

TERMS OF REFERENCE

CONSULTING SERVICES – INDIVIDUAL SELECTION

Fulltime, Time Based

Project Overview

Project Overview	
Project Name	Building Capacity in Statistics and Audit Project
Activity Reference Number (STEP)	SB-NSO-412651-NC-RFQ
Agency Name	Solomon Islands National Statistics Office (NSO) and the Office of Auditor General (OAG)
Country	Solomon Islands
Position Title/ Activity Description	Survey Enumerator(s)
National	<input checked="" type="checkbox"/>

Project Background

Project Details	
Project Aim (PDO Statement)	The objective of the project is to improve the availability and quality of official statistics and audits in Solomon Islands
Project Length	January 19, 2024 to December 28, 2028
Project Location	The position(s) will be based in the allocated field enumerated areas across the 10 provinces of Solomon Islands.
Components	Component 1: Strengthening statistical capacity Component 2: Strengthening audit capacity Component 3: Project and portfolio management

Contract Details

Details	
Objective	The Survey Enumerator is responsible for the collection of data across assigned enumerated areas for the Household Income and Expenditure Survey (HIES) 2024-25 in the Solomon Islands.
Duration	This will be a 12 months contract (3 months probation period). The expected start date is September 2024 or earlier.
Reporting	The Survey Enumerator will report to the Director (through the respective Supervisor/Provincial Coordinator) of the HIES 2024-25 Project.

Contract Scope

Component 1 of the CAPSA Project involves the strengthening of statistical capacity implemented by the NSO and includes under Component 1.1 the financing and conduct of the Household Income and Expenditure Survey (HIES) 2024-25 with improved methodologies. According to the HIES sampling strategy, a sample of slightly over four thousand households will be selected for enumeration spread across the ten provinces of Solomon Islands. There will be about two enumerators in a team led by a team supervisor and the number and size of teams involved will depend on the geography, population and costs involved of the each of the provinces where households will be selected and enumerated.

The HIES Survey Enumerator(s) is responsible for enumerating selected households and obtaining data through an allocated workload as part of a team's field plan. The Enumerator will visit households within selected enumeration areas across wards to conduct face-to-face interviews and collect data through the HIES questionnaire (supported by a computer assisted personal interview (CAPI) module and tablet). The Enumerator will work to ensure all data collected is properly secured and transmitted to the HIES Project Office of the NSO in a timely manner and in compliance with assigned process.

Major Duties

- Undertake initial field visit of selected enumerated areas to familiarise with the area, update listing records and prepare for enumeration
- Conduct interviews on households within selected enumeration areas according to the HIES collection procedures, work-plan and weekly schedules
- Apply a HIES questionnaire CAPI tablet in collecting data and transmitted data according to weekly/monthly schedule
- Work closely with the Supervisor/Provincial Coordinator in addressing issues and challenges on the field
- Ensure that the HIES equipment and supplies provided are secure at all times
- Act on other duties as directed consistent with the above

Specific Deliverables of contract

List the specific deliverables or milestones of this contract in the table below.

The Survey Enumerator will be on probation for the three months of the assignment. The respective HIES Provincial Coordinator with the assistance of the CAPSA Project Manager will undertake a performance evaluation as per the deliverables listed below.

Key Deliverables	Timing
Collection of household data (12 months)	Monthly
Application of CAPI approach in data capture	Monthly
Completion of work-load allocation per enumerated area	Monthly
Data transmission from field to HIES Project Office/NSO HQ	Weekly/Monthly
Safe keeping and usage of HIES equipment and supplies	Ongoing
Provide support to Supervisor/Provincial Coordinator when required.	As needed

Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and working integrity and ethics.

Mandatory Criteria	Description
Education	Minimum qualification of form 5 secondary/senior secondary education or other equivalent qualifications
Physical Fitness	Must be physically fit and healthy
Age Requirement	Must be between the ages of 18-55 years
Basic ICT Skills	Basic Information and Communication Technology (ICT) skills in the use or application of either computers and software, operating android phones, other mobile phones or tablets.
Religious Obligations	Must not be religiously or culturally obligated not to work in the weekends (both Saturday and Sunday)
Pregnancy	If the candidate is a female, than the candidate must not be currently pregnant at the time of interview

Desirable Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined.

Other Criteria	
Experience relevant to the Project	<ul style="list-style-type: none"> No work experience is required. However, some experience in data collections or being involved in surveys, censuses, audit, inspections is preferred Ability to maintain confidentiality and high ethical standard to build effective working relations with colleagues
Experience relevant to the Terms of Reference	<ul style="list-style-type: none"> Must demonstrate basic numeracy skills (a basic test will be conducted for candidates) Residency in current place of residence is the same as usual (or permanent) place of residence in the province of enumeration Good communication skills, especially good public speaking skills in English or Pidgin, or in local language Good local knowledge of your area (boundaries/wards and villages) Be able to work under pressure, even under varying geographical terrains and environmental conditions Ability to resolve issues and challenges faced during enumeration with respondent/people/households
	Demonstrate ability to complete task and meeting deadlines.

Resources Provided

Provide an outline of items/resources the client will provide to enable delivery of the contract outcomes.

INPUTS	
Equipment (IT/Comms etc)	A tablet will be will be provided under the project for the enumeration. Depending on allocated work-area/EA, a OBM/Canoe (with a OMB driver) will be assigned to a team (consisting of Enumerators and a Supervisor)
Field Supplies and Materials	Enumerator field supplies such as raincoats, torch batteries, cooking utensils, portable power charges, basic stationary etc. Maps, field work plans, enumerator guides and training manuals will also be provided
Office Space	A central common area/space within the HIES Project Office/NSO in Honiara will be available for all Project Staff including enumerators to attend to administrative issues and logistics. There are no office space allocations in the provinces.

Selection Process

Applicants will be assessed on (their) Resume as submitted and any supporting documentation.

Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further.

Applicants passing mandatory criteria requirements will be assigned points on presented **desirable criteria**.

The HIES Project/NSO and the Project Management Unit will then interview highest ranked individuals¹. Interviews will assess the strengths and weaknesses of candidates.

¹ This number of candidates to be interviewed will be determined on an as required basis.