

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

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

**Assignment Title: National Census Field Supervisor for the Census of Agriculture and Fisheries
Reference No.: SVG-DDMP-NCS-INDV- 13**

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 Non Consulting Services for National Census Enumerator for the Census of Agriculture and Fisheries.

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).

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.

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:

- 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

Qualifications

1. Minimum Requirements

- 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.

The detailed Terms of Reference can also be found at <https://procurement.gov.vc/e procure/images/pdf/CurrentBids/CAF%20Terms%20of%20Reference%20for%20Agriculture%20Field%20Supervisors.pdf>

Applicants are required to complete and submit applications forms only at <https://agriculture.gov.vc/agriculture/> by clicking the image:



Or by accessing the following direct link:

https://docs.google.com/forms/d/e/1FAIpQLSe1O_Que3X7CBrOTToNpGGtZ8QOsswOHd9oaNc60faxMG3I5RQ/viewform?pli=1.

The deadline for the submission of applications forms is **Monday, March 17, 2025**. Services are expected to commence in April, 2025.

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