

Terms of Reference

Title:	National Census Enumerator for the Census of Agriculture and Fisheries
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

A Census of Agriculture and Fisheries is an undertaking by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTI) to gather data on structures and characteristics of farms such as size; tenure of holdings; land use and area planted to crops; inventory of livestock and poultry; and distribution and number of households engaged in farming, fishing, and related activities. In Saint Vincent and the Grenadines, the last Census of Agriculture and Fisheries (CAF) was conducted 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 (MAFFRTIL) in co-operation 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 Enumerators for the Census of Agriculture and Fisheries (CAF).

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 agricultural holdings and to ensure that the data collected is accurately captured and recorded.

Objectives

To collect agricultural and fisheries 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 Census of Agriculture and Fisheries (CAF).
- Review and be familiar with the Enumerator's Manual, census 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 attention occasions where individuals refuse to participate in the census interview
- Use assigned enumeration district map(s) to ascertain the required data for the Census;
- Complete a Census Questionnaire for each household or agricultural enterprise following the guidelines stipulated in the Enumerator's Manual;
- Complete Census 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 Census interview and any difficulties encountered or matters of concern;
- Complete a Census 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.
- Manage stipend advanced responsibly to cover initial transportation and telephone expenses.
- 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 Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL)
- 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 contractor (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 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:
 - (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 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 contractors (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 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

1. Minimum Requirements

- A minimum of three (3) CXC/CSEC including English, Mathematics and/or Agriculture science or 2 years of experience collecting agriculture/fisheries data.
- Experience conducting interviews in at least one household survey or census or using survey solutions platform
- Working knowledge of conducting Censuses 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.
- 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 of the Census of Agriculture and Fisheries and in close collaboration with the assigned focal point of Public Sector Investment Programme Management Unit (PSIPMU). The Enumerator will follow an agreed code of conduct, and will share information on the available grievance mechanisms as needed.

