

TERMS OF REFERENCE
CONSULTING SERVICES - INDIVIDUAL SELECTION
Fulltime, Time Based

PROJECT OVERVIEW

Project Overview		
Project Name	Building Capacity in Statistics and Audit Project (CAPSA) - National Economic Establishment Census (NEEC) - 2024	
Activity Reference Number (STEP)	SB-NSO-449579-NC-RFQ	
Agency Name	Solomon Islands National Statistics Office (NSO) and the Office of Auditor General (OAG)	
Country	Solomon Islands	
Position Title/ Activity Description	The NEEC-2024 Team Lead (s) is responsible for planning, dividing & coordinating the work of the team. Also, part of the enumeration team conducting data collection across the assigned Provincial Wards for the NEEC 2024 Project in the Solomon Islands.	
National	<input checked="" type="checkbox"/> Solomon Islander.	

PROJECT BACKGROUND

Project Details	
Project Aim (PDO Statement)	NEEC-2024 is supported by the CAPSA Project with the overall objective of improving the availability and quality of official statistics and audits in Solomon Islands.
Project Length	Your Contract will be for One (1) month engagement with the project. The expected starting date depends on the assigned province and falls between October 14th – 31st 2024 and will end between November 13th – 30th 2024.
Project Location	The position(s) will be based in the allocated field enumerated areas across one of 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 objective of the NEEC project is to exhaustively identify and register active (business) establishments in the country to populate the Statistical Business Register (SBR). A SBR is the backbone for all economic statistics in any country and Solomon Islands is no exception.
Duration	Your Contract will be for 1 month provided that the performance is within set standards for quality and quantity.
Reporting	The NEEC Team Lead(s) will report to the NEEC Coordinator or his Assistant (through their respective Provincial Supervisor) of the 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 National Economic Establishment Census (NEEC) Project, 2024. According to NEEC work program, your team will be visiting all establishments within selected wards in your respective province conducting interviews through CAPI application (Survey Solution). Under your Leadership, there will be a number of Interviewer(s) in your team and size of teams involved will depend on the geography, population and costs involved for each of the provinces.

The NEEC Team Lead(S) is responsible for leading the team including him/herself to enumerate all establishments and to obtain required data according to a digital questionnaire using a tablet. Each team will be allocated with a workload and expected to complete them on a specified period. You will be conducting a face to face interview with businesses owners/managers or other representative of the establishment. You are required to digitally transmit captured data to the NSO head quarter at least on a daily basis.

RESPONSIBILITIES AND TASKS OF TEAM LEAD IN GENERAL

1. Create a WhatsApp (or similar) group for your team
2. Make yourself familiar with the area(s) where you team will have to work (and optionally suggest to the regional supervisor/headquarters the sequence in which you want to cover these areas(s) during the coming days/weeks
3. Assure that all establishments in the assigned area are covered: exactly and only once!
4. Assure that enumerators act correctly and politely as they represent the NSO
5. Instruct the enumerators in your team to synchronize at least in the early morning and late afternoon/early evening to:
6. Obtain new assignments
7. Obtain feedback on their completed assignments
8. Upload the completed (or revised) interviews
9. Help and support enumerators to do their work correctly and efficiently
10. Help and support enumerators when they have questions or issues
11. Convince interviewers not to underperform or to cheat
12. Spend most of your time working as enumerator, doing interviews

RESPONSIBILITIES AND TASKS OF TEAM LEAD DAILY.

1. Make sure that your team members know in which neighborhood they need to work during the day
2. Divide the streets in the neighborhood (gradually) in fair, transparent and equal portions over the team members (including yourself)
3. Make sure that each team member knows the boundaries (and has the maps) of the street(s) that he needs to cover during the day
4. During the day/week, adjust the division of streets over the enumerators based on the progress and workload encountered
5. Try to answer all questions and solve all issues of team members as soon as possible
6. For questions and issues that you can't solve timely, consult your regional supervisor or headquarters
7. Work as enumerator and conduct interviews most of your time

SPECIFIC DELIVERABLES OF CONTRACT

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

The respective NEEC Provincial Supervisor with the assistance of the Project Coordinator with his Assistant will be making sure that your Contract is up to date according to specified key deliverables.

Key Deliverables	Timing
Implementation your workload according to agreed schedule	Daily
Transmit to HQ total no of establishments enumerated	Daily (3 times/day- Morning, Lunch & just after collection done)
Overall safe keeping and proper usage of the teams' issued Equipment supplies	Ongoing
Work with the NEEC Provincial Supervisor by making sure all issued equipment are safely return after enumeration is complete	Mid or End of November
Providing support to the NEEC Provincial supervisor as and when required.	When needs arise only- ongoing

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 five (5) and above in secondary education, Certificates in Business Studies, Diploma certificates or so, in Economics, Accounting, Official Statistics and other related Disciplines or otherwise proof of sufficient skills for interaction with business establishments and Digital data collection
Physical Fitness	Must be physically fit and healthy
Age Requirement	Must be between the ages of 25-60 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, then the candidate must not be currently pregnant at the time of submission of application.

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

-Minimum 1-year experience in data collections or being involved in surveys, censuses, research studies, audit, inspections in similar capacity is preferred

-Ability to maintain confidentiality and high ethical standard to build effective working relations with colleagues

Experience relevant to the Terms of Reference

- 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
- Process strong leadership and management skills
Process 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)
- 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 coordination/enumeration work. In addition to that a Power Bank will also be issued to charge the tablets in working in more remote locations (with limited access to electricity), Sim Cards & Bundles will be provided for internet connects and data synchronizations.
Field Supplies and Materials	Coordinating the field supplies such as t-shirt, IDs raincoats, torch batteries, 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 NEEC 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 all other provinces except for Malaita & Western-NSO Rental. But Field Officers' Trainings and Meetings will be held in rental/hire venues in Provincial Capital Town.

SELECTION PROCESS

Applicants will be assessed on (their) Resume as submitted and 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 NEEC Project/NSO and the Project Management Unit will then interview highest ranked individuals¹. Interviews will assess the strengths and weaknesses of candidates.

Team Leads will receive a mandatory training. The mandatory training will be concluded with an exam. Failing the exam implies that the Lead doesn't qualify to be hired.

Expenses incurred for participating in the training will be compensated based on fixed amounts.

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