

**Saint Vincent and the Grenadines  
OECS DATA FOR DECISION MAKING PROJECT**

**Request for Expressions of Interest  
Non Consulting Services – Individual Consultant**

**Assignment Title: Enumerators for the 2026 Survey of Living Conditions (SLC)  
Reference No.: SVG-DDMP-NCS-INDV- 14**

The Government of Saint Vincent and the Grenadines (GoSVG) has applied for financing from the World Bank toward the cost of the OECS Data for Decision Making Project (DDMP), and intends to apply part of the proceeds towards Enumerators for the 2026 Survey of Living Conditions (SLC) and 2026 Labour Force Surveys (LFS).

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.

The Ministry of Finance, Economic Planning and Information Technology now invites eligible Non Consultants to indicate their interest in providing the Services. The expected activities to be carried out by the Non Consultant are:

**Scope of Work**

- 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.
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- 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).

## **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.

The detailed Terms of Reference can also be found at <https://procurement.gov.vc/eprocure/index.php/current-bids>

Applicants are required to complete and submit applications forms only by clicking or visiting the link:

<https://stats.gov.vc/>

The deadline for the submission of applications forms is **Friday, March 20, 2026**. Services are expected to commence in May, 2026.

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