

HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT

Terms of Reference Consultancy for SVG-HDSD-CS-INDV-34A

ENUMERATORS FOR THE LABOUR FORCE SURVEY 2022

1. INTRODUCTION

1.1 The Government of St. Vincent and the Grenadines (GOSVG) has received funding from the World Bank (WB) toward the implementation of the Human Development Service Delivery (HDSD) Project. The project is designed to strengthen the quality-of-service delivery in education, improve the efficiency of social protection systems, and improve the effectiveness of labour market systems.

1.2 The project is implemented by the Ministry of Finance, Economic Planning and Information Technology. The other participating ministries are the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Persons with Disabilities and Youth; the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour; and the Ministry of Education, National Reconciliation and Ecclesiastical Affairs.

1.3 The project is structured around the four following components:

- Component 1 - Strengthening Pedagogy for Basic and Special Needs Education
- Component 2 - Building Responsive Social Protection Service Delivery Systems
- Component 3 - Strengthening Labour Market Systems and Improving Skills Training of Poor and Vulnerable Populations
- Component 4 - Project Implementation, Monitoring and Evaluation

1.4 The GOSVG will undertake a Labour Force Survey (LFS) in 2022. This survey is intended to collect socio-economic data from persons in randomly selected households across SVG. The survey collects data on demographics characteristics, education and training and information on those employed, unemployed and those classified as economically inactive or outside of the labour force. The target population is the population fifteen (15) years and older.

1.5 The main purpose of the LFS is to measure the size of the economically active population, with the view of providing guidance in the formulation and implementation of labour-market policies and programs. This includes a) assessing levels of unemployment in the country so that job creation efforts could be accelerated, b) measuring the size of the employed population both in the formal and informal sectors, c) measuring income levels among paid

employees, self-employed and employers and d) provide employment estimates by occupation, industry, status in employment.

2. DESCRIPTION OF SERVICES

2.1 Objectives of the Consultancy

2.1.1 The objective of this consultancy is to conduct a household listing then visit selected households to collect information on a wide range of socio-economic topics including health, education and work or employment activities.

2.2 Responsibilities of the Enumerator

2.2.1 Attend all training sessions conducted on how to carry out this survey.

2.2.2 Review and be familiar with the Enumerator's Manual, survey questionnaire, and other relevant materials distributed at training sessions.

2.2.3 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;

2.2.4 Conduct the listing exercise **only** within the bounds of the Enumeration District(s) to which he/she is assigned;

2.2.5 For listing exercise, visit **every building** within the boundaries of his/her assigned Enumeration District(s) and record the relevant information for each visited building;

2.2.6 Complete the listing exercise using "**face to face**" interviews **only**.

2.2.7 Bring to the Field Supervisor's attention occasions where individuals refuse to participate in the listing exercise;

2.2.8 Use assigned enumeration district map(s) and visitation record(s) to ascertain the required data for the Survey;

2.2.9 Use assigned Household/Dwelling Sample Form to ascertain which households are to be interviewed using the Survey Questionnaires;

2.2.10 Complete a Survey Questionnaire for each selected household and all of its members (including babies, the disabled, the elderly) following the guidelines stipulated in the Enumerator's Manual;

- 2.2.11 Complete survey questionnaires using “face to face” interviews only, unless otherwise instructed to use another method.
- 2.2.12 Visit every selected household within the boundaries of the assigned Enumeration District.
- 2.2.13 Conduct interviews only within the bounds of the Enumeration District(s) to which he/she is assigned.
- 2.2.14 Conduct of the interviews will follow COVID-19 protocols as prescribed by the Statistical Office and the Field Supervisor, and as outlined within the Enumerator’s Manual.
- 2.2.15 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.
- 2.2.16 Record responses to each item posed to sample participants accurately and precisely as stated to you and guided by the Survey Enumerator’s Manual.
- 2.2.17 Double check data collected, and identify discrepancies in data collected as guided by the Survey Enumerator’s manual.
- 2.2.18 Report on and adjust rejected surveys as needed, as prescribed by the Statistical Office and Field Supervisor, and as outlined within the Enumerator’s Manual.
- 2.2.19 Ensure the quality, integrity and confidentiality of data collected from participants.
- 2.2.20 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 interview and any difficulties encountered or matters of concern;
- 2.2.21 Complete a survey refusal record for each individual who refuses to allow the Enumerator to conduct the interview
- 2.2.22 Ensure proper maintenance of any hardware, software and documents used for the purposes of this study.
- 2.2.23 Manage stipend advanced responsibly to cover initial transportation and telephone expenses.
- 2.2.24 Submit completed questionnaires to Field Supervisors through the Survey Solutions Platform for review and evaluation.

