

Terms of Reference

Title:	Labour Force Survey
Location:	Saint Vincent and the Grenadines -Statistical Office, Ministry of Finance and Economic Planning
Duration:	16 Weeks
Tentative Start Date:	October 2026

Background

A Labour Force Survey (LFS) provides estimates of employment and unemployment, and other labour market indicators. They are used to inform the creation and implementation of labour market policies and programs. Saint Vincent and the Grenadines conducted its last LFS in 2021. The Statistical Office will be implementing the OECS Harmonized Labour Force 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. This data is very important for evidence-based planning and policy development. Your role as Enumerator would entail visiting households to gather information on labour market outcomes and to ensure that the data collected is accurately captured and recorded.

Objectives

To collect LFS data from enumeration areas using the prescribed instruments, tools and declared process.

Scope of Work

The expected activities to be carried out by the Enumerator are:

- Attend all training sessions conducted on how to carry out the LFS.
- Review and be familiar with the Enumerator's Manual, LFS questionnaire, and other relevant materials distributed at training sessions;
- Attain a working knowledge of the boundaries of the Enumeration District(s) to which the Enumerator is assigned; if the Enumerator is unsure of this, the Enumerator ought to consult with the Field Supervisor for instructions regarding same;
- Bring to the Field Supervisor's any incidence, refusals or challenges encountered in the field where individuals refuse to participate in the LFS interview;
- Follow strict compliance with the code of conduct and data confidentiality protocols;
- Use assigned enumeration district map(s) to ascertain the required data for the labour force survey;

- Complete a LFS Questionnaire for each household following the guidelines stipulated in the Enumerator's Manual;
- Strict compliance with the code of conduct and data confidentiality protocols;
- Complete LFS questionnaires using "face to face" interviews only, unless otherwise instructed to use another method;
- Visit every selected household within the boundaries of the assigned Enumeration District;
- Conduct interviews only within the bounds of the Enumeration District(s) to which he/she is assigned;
- Agree with respondents regarding date and time for the purposes of this interview, if the first visit is not ideal for completion of the instrument;
- Record responses to each item posed to participants accurately and precisely as stated to you and guided by the Enumerator's Manual;
- Double check data collected and identify discrepancies in data collected as guided by the Enumerator's Manual;
- Ensure the quality, integrity and confidentiality of data collected from participants;
- Keep in close contact with the Field Supervisor to which he/she is assigned, bringing to his/her attention occasions where individuals refuse to participate in the survey interview and any difficulties encountered or matters of concern;
- Complete a LFS refusal record for each individual or household who refuses to allow the Enumerator to conduct the interview;
- Ensure proper maintenance of any hardware, software and documents used for the purposes of this study;
- Submit all completed questionnaires and interview records daily to the assigned Field Supervisor for review and evaluation through the Survey Solutions platform, using the tablet application and internet connection provided, within sixteen (16) weeks of the assignment of tasks, to facilitate timely payment.
- Submit reports and results to the Field Supervisor as requested;
- Share directly with the Field Supervisor your mobile phone number, email and place of residence. This is important as the work assignment must be completed within the time frame specified. The Enumerator's progress will therefore be monitored closely;
- Attend meetings called by the Field Supervisor or the Statistical Office;

Deliverables

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

- Submission of all completed questionnaires in the Survey Solutions Software, so that the Field Supervisor can review and address any issues observed;
- Completion of corrections to questionnaires as indicated by the Field Supervisor within three (3) days of receiving a rejected questionnaire;
- Submission of all completed Interview Records via the Survey Solution platform by syncing your work assignments using an internet connection to the Field Supervisor to which he/she is assigned.

Compensation

1. The Enumerator 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 Enumerator will be paid at a fixed rate for each completed interview record submitted to the assigned Field Supervisor. This rate shall be inclusive of all transportation and telephone costs.
3. 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, including but not limited to, missing/don't know responses should not be more than 3% on key variables such as sex and age, or if there are not proper comments and notes for non-responses on certain questions;
 - (ii) The Supervisor determined that the data recorded in the interview records or completed labour force survey questionnaires 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 Enumerator 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 following the criteria stated in the TOR. Persons selected in stage 1 will be invited to complete a training workshop. The final list of enumerators will be generated from the initial selectees who also successfully completed 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 force questionnaire and procedures based on exams administered during the training.

Qualifications

1. Minimum Requirements

- A minimum of three (3) CXC/CSEC including English, Mathematics and/or related field.

- Experience conducting interviews in at least one household survey or Census or using Survey Solutions platform.
- Proficient in digital data collection tools and platforms.
- Working knowledge of conducting labour force survey or other surveys similar to the assignment described within this Terms of Reference would be an asset.

2. Competencies

- Excellent interpersonal, oral and written communication skills.
- Fluency in English (verbal and written) is required.
- Results-oriented, creative, confident, self-motivated and responds positively to feedback
- Ability to work well individually and with teams.
- Persistence when faced with problems or challenges.
- Ability to identify issues, opportunities and risks and articulate them.
- Ability to relate to community members and sensitivity to culture, gender, religion, race, and age differences.
- Ability to work to given deadlines.

Reporting Obligations

The Enumerator will work under the direct supervision of the Field Supervisor and in close collaboration with the Chief Statistician or relevant staff of the Statistical Office. The Enumerator will follow an agreed code of conduct and will share information on the available grievance mechanisms as needed.