

## Terms of Reference

Title:	Survey of Living Condition-Field Supervisor
Location:	Saint Vincent and the Grenadines -Statistical Office, Ministry of Finance and Economic Planning
Duration:	7 Months
Tentative Start Date:	May 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).

The Survey of Living Conditions is a survey that gathers information about poverty and the circumstances in which people live, such as their access to resources, housing, education, and health. The results of this survey can be used to help the government and other organizations understand how people are managing, and to inform policy decisions. Based on international standards the data collection for this survey is usually done over a period of 9-12 months. The reason for the length of the survey is to ensure that the results are representative of a wide range of households and to capture trends.

A supervisor for a Survey of Living Condition (SLC) 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. 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 survey of living condition to ensure they are implemented as scheduled.

## Objectives

- To organise and direct data collection at the Enumeration District (ED) level.
- Efficient and systematic data collection processes within designated Enumeration District (ED).
- Effective coordination within all Enumeration District.
- Efficient and effective supervision and monitoring of enumerators work within specific Enumeration District

## Scope of Work

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

- Coordinate and supervise all enumeration activities in the Enumeration District during the survey of living condition data collection process.
- Review and be familiar with 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 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 the survey of living condition execution and relay all difficulties encountered by Enumerators to the to the Statistical Office
- Ensure Enumerators understand the boundaries of the Enumeration District 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 could be resolved. Notes of these meetings shall be kept so that information can be shared with the Statistics 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 enumeration and staffing activities.
- Attend all training sessions conducted on how to carry out the survey of living condition.
- In the event of refusals by households to allow assigned Enumerators to complete the survey of living condition questionnaires, make an effort to have this refusal changed to a completed survey questionnaire and indicate every incidence of this on the Refusal Record Form. In the event that the Enumerator is unsuccessful in having the household in question agree to complete the questionnaire, the matter must be referred to the Statistical Office.
- Ensure proper maintenance of all equipment issued and the secure backup of all data selected. Collect all software and documentation from the Enumerators assigned to you 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.
- Perform the duty of Enumerator, in the event that the assigned Enumerator is unable to perform his/her duties and approval from the Statistical Office is received.
- 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.
- 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 Field Supervisors will include, but are not limited to:

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

### Inputs by the Statistics 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 survey instruments by the Enumerators to which he/she is assigned. This rate shall also 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.;
  - (ii) it is determined that the data recorded in the interview records or completed survey of living condition 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 on the basis of 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 survey of living condition 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
- At least 2 years' experience working in similar household survey or census
- Proficient in digital data collection tools and platforms
- Working knowledge of conducting or 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 survey of living condition work must be immediately reported to the Statistical Office.