

Terms of Reference

Title:	Field Supervisor
Location:	Saint Vincent and the Grenadines - Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour
Duration:	12 months
Tentative Start Date:	January 2025

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. It is being implemented by Grenada, Saint Lucia, St. Vincent and the Grenadines, and the OECS Commission. The Project seeks to achieve its objective by strengthening both national and regional level capacities and fostering regional coordination. At the national level, Component 1 and Component 2 of the Project strengthen national statistical systems through (i) statistical modernization and capacity building, and (ii) data production, analysis, and dissemination, with a focus on the population and housing census, living conditions surveys, labor market surveys, and agricultural census. At the regional level, Component 3 of the Project supports the OECS Commission's mandate for regional integration and the strengthening of the regional statistical system. Component 4 supports project implementation, and Component 5 provides a contingency option in the event of a national emergency. 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 Census of Agriculture and Fisheries (CAF) in 2000. Previous rounds of the CAF had been implemented in 1946, 1961, 1972, and 1985/86. Since the 2000 CAF, several changes have occurred in the country, which have strongly impacted the agriculture sector and the national economy in general. The Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRIL) in cooperation with the Statistical Office, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (CSO) is currently planning to conduct the next Census of Agriculture in 2025, following the FAO's guideline World Census of Agriculture (WCA) 2020 recommendations.

Agricultural statistics are needed to monitor the existing agricultural and food supply conditions and to provide accurate and reliable information to help governments and other users in the process of short-term decision-making. The CAF is the backbone of the entire Agricultural Statistical System. In the absence of a new CAF, the country lacks the capacity to produce, analyze and report on the minimum set of agricultural indicators.

The Project is seeking to hire Field Supervisors to provide direct supervision to enumerators and monitor operational activities during data collection of the census to ensure they are implemented as scheduled.

Objectives

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

Scope of Work

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

- Coordinate and supervise all enumeration activities in the Enumeration Area during the census 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.
- 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 National Census Coordinator immediately;
- Resolve any conflicts that may arise in the field relating to census execution and relay all difficulties encountered by Enumerators to the to the National Census Coordinator
- 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 National Census Coordinator.
- 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 National Census Coordinator on enumeration and staffing activities.
- Attend all training sessions conducted on how to carry out the Census.
- In the event of refusals by households to allow assigned Enumerators to complete the census questionnaires, make an effort to have this refusal changed to a completed census 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL).
- 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 Ministry of Agriculture 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) is received.
- Submit reports and results to the National census coordinator as requested.
- Attend ALL meetings called by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL).
- 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 National Census Coordinator 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 Census Field Reports
- Final Report including the activities undertaken and recommendations for the post-enumeration plan

Inputs by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL)

The Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) shall provide the Field Supervisors with all relevant materials and equipment needed to complete the service.

Compensation

1. The contractor (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 contractor (Field Supervisor) will be paid at a fixed rate for the submission of completed census 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
4. Payment for deliverable is based on final approval of all Questionnaires/Interview Records by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL).
 - (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 census 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 contractors (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 census 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 Agriculture related subject
- At least 2 years’ experience working at a supervisory level in a similar household survey or census and experience in the use of survey solutions.
- 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 National Census Coordinator within the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL)

In accordance with the incident reporting requirements of the project, any accidents, injuries, violence, protests, or other incidents that occur while conducting the census work must be immediately reported to the National Census Coordinator.