

Terms of Reference

Title:	Field Supervisor
Location:	Saint Vincent and the Grenadines – Statistical Office, Ministry of Finance and Economic Planning
Duration:	16 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](#) (link to Project Appraisal Document).

Saint Vincent and the Grenadines had conducted its last Labour Force Survey in 2021. The Labour Force Survey provides estimates of employment and unemployment, and other labour market indicators. They are used to inform the creation and implementation of labor market policies and programs. The Statistical Office will be implementing the OECS Harmonized Labour Force Survey in 2026.

A Supervisor for a Labour Force Survey oversee 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. 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 force survey to ensure they are implemented as scheduled.

Objectives

- To organise and direct data collection at the Enumeration Districts (ED) level.
- Efficient and systematic data collection processes within designated Enumeration Districts (ED).

- Effective coordination within all Enumeration Districts (ED).
- Efficient and effective supervision and monitoring of enumerators work within specific Enumeration Areas (EA).

Scope of Work

The expected responsibilities of the Field Supervisor are:

- Coordinate and supervise all enumeration activities in the Enumeration Districts (ED) during the labour force survey data collection process.
- Review and have a strong command of the Enumerator's and Field Supervisor's manual, the survey questionnaire, and other relevant materials distributed at training sessions.
- Conduct random spot checks for 10% of interviews and 10% for re-interviews to verify data quality and Enumerator performance.
- Accompany the Enumerator on interviews as needed, so that it can be observed whether the Enumerator is conducting the interview and using the instruments provided to him/her correctly. If necessary, the Field Supervisor should demonstrate the correct procedure to the Enumerator, by conducting at least one such interview.
- In the event that an emergency arises that is likely to prevent the Enumerator from performing his/her duties, this must be communicated to the Statistical Office immediately.
- Resolve any conflicts that may arise in the field relating to survey execution and relay all difficulties encountered by Enumerators to the Statistical Office.
- Ensure Enumerators understand the boundaries of the Enumeration District (ED) to which they are assigned; the Field Supervisor shall assist the Enumerator regarding same.
- Instruct Enumerators to, 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.
- Review all questionnaires in the Survey Solution platform under his/her assignment within three (3) days of submission of Enumerator and assess their completeness as guided by the Manual(s).
- Hold regular meetings with assigned Enumerators, so that all problems faced can be resolved. Notes about these meetings shall be kept so that information can be shared with the Statistical Office.
- Ensure the quality, integrity and confidentiality of data collected by Enumerators.

- Assess the quality of each Enumerator's work, as outlined within the Enumerator's Manual, and determine the level of support each Enumerator requires.
- Communicate and report to the Statistical Office on a weekly basis on enumeration and staffing activities.
- Attend all training sessions conducted on how to carry out the labour force survey.
- In the event of refusals by households to allow assigned Enumerators to complete the LFS questionnaire, make an effort to have this refusal changed to a completed labour force questionnaire and indicate every incidence of this on the Refusal Record Form. For example, the Supervisors will contact the household and try to persuade the household to complete the questionnaire by explaining the importance and benefits of the data. If the Supervisor is unsuccessful in having the household in question agree to complete the questionnaire, the matter must be referred to the Statistical Office. The Statistics Office will attempt to persuade the Household to complete the questionnaire; however, if the household still refuses then this will be recorded as a refusal.
- Ensure proper maintenance of all equipment issued, and the secure backup of all data selected. Collect all software and documentation from the Enumerators assigned and ensure the safe return of them to the Statistical Office on completion of the enumeration process
- Reject, return, and discuss with the Enumerator any questionnaire with errors and omissions to be rectified. Questionnaires re-submitted, after corrections are completed, should be reviewed within one day of re-submission.
- In the event that the assigned Enumerator is unable to perform his/her duties and approval from the Statistical Office is received, perform the duty of Enumerator
- Submit reports and results to the Statistical Office as requested.
- Attend ALL meetings called by the Statistical Office
- Provide a final written report on each Enumerator at the end of the engagement
- Execute the aforementioned or any additional duties or instructions issued to him/her by the Statistical Office during the course of his/her employment.

Deliverables

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

- Weekly review and ratification of completed Questionnaires/ Interview Records from Enumerators under their purview.
- Monthly LFS Field Reports
- Final Report including the activities undertaken and recommendations for the post-enumeration plan

Inputs by the Statistical Office

The Statistical Office shall provide the Field Supervisors with all relevant materials and equipment needed to complete the service.

Compensation

1. 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.
2. The Field Supervisor will be paid at a fixed rate for the submission of completed LFS instruments by the Enumerators to which he/she is assigned. An additional rate shall be paid to cover transportation and telephone costs.
3. Payment for deliverable is based on final approval of all Questionnaires/Interview Records by the Statistical Office.
4. The basic payment will be forfeited if the following is determined
 - (i) the interview records submitted by the Enumerator(s) assigned to the supervisor are not accepted if the data quality or integrity is not up to standard such as missing/don't know responses should not be more than 3% on key variables such as sex and age, if there are not proper comments and notes for non-responses on certain questions;
 - (ii) Statistics Office determines that the data recorded in the interview records or completed LFS questionnaire submitted by the enumerator(s) assigned to the supervisor were falsified;
 - (iii) the interview records and questionnaires are not completed using the “**face to face**” interview or any other method approved for conducting the interview by the enumerator(s) assigned to the supervisor; and
 - (iv) the supervisor in any capacity is answerable for any 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 based on the criteria stated in the TOR. Persons selected in stage 1 will be invited to complete a training workshop. The final list of Field Supervisors will be generated from the initial selectees who also

successfully completed 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 LFS 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

- Five (5) CXC/CSEC including English, Mathematics and/or related subject.
- Experience working in similar household survey or census and experience in the use of survey solutions.
- Proficient in digital data collection tools and platforms.
- Working knowledge of conducting and supervising surveys/census similar to the assignment described within this Terms of Reference.
- Working knowledge of the geography of Saint Vincent and the Grenadines.
- Proficiency in English.

Reporting Obligations

The Field Supervisor will work under the direct supervision of the Statistics Office and in close collaboration with the assigned focal point of Public Sector Investment Programme Management Unit (PSIPMU). The Field Supervisor will follow an agreed code of conduct and will share information on available grievance mechanisms as needed.

All communication with the Statistics Office will be copied to the OECS DDMP Project Coordinator, except in cases where data deemed confidential. Where confidential data is being transmitted, this will be between the Statistics and the Field Supervisor, but the Project Team would be informed of such communication.

At the closing of the contract, the Field Supervisor's performance will be assessed by the Statistics Office

In accordance with the incident reporting requirements of the project, any accidents, injuries, violence, protests, cases of harassment, sexual exploitation and abuse (SEA/SH), or other ethical breaches or incidents that occur while conducting the labour force survey work must be immediately reported to the Statistical Office.