selection Criteria

The selection will be completed in stages. An initial selection will be done on the basis of criteria stated in this ToR. Persons selected in stage one will be invited to complete a training workshop. The final list of Field Supervisors will be generated from the initial selectees who also successfully complete the training workshop and a final examination. If there are more candidates than needed, preference will be given to those demonstrating the greatest comprehension of the current version of the LDS questionnaire and procedures based on exams administered during the training. Although experienced candidates are likely to have an advantage, experience alone will not be the deciding factor.

Qualifications

- A Diploma in Social Sciences or similar field. An Associate Degree in Social Sciences is preferred.
- Experience conducting and supervising establishment surveys, household surveys or census data collection
- Experience in the use of Survey Solutions.
- Proficiency in digital data collection tools and platforms
- Previous training and/or experience in the use of survey instruments and equipment.
- Working knowledge of the geography of Saint Vincent and the Grenadines.

Competencies

- Ability to lead a team, and to make decisions quickly to move the project forward
- Time management and organizational skills
- Ability to assess team members' performance, and motivate team members toward achieving goals
- Excellent interpersonal, oral, and written communication skills
- Fluency in English (verbal and written) is required
- Must be results-oriented, creative, confident, self-motivated and respond positively to feedback.

- Ability to work well individually and with a team.
- Ability to address challenges that arise in the field during survey execution.
- Sensitivity to cultural, gender, religious, racial, and age differences when relating to community members and respondents.
- Ability to work to given deadlines.

Confidentiality

- The Field Supervisor shall maintain full confidentiality of all documentation and exercise discretion in the dissemination of results. The Field Supervisor may not utilise the information for presentations or studies related to this engagement without prior approval.
- All materials and deliverables produced under this assignment shall remain the sole property of the DoL and SO

Reporting Obligations

- The Field Supervisor will work under the direct supervision of the Survey Administrator and in close collaboration with the relevant staff of the Department of Labour. The Field Supervisor will follow an agreed code of conduct, and will share information on available grievance mechanisms with study participants as needed.
- At the closing of the contract, the consultant's performance will be assessed by the DoL and SO.