# Conserving Coastal Coconut Palms (CCCP)

**TERMS OF REFERENCE: Enumerators – (Trinidad and Tobago, St Lucia, St Vincent and Grenadines)**

## 2 Weeks

| GENERAL INFORMATION | The Caribbean Agricultural Research and Development Institute (CARDI), invites suitably qualified candidates to apply for the position of Enumerator, in Trinidad and Tobago, St Lucia and St Vincent and the Grenadines, for a period of 2 weeks. The successful candidate will support the data collection activities under the “Conserving Coastal Coconut Palms” project. A project under the Harnessing Innovative Technologies to support Resilient Settlements on the Coastal Zones of the Caribbean (HIT RESET Caribbean). HIT RESET Caribbean is funded by the ACP Innovation Fund, OACPS Research and Innovation Programme, a programme implemented by the Organisation of African, Caribbean and Pacific States, with the financial contribution of the European Union’. The project is implemented by the University of the West Indies in partnership with the Caribbean Disaster Emergency Management Agency and Anton de Kom University of Suriname. |
| SCOPE OF WORK | Under the supervision of the CARDI Biometrician and Project socioeconomist, the successful candidates will support the data collection for the project in Barbados. His/her responsibilities will include:  
- Participating in an enumerator training session  
- Pretesting questionnaire  
- Providing feedback to revise the questionnaire following the pre-testing results  
- Conducting the field survey and accurately completing the questionnaire using tablets.  
- Ensuring data collection follows the guidelines in the CARDI Data Collection Manual |
| DELIVERABLES | ☐ Completed data files of questionnaires delivered to the Kobo Toolbox server |
| REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS | The successful candidates should have the following qualifications:  
- Caribbean Secondary Education Certificate (CSEC) inclusive of passes in Mathematics and English  
- Experience in conducting national/project surveys will be an asset  
Core Competencies:  
- Excellent oral communication skills in the English language  
- Computer literate and familiar with the use of tablets |
| DURATION | Two weeks |
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.