



**SAINT VINCENT AND THE GRENADINES
HUMAN DEVELOPMENT SERVICE DELIVERY PROJECT**

2019 LABOUR FORCE SURVEY IN ST. VINCENT AND THE GRENADINES

**TERMS OF REFERENCE FOR ENUMERATORS
SVG-HSDSP-CS-INDV-34**

The Ministry of Finance, Economic Planning, Sustainable Development and Information Technology is desirous of recruiting an individual consultant – (Enumerator) to undertake the 2019 Labour Force Survey in St. Vincent and the Grenadines.

Background

The Government of St Vincent and the Grenadines, will undertake a harmonized OECS Labour Force Survey (LFS) in 2019. This survey is undertaken by the National Statistical Offices of the various member states to collect socio-economic data from persons in randomly selected households across the region. 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.

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.

Responsibilities of the Enumerator

Trained enumerators will 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.

Specific duties of the enumerator shall include, but be not confined to:

1. Keep in contact with the Field Supervisor, bringing to his/her attention any difficulty encountered or matters of concern;
2. Attend meetings called by the Field Supervisor or the Statistical Office;

3. 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. Enumerator progress will therefore be monitored closely;
4. 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;
5. Conduct the listing exercise **only** within the bounds of the Enumeration District(s) to which he/she is assigned;
6. 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;
7. Complete the listing exercise using “**face to face**” interviews **only**.
8. Use assigned enumeration district map(s) and visitation record(s) to ascertain the required data for the Survey;
9. Map-spot each assigned enumeration district;
10. Be familiar with the contents of the Enumerator’s manual and other materials distributed at training sessions;
11. Bring to the Field Supervisor’s attention occasions where individuals refuse to participate in the listing exercise;
12. Conduct interviews **only** within the bounds of the Enumeration District(s) to which he/she is assigned;
13. Use assigned Household/Dwelling Sample Form to ascertain which households are to be interviewed using the Survey Questionnaires;
14. Complete Survey Questionnaires using “**face to face**” interviews **only**.
15. Visit **each selected household** within the boundaries of the assigned Enumeration District;
16. 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;
17. Complete a survey refusal record for each individual who refuses to allow the Enumerator to conduct the interview;
18. Bring to the Field Supervisor’s attention occasions where individuals refuse to participate in the survey interview;
19. The Enumerator is directly responsible to their assigned Supervisor and, through him/her, the Chief Statistician for the proper performance of duties.
20. The basic payment will be forfeited if the Enumerator for any reason, other than illness certified by a Medical Doctor, fails to complete the enumeration of the Enumeration District to which he/she is assigned.
21. Enumerators will not be paid, in cases where the Employer can prove that the Enumerator falsified the data recorded in the Visitation Record (VR) or Questionnaire.

22. Enumerators will not be paid once it is determined that the visitation record(s)/questionnaire(s) was/were completed using any method other than face-to-face interview.
23. Enumerators will not be paid for completed visitation record(s) or map(s) which are defaced or messy.
24. All Visitation Records **MUST** be completed and submitted to your Field Supervisor within three weeks of assignment of task in order to facilitate timely payment.
25. The Enumerator shall be held responsible for any damages or defects to the tablet or charging device assigned to him/her. The cost for any damage or defect to the tablet is EC \$900. The cost for any damage or defect to the charging device is EC \$100.00.

Reporting and Schedule of Deliverables

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.

Competencies

The ideal candidate is expected to possess the following competencies:

- a. Good communication skills
- b. Results-oriented, creative, confident, self-motivated and responds positively to feedback
- c. Ability to work well individually and with teams
- d. Persistence when faced with problems or challenges
- e. Ability to identify issues, opportunities and risks and articulate them
- f. Ability to relate to community members and sensitivity to cultural, gender, religion, race, and age differences;
- g. Ability to work to given deadlines.

Qualifications and Experience

- a) A minimum of 3 CXC/CSEC passes (including English);
- b) Previous training and or experience in the use of survey instruments and equipment will be an asset.

Contract Duration

This contract will be for a period up to 8 months or, in the event that the survey is not completed within this time, for such time up to, and not exceeding, the completion of the survey.

Remuneration

Payment will be per completed questionnaire.