

## TERMS OF REFERENCE

**JOB POSITION:** Enumerators  
**DUTY STATION:** Barbados  
**DURATION:** 2 Weeks

<b>GENERAL INFORMATION</b>	<p>The Caribbean Agricultural Research and Development Institute (CARDI), invites suitably qualified candidates to apply for the position of <b>Enumerators</b>, in <b>Barbados</b>, for a period of 2 weeks.</p> <p>The successful candidates will support data collection activities under the “<i>Caribbean Sargassum Product Research and Development</i>” project. This is a partnership project involving the New Zealand Institute of Plant and Food Research and the Caribbean Regional Fisheries Mechanism (CRFM). The project is funded by the Government of New Zealand and its duration is from June 2023 – July 2024.</p> <p>The aim of this project is to contribute to mitigating the environmental and economic impacts of Sargassum seaweed influx in affected Caribbean countries through the creation of technologies and value chains for marine biomass.</p> <p>The joint research conducted by CARDI will support the development and field testing of a prototype liquid fertilizer or plant growth promoter and compost derived from Sargassum.</p>
<b>TYPE OF CONSULTANCY</b>	<p><input checked="" type="checkbox"/> Individual (Local)    <input type="checkbox"/> Individual (International)    <input type="checkbox"/> Individual (Local or International)</p> <p><input type="checkbox"/> Firm (Local)    <input type="checkbox"/> Firm (International)    <input type="checkbox"/> Firm (Local or International)</p>
<b>SCOPE OF WORK</b>	<p>Under the supervision of the CARDI Biometrician, the successful candidates will support the data collection for the project in Barbados. His/her responsibilities will include:</p> <ul style="list-style-type: none"> <li>▪ Participating in an enumerator training session</li> <li>▪ Pretesting questionnaire</li> <li>▪ Providing feedback to revise the questionnaire following the pre-testing results</li> <li>▪ Conducting the field survey and accurately completing the questionnaire using tablets.</li> <li>▪ Ensuring data collection follows the guidelines in the CARDI Data Collection Manual</li> </ul>
<b>DURATION</b>	<ul style="list-style-type: none"> <li>▪ Two Weeks</li> </ul>
<b>DELIVERABLES</b>	<ul style="list-style-type: none"> <li>▪ Completed data files of questionnaires delivered to the Kobo Toolbox server</li> </ul>
<b>REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS</b>	<p>The successful candidates should have the following qualifications:</p> <ul style="list-style-type: none"> <li>▪ Caribbean Secondary Education Certificate (CSEC) inclusive of passes in Mathematics and English</li> <li>▪ Experience in conducting national/project surveys will be an asset</li> </ul> <p>Core Competencies:</p> <ul style="list-style-type: none"> <li>▪ Excellent oral communication skills in the English language</li> <li>▪ Computer literate and familiar with the use of tablets</li> </ul>

	The successful candidates should be available to start no later than <b>1<sup>st</sup> September 2023</b>
<b>BASIS FOR PAYMENT</b>	<input checked="" type="checkbox"/> Deliverables <input type="checkbox"/> Person-days/Persons-weeks/Person-months

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## **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 the data collection exercise. It is critical to record data in a timely and accurate manner. Avoid memorizing and filling in the answers later as such entries eventually end up being inaccurate. Never falsify data of any kind as the submission of 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. 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, or 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 suggestions from other people.