

SAINT VINCENT AND THE GRENADINES
OECS DATA FOR DECISION MAKING PROJECT

Terms of Reference

Title:	Labour Demand Survey -Enumerators
Location:	Saint Vincent and the Grenadines 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](#).

A 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 will be implementing a new Labour Demand Survey in 2026

An enumerator is someone who visits households or businesses to collect data about the households, population or businesses for surveys or censuses.

Objectives

The objectives of the Enumerator engagement are:

- To collect accurate and complete labour demand survey data from assigned establishments on behalf of the DoL and SO.
- To ensure that all collected data is recorded faithfully, in accordance with the procedures set out in the LDS Survey Enumerator's Manual.
- To support timely and high-quality data collection that enables 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 Enumerator are:

Training and Preparation

- Attend all training sessions conducted on how to carry out this survey.
- Review and be familiar with the Enumerator's Manual, survey questionnaire, and other relevant materials distributed at training sessions.
- Attain a working knowledge of the main business areas to which they are assigned. In the event that the Enumerator is unsure of this, they ought to consult with the Field Supervisor for instructions.
- Familiarity with and adherence to the introduction script regarding the purpose of the survey

Appointments and case management

- Work closely with the Field Supervisor and Survey Administrator in making the appointments.
- Arrive at the enterprise at least ten (10) minutes ahead of the scheduled appointment.
- Use the assigned enterprise/establishment Sample Form to verify that the enterprise to be interviewed is correct;

Interview Protocol

- Follow strict compliance with the code of conduct and data confidentiality protocols.
- Complete survey questionnaires using “**face to face**” interviews **only**, unless otherwise instructed by the supervisor.
- Visit every establishment/enterprise assigned within the boundaries of his/her designated business area(s) and record the relevant information.
- Conduct interviews **only** with representatives from enterprises to which he/she is assigned by the Field Supervisor.
- Ensure that interviews are conducted in accordance with agreed timelines, barring any emergency.
- In the event that an emergency arises, this must be communicated to the Field Supervisor immediately and communicate with his/her Field Supervisor regarding the new appointment and follow up with the enterprise to conduct the interview.
- Agree with respondents on a date and time for the purposes of this interview, if the first encounter is not suitable for completion of the instrument.
- Ability to relate to community members and sensitivity to cultural, gender, religion, race, and age differences

- Avoid the use of coercion and recognise the right of an establishment to refuse the interview

Quality Assurance

- Record responses to each item posed to sample participants accurately and precisely as stated to you and guided by the LDS Survey Enumerator's Manual.
- Double check data collected and identify discrepancies in data collected as guided by the LDS Survey Enumerator's Manual.
- Ensure the quality, integrity and confidentiality of data collected from participants.
- Complete a survey refusal record for each individual who refuses to allow the Enumerator to conduct the interview.
- Submit completed questionnaires to Field Supervisors through the Survey Solutions Platform (the designated digital data collection platform used for this survey) for review and evaluation.
- Complete and submit all Interview Records to the assigned Field Supervisor, within two (2) weeks of assignment of task, in order to facilitate timely payment.

Reporting and Communication

- Submit reports and results to the Field Supervisor as requested.
- Ensure that the Field Supervisor knows how to contact the Enumerator (via mobile phone, email, and place of residence). This is important as the work assignment must be completed within the specified timeframe and the Enumerator's progress will be monitored closely.
- Bring to the attention of the Field Supervisor any incidents, refusals to participate in the labour demand survey interview or other challenges encountered in the field.
- Inform respondents of available grievance redress mechanisms. Escalate safety, SEA/SH, or ethical concerns via prescribed channels and procedures.
- Attend meetings called by the Field Supervisor or the DoL and SO.

Equipment and Data Security

- Ensure proper maintenance of any hardware, software and documents used for the purposes of this study
- 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).

Deliverables

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

- Submission of all completed questionnaires in the Survey Solutions Platform, so that the Field Supervisor can review and address any issues observed.

- Completion of corrections to questionnaires as indicated by the Field Supervisor within two (2) days of receiving a rejected questionnaire. (Submission is considered “Accepted” only after supervisor review, completion of corrections, and passing QA checks)
- Submission of all completed Interview Records to the assigned Field Supervisor.

Compensation

The Enumerators 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 Enumerator will be paid at a fixed rate for the submission of completed survey instruments from the enterprises to which he/she is assigned. This rate shall also cover transportation and telephone costs.

The basic payment will be forfeited if any of the following is determined:

- (i) the interview records are not accepted if defaced or messy;
- (ii) the data recorded in the interview records or completed survey questionnaire were falsified;
- (iii) the interview records and questionnaires were not completed using a face-to-face interview or any other method approved for conducting the interview;
- (iv) the Enumerator is found responsible for damages or defects to the tablet or charging device assigned to him/her.

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 enumerators will be generated from the initial selectees who also successfully complete the training workshop and final examination. If there are more candidates than are needed, preference will be given to those demonstrating the greatest comprehension of the current version of the labour demand 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

Minimum Requirements

- A minimum of five (5) CXC/CSEC passes (including English).
- Working knowledge of conducting labour market surveys or surveys similar to the assignment described within this Terms of Reference.

- Working knowledge of the geography of Saint Vincent and the Grenadines.
- Proficiency in digital data collection tools and platforms
- Previous training and or experience in the use of survey instruments and equipment preferred.

Competencies

- Ability to effectively communicate with respondents to gather accurate data
- Ability to ask questions clearly and patiently, ensuring respondents understand what is being asked.
- Attention to detail – ensuring accuracy in data collection and recording
- Fluency in English (verbal and written) is required.
- Must be results-oriented, creative, confident, self-motivated and responsive to feedback
- Ability to work well individually and with teams.
- Ability to think critically and be able to solve problems that arise in the field
- Familiarity with laptops, tablets, and specialized software for inputting and managing data.
- Sensitivity to cultural, gender, religious, racial, and age differences when relating to community members and respondents
- Ability to plan and execute tasks in a timely manner

Confidentiality

The Enumerator shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The Enumerator may not utilise the information gathered for presentations or studies related to this consultancy.

Input by the Client

All materials and deliverables produced under this assignment shall remain the sole property of the DoL and SO.

Reporting Obligations

The Enumerator will work under the direct supervision of the Field Supervisor to which he/she is assigned. All communication with the DoL and SO will be copied to the DDM Project Coordinator, except in cases where data deemed confidential under the Census and Statistics Act, No. 24 of 1983 is being transmitted. The Enumerator will follow an agreed code of conduct, and will share information on the available grievance mechanisms with study participants as needed.

