

Terms of Reference

Title:	Survey of Living Condition-Field Enumerator
Location:	Saint Vincent and the Grenadines -Statistical Office, Ministry of Finance and Economic Planning
Duration:	7 Months
Tentative Start Date:	May 2026

Background

A Survey of living condition 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 Survey of living condition in 2021. The Statistical Office will be implementing the Survey of living condition 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 an Enumerator would entail visiting households to gather information on the survey of living condition and to ensure that the data collected is accurately captured and recorded.

Objectives

To collect survey of living condition 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 survey of living condition
- Review and be familiar with the Enumerator's Manual, survey of living condition 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; in the event that 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 labour force survey 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 survey of living condition;
- Complete a survey of living condition Questionnaire for each household following the guidelines stipulated in the Enumerator's Manual;
- Complete survey of living condition 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 encounter 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 of living condition interview and any difficulties encountered or matters of concern;
- Complete a survey of living condition refusal record for each individual 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 daily completed questionnaires to Field Supervisors through the Survey Solutions Platform for review and evaluation.
- Complete and submit all Interview Records to the Field Supervisor to which he/she is assigned, within fifteen (15) weeks of assignment of task, in order to facilitate timely payment.
- 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 time frame specified. The Enumerator's progress will therefore be monitored closely.
- Attend meetings called by the Field Supervisor or the Statistical Office
- 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 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 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 the submission of completed survey of living condition instruments by the Enumerators to which he/she is assigned. This rate shall also cover 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.
 - (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 enumerator 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 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 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

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 survey of living condition or other surveys similar to the assignment described within this Terms of Reference would be an asset
- Experience in using a tablet and survey software

2. Competencies

- Excellent interpersonal, oral and written communication skills.
- Fluency in English (verbal and written) is required.
- Must be 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 cultural, 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 and 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.