

## TERMS OF REFERENCES

### Enumerators

<b>Job Title</b>	<b>Survey XXX enumerator</b>
<b>Contract type</b>	<b>Consultancy</b>
<b>UNIT/ DIVISION</b>	CO/division
<b>Duty station (City, Country)</b>	[include country and city or if work remotely specify residence and possible missions]
<b>Duration</b>	DD/MM/YYYY until D/MM/YYYY

## BACKGROUND AND PURPOSE OF THE ASSIGNMENT

*[This section should highlight the context of the country and the operation within which the assessment is to be carried out]*

## ACCOUNTABILITIES/ RESPONSIBILITIES

[include all specific tasks]

Examples:

- Understand the objectives of XXX assesment
- Attend ALL the training and the pilot test
- Handle and fill in questionnaire through digital device (Smart Phone)
- Complete 8 hrs of work per day
- Complete a minimum number of 6 household visits per day and team
- Represent the CP and UN agencies in a professional and courteous manner at all times
- Call HH for appointments and manage visits a day before ( time and detailed location )
- Flexible in terms of changing partners , time and locations
- Follow the instructions of the supervisor
- Visit identified village (cluster) and selected households according to the methodology for the assessment
- Coordinate with drivers regarding locations visits
- Submit completed tasks, daily report and the HH visit tracking sheet form to the team supervisor and discuss developments daily
- Make sure that the digital devices are fully charged , carry out a charger
- Responsible for security and confidentiality of the electronic data.
- Return the digital devices in the same conditions that they have been received
- Data generated will be verified by the enumerator/ supervisor.
- Good understanding and knowledge of the refugees situation and of the Syrians crises
- Report all problems to the supervisor
- Gather information in an objective, appropriate and sensitive way by carefully observing, by actively listening, by paying full attention to the situation and the information of the various sources, and understand the points being made
- Team work spirit , and respect the humanitarian principles (Humanity , neutrality , impartiality )
- Ability to pose appropriate questions incl. gender sensitive, child or vulnerable community-focused
- Know how to effectively convey information, in Arabic language ONLY
- Acting with appropriate respect for local culture, understanding and interpreting reactions in a culturally and gender sensitive way
- Expertise to enter, transcribe, record, maintain data/ information on electronic forms;
- Basic understanding of technology such as mobile phones and computers.

## TEMPLATE TO BE ADAPTED TO THE CONTEXT

- Track the starting and ending times of the HHs visits
- Return to the supervisor for reviewing
- Make sure that the HHs visits are saved before leaving the HHs space
- Send the interviews by the end of the day and make sure that all the collected questionnaires are sent
- Recognize and give an account of problems in obtaining data during the assessment and other challenges encountered, as to support evaluation of data collection mechanism
- Understand and follow the Terms of Reference for enumerators.
- Coordinate with the Nutrition Enumerator who will have the following specific responsibilities:
  - Join the team of enumerators as per visits' schedule to be shared at least one day earlier – Time and place of meeting the teams every morning to be coordinated between enumerators on daily basis.
  - Identify children aged 6-59 months in the assessed households.
  - Take accurate anthropometric measurements of children in collaboration with their caregivers (weight, height).
  - Verify systematically that anthropometric data is accurately recorded in the tablets.
  - Take care of the anthropometric equipment.
  - Respect the time required for measurements, breaks and meals.
  - Respect security measures and arrangements in place.

### REPORTING

[list the reporting line ]

The Enumerators will report to the Field supervisor, and in his/her absence will report to the region coordinator and any other designated representative.

### QUALIFICATIONS & EXPERIENCE REQUIRED

[insert education, working experience, technical skills, knowledge of specific software's/tools]  
Examples

<b>Education</b>	Advanced level certificate (university education desired)
<b>Experience</b>	Experience in conducting household's interview is preferable
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>- Personable and able to build trusting relationships</li><li>- Able to remain impartial and maintain confidence</li><li>- Able to elicit information without leading the interviewee</li><li>- Soft-spoken</li></ul>
<b>Languages</b>	Fluent in xxx and xxx

### Important code of conduct for enumerators

#### Honesty and Integrity

The credibility of the outcome of the entire survey rests solely on the accuracy and integrity of data collection exercise. It is critical to record data in a timely and accurate manner. Avoid memorizing and filling the answers later as such entries eventually end up being inaccurate. Never falsify data of any kind as the submission of

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fabricated records could lead to an immediate dismissal. If you suspect that a responder is deliberately falsifying his or her responses, keep note of the findings and contact your supervisor for advice.

### **Confidentiality**

All information gathered in surveys is highly personal and sensitive. You have to understand that respondents are only giving out information because they trust you and the organization you work for. Prior to the interview, you are mandated to always guarantee respondents that the information they provide will be kept strictly anonymous and confidential, and will be used for analysis purposes only.

Collected data must never be shared or discussed with anyone who is not your supervisor or a member of the same organization. Data may not be used for any other purpose other than the survey. Enumerators must not discuss the data of specific individuals among themselves, with family, friends, or colleagues.

All data collected and any survey materials, including questionnaires and guides, are the property of the project and cannot be shared with anybody else apart from the supervisor or the organization you work for.

### **Ethics**

Surveys and interviews may not be delegated to any other individual and must be completed by the assigned Enumerator. You should never collect data over a cell phone. No business or political identification may be distributed.

### **Neutrality**

You have to maintain your neutrality and impartiality as an enumerator during the survey. This means that you work without any political, religious, social, clan-based affiliation. It is neither necessary nor appropriate to comment on or defend any local, state or political policy.

### **Professionalism**

Be mindful of the fact that you are being entrusted with an important task that contributes immeasurably to the improvement of safety in your areas as a whole. Be proud of that fact, and take that responsibility seriously.

Face-to face interviews are a way to get information directly from the person being interviewed. It should not be viewed as a mechanical process, but rather as a normal, smooth conversation between two people, and should be conducted in a manner that does not influence or lead the answers or get external suggestion from other people.