

# **HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

## **Terms of Reference Consultancy for SVG-HDSD-CS-INDV-34B**

### **FIELD SUPERVISORS 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 The objective of this consultancy is to be responsible for the supervision of and reporting on the operations/activities of Enumerators assigned to him/her within a given Enumeration District.

### **2.1 Responsibilities of the Supervisor**

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

2.1.2 Review and be familiar with the Enumerator's and Field Supervisor's manual, the survey questionnaire, and other relevant materials distributed at training sessions.

2.1.3 Ensure Enumerators understand the boundaries of the Enumeration District to which they are assigned; the Field Supervisor shall assist the Enumerator regarding same.

2.1.4 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.

2.1.5 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 Statistical Office immediately;

2.1.6 Relay all difficulties encountered by Enumerators to the Statistical Office;

2.1.7 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.

2.1.8 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 Statistical Office.

2.1.9 Review all questionnaires in the Survey Solution Platform under his/her assignment within two (2) days of submission of Enumerator and assess their completeness as guided by the Manual(s).

2.1.10 Reject, return, and discuss with the Enumerator any questionnaire or visitation record with errors and omissions to be rectified. Questionnaires re-submitted, after corrections are completed, should be reviewed within one day of re-submission.

2.1.11 Assess the quality of each Enumerator's work, as outlined within the Enumerator's Manual, and determine the level of support each Enumerator requires.

2.1.12 Resolve any conflicts that may arise in the field relating to survey execution and relay all difficulties encountered by Enumerators to the Statistical Office.

2.1.13 In the event of refusals by households to allow assigned Enumerators to complete survey questionnaires, make an effort to have this refusal changed to a completed survey questionnaire and indicate every incidence of this on the Refusal Record Form. In the event that the Consultant is unsuccessful in having the household in question agree to complete the questionnaire, the matter must be referred to the Statistical Office.

2.1.14 In the event that the Field Supervisor has to perform the duties of an Enumerator, he/she MUST, before so doing, receive approval from the Statistical Office.

2.1.15 Ensure the quality, integrity and confidentiality of data collected by Enumerators.

2.1.16 Ensure proper maintenance of all equipment issued and the secure backup of all data selected.

2.1.17 Submit reports and results to the Statistical Office as requested.

2.1.18 Attend ALL meetings called by the Statistical Office.

2.1.19 Assess and report on the productivity of the enumerators under their purview through the review of the number of surveys collected per enumerator, and make corrective measures to enhance productivity if needed.

2.1.20 Perform the duty of Enumerator, in the event that the assigned Enumerator is unable to has to perform his/her duties and approval from the Statistical Office is received.

2.1.21 Execute the afore-mentioned or any additional duties or instructions issued to him/her by the Chief Statistician during the course of his/her employment.

## **2.2 Deliverables**

2.2.1 Review and ratification of completed Questionnaires/ Interview Records from Enumerators under their purview. Payment for deliverable is based on final approval of all Questionnaires/Interview Records by the Statistical Office.

### 3. CHARACTERISTICS OF THE CONSULTANT

<b>Type of Consultancy:</b>	Individual
<b>Procurement Method:</b>	Individual Consultant Selection
<b>Length and Duration:</b>	The consultant will be contracted for a period of <b>five (5) weeks</b> commencing <b>October 2022</b> to <b>November 2022</b> .
<b>Place of work:</b>	St. Vincent and the Grenadines
<b>Qualifications and experience:</b>	<p>The Consultant shall at a minimum, possess the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• A minimum of five (5) CXC/CSEC passes (including English).</li> <li>• Trained by the Statistical Office at a Supervisors' workshop, and on the use of relevant survey instruments and equipment.</li> <li>• Experience in conducting at least two (2) similar assignments in a supervisory capacity.</li> <li>• Experience in conducting household survey interviews.</li> <li>• Previous training and or experience in the use of survey instruments and equipment, would be an asset.</li> <li>• Working knowledge of conducting and supervising surveys similar to the assignment described within this Terms of Reference.</li> <li>• Working knowledge of the geography of Saint Vincent and the Grenadines.</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, oral and written communication skills.</li> <li>• Fluency in English (verbal and written) is required.</li> <li>• Must be Results-oriented, creative, confident, self-motivated and responds positively to feedback</li> <li>• Ability to work well individually and with teams.</li> </ul>

	<ul style="list-style-type: none"> <li>• Persistence when faced with problems or challenges.</li> <li>• Ability to identify issues, opportunities and risks and articulate them.</li> <li>• Ability to relate to community members and sensitivity to cultural, gender, religion, race, and age differences.</li> <li>• Ability to work to given deadlines.</li> </ul>
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#### **4. INPUTS BY THE CLIENT**

4.1 The Client shall provide the Field Supervisor with all relevant materials and equipment needed to complete the consultancy and assess to any other staff assigned to facilitate skills and knowledge transfer.

#### **5. REPORTING/ SUPERVISION**

5.1. The Field Supervisor will report to the Statistical Office for the proper performance of duties and approval of deliverables.

5.2 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.

5.3 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 submission of completed survey instruments by the enterprises to which he/she is assigned.

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 interview records or completed survey questionnaire submitted by the enumerator(s) assigned to the supervisor were falsified;
- (ii) 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
- (iii) the supervisor in any capacity 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.