2.2.25 Complete and submit all Interview Records to the Field Supervisor to which he/she is assigned, within two (2) weeks of assignment of task, in order to facilitate timely payment.

2.2.26 Submit reports and results to the Field Supervisor as requested.

2.2.27 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.

2.2.28 Attend meetings called by the Field Supervisor or the Statistical Office.

2.3 Deliverables

2.3.1 Submission of all completed Visitation Records to the Statistical Office, so that they can be reviewed, and any issues observed may be addressed.

2.3.2 Completion of corrections to Visitation Records as indicated by the Statistical Office.

2.3.3 Completion of corrections to questionnaires as indicated by the Field Supervisor.

2.3.4 Submission of all completed questionnaires in the Survey Solutions Software, so that the Field Supervisor can review and address any issues observed.

2.3.5 Completion of corrections to questionnaires as indicated by the Field Supervisor within two (2) days of receiving a rejected questionnaire.

2.3.6 Submission of all completed Interview Records to the Field Supervisor to which he/she is assigned.

3. CHARACTERISTICS OF THE CONSULTANT

Type of Consultancy:	Individual
Procurement Method:	Individual Consultant Selection
Length and Duration:	The consultant will be contracted for a period of five (5) weeks commencing October 2022 to November 2022 .
Place of work:	St. Vincent and the Grenadines

<p>Qualifications and experience:</p>	<p>The Consultant shall at a minimum, possess the following qualifications and experience:</p> <ul style="list-style-type: none"> • A minimum of three (3) CXC/CSEC passes (including English). • Experience in conducting at least one (1) similar household survey interviews. • Previous training and or experience in the use of survey instruments and equipment. • Working knowledge of conducting labour market surveys or other surveys similar to the assignment described within this Terms of Reference would be an asset. • Working knowledge of the geography of Saint Vincent and the Grenadines.
<p>Competencies</p>	<ul style="list-style-type: none"> • 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.

4. INPUTS BY THE CLIENT

4.1 The Client shall provide the Enumerator, with all relevant materials and equipment needed to complete the consultancy.

5. REPORTING/ SUPERVISION

5.1 The Statistical Office will supervise the completion of the Visitation Records, whilst the Field Supervisors will supervise the completion of interviews.

5.2 Upon completion of each questionnaire, the Enumerator must sync in Survey Solutions so that the supervisor can review and address any issues. Where the Supervisor or the office indicate the need for corrections to be made to the questionnaires, the Enumerator MUST adhere to the instructions or comments of the Supervisor or the office and make all necessary corrections within three (3) days of receiving a rejected questionnaire.

5.3 All communication with the Statistical Office will be copied to the HDSD Project Coordinator, except in cases where data deemed confidential under the Census and Statistics Act, No. 24 of 1983 is being transmitted. Where confidential data is being transmitted, this will be between the Statistical Office and the Consultant but the Project Team would be informed of such communication.

5.4 At the closing of the contract, the consultant's performance will be assessed by the Statistical Office.

6. COMPENSATION

6.1 The consultant shall make his/her own arrangements to pay income tax, social security contributions and to meet any other statutory obligations arising from the agreement.

6.2 The consultant will be paid at a fixed rate for the completed lines in the Visitation Records and upon submission of completed survey instruments.

6.3 The consultant will also be paid at a basic rate per enumeration district or part thereof, for completing the Visitation Record and submission of completed interviews separately.

6.4 The basic payment will be forfeited if the following is determined:

- (i) it is determined that the data recorded in the visitation/interview records or completed survey questionnaire were falsified;
- (ii) the visitation/interview records and questionnaires are not completed using the “**face to face**” interview or any other method approved for conducting the interview; and
- (iii) the Enumerator is answerable for any damages or defects to the tablet or charging device assigned to him/her.

7. CONFIDENTIALITY

7.1 The consultant shall maintain full confidentiality of all documentation and discretion in the dissemination of results. The consultants may not utilise the information for presentations or studies related to this consultancy without prior approval.

7.2 All materials and deliverables produced under this consultancy shall remain the sole property of the Statistical Office.