

TERMS OF REFERENCES

Supervisor

Job Title	Survey XXX Supervisor
Contract type	Consultancy
UNIT/ DIVISION	CO/division
Duty station (City, Country)	[include country and city or if work remotely specify residence and possible missions]
Duration	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

[enter all key tasks]

Example

As a field Supervisor, you ultimately are responsible for the quality of data collected in the field. To ensure interviewers will produce data of the highest possible quality you must maintain a motivated, effective and efficient field force.

Key responsibilities

- Develop, implement and maintain systems to control work-flow through field
- Agree and meet daily goals and deadlines
- Know the whereabouts of team leaders and interviewers at all times,
- Daily troubleshooting of issues they face in the field.
- Monitor status, stage and progress of all interviews
- Inform relevant staff of any delays in good time
- Make sure that HHs appointments are set a day before
- Check the security situation of the planned clusters (late night and early morning)
- Map the location of selected households to avoid time consuming while reaching households
- Coordinate and check with drivers about households locations , directions, teams distribution and division
- Provide logistical guidance in field for data collection team
- Monitor data collection process: Participate actively in data collection alongside the field team workers, accompany each team on HH visits on a daily bases, provide remarks when needed.
- Ensure all completed questionnaires are collected and properly labeled before sending
- Ensure all completed questionnaires are sent
- Review of all completed questionnaires to ensure clarity and accuracy
- Keep daily summary record regarding activities of the day
- Maintain contact with regional Coordinator
- Ensure digital devices are of good quality, fully charged and will work for data entry.
- Refer all reported critical cases (health , security) to the regional coordinator
- Make sure that no photos are taken during HHs visits

TEMPLATE TO BE ADAPTED TO THE CONTEXT

- Receive selected HHs from region coordinator and distributed to the teams workers in order to ensure HHs appointments via phone calls
- Track daily reports and send it to the region coordinator
- Report any delays in goals achieving to the region coordinator
- Sent all completed and revised questionnaires to the region coordinator
- The supervisors should never contribute in the data collection (in no case)
- Conduct/ Support the FGD and report results to regional coordinators.

ASSEMBLING FIELD TEAMS

- Assemble field teams for briefing
- Ensure briefings are adequate through checking of interviews
- Morning meeting with teams (enumerators and drivers) : briefing goals , locations , team division , security situation , visibility items , ID numbers , cluster and HHs ID , checking digital devices
- End of day meeting : verify completed questionnaires (number , duration , assessor's , supervisors' and cluster's ID , governorate and district name), distribute HHs list next day visits , collect critical cases.

ACCOUNTABILITIES

- Responsible for the quality of data collected
- Responsible for the performance of field staff
- Responsible for quality of fieldwork
- Responsible for daily management of field teams

REPORTING

[list the reporting line]

The team supervisor will report to the region coordinator, and in his/her absence will report to the designated person.

QUALIFICATIONS & EXPERIENCE REQUIRED

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

Education	Advanced level certificate (university education desired)
Experience	Experience in managing and supervising household's interview is preferable
Knowledge and skills	<ul style="list-style-type: none">- Excellent communication and negotiation skills- Team work spirit- Demonstrated ability to meet deadlines, achieve results, work without supervision and work under pressure- Excellent leadership qualities and ability to motivate team
Languages	Fluent in xxx and xxx