

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

PROJECT OVERVIEW

| Project Overview | | |
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| Project Name | Building Capacity in Statistics and Audit Project (CAPSA) - National Economic Establishment Census (NEEC) - 2024 | |
| Activity Reference Number (STEP) | SB-NSO-448765-NC-RFQ | |
| Agency Name | Solomon Islands National Statistics Office (NSO) and the Office of Auditor General (OAG) | |
| Country | Solomon Islands | |
| Position Title/ Description | The NEEC-2024 Interviewer (s) is responsible for the collection of Establishment data within the selected wards for with his/her respective assigned province for NEEC Project. | |
| National | <input checked="" type="checkbox"/> Solomon Islander | |

PROJECT BACKGROUND

| Project Details | |
|------------------------------------|---|
| Project Aim (PDO Statement) | NEEC-2024 is supported by the CAPSA Project where the overarching objective is to improve 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 14 th – 31 st 2024 and will end between November 13 th – 30 th 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 Enumerator(s) will report to his/her Team lead and then to the NEEC Coordinator or his Assistant (through their respective Provincial Supervisor (s)) 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 Economics Establishment (NEEC) Project, 2024. According to NEEC work program, you will be visiting all establishment across allocated province conducting interviews thru CAPI application. There will be a number of enumerator(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 Enumerator(s) is responsible for finding and visiting all establishments in the assigned enumeration areas 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 within 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 ENUMERATORS IN GENERAL

1. Make sure you are fully familiar with the questionnaire and that you understand all the questions (and answer options). In case of doubt get in touch with your team lead.
2. Make sure that you are a member of the groups WhatsApp and frequently use WhatsApp to be informed about the latest details and optionally to raise questions.
3. Work 8 hours a day according to your contract; adjust the start and end date based on the neighborhood where your work and in agreement with your team lead.
4. Perform the work as instructed and don't cheat as we will monitor your activities closely and carefully and will do double checks on the quality and quantity of your work.

RESPONSIBILITIES AND TASKS OF ENUMERATORS DAILY

1. Make sure you have your tablet fully charged (as well as your phone) each morning. Moreover, make sure you bring your charger, paper copies of the questionnaire, credentials (badge/letter), cap/vest, a pen, etc.
2. Make sure that you know the neighborhood where you need to work and how to get there before the working day starts.
3. Make sure that you synchronize your tablet at least at the beginning and at the end of the day (and preferably during lunch) to:
 - o upload your completed (or revised) interviews,
 - o obtain feedback on your completed assignments and make the necessary corrections,
 - o obtain new assignments
4. Work within the boundaries of the assigned neighborhood only, and double check boundaries frequently by communicating with colleagues, checking of chalk or seals and listening to establishment staff.
5. Assure that all establishments in the assigned area are covered: exactly, correctly and

only once!

6. Pay especially attention to large firms; including those correctly is very important
7. Incidentally closed establishments (during the visit) must be included and some data for those needs to be recorded too

SPECIFIC DELIVERABLES OF CONTRACT

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

The respective NEEC Provincial supervisors with the assistance of the Project Coordinator & Assistant Coordinator will undertake a performance evaluation as per the deliverables listed below.

| Key Deliverables | Timing |
|--|--|
| Collection of establishment data (1-month) | Daily on week days |
| Application of CAPI approach in data collection | Daily on week days |
| Completion of work-load of all allocated wards in your province | Ongoing |
| Data transmission from field to NEEC Project Office/NSO HQ | Daily (3 times/day-Morning, Lunch & just after collection is done) |
| Safe keeping and usage of NEEC equipment and supplies | When needs arise only-ongoing |
| Provide support to Team Leads/Provincial Supervisor when required. | 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, Certificate in Business Studies, Diploma Certificate or so, in Economics, Accounting, Official Statistics or other related disciplines or otherwise a 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 18-55 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.

| <u>OTHER CRITERIA</u> | |
|---|--|
| Experience relevant to the Project | <ul style="list-style-type: none"> • No work experience is required. However, some experience in data collections or being involved in surveys, censuses, audit, inspections is preferred • Ability to maintain confidentiality and high ethical standard to build effective working relations with colleagues |
| Experience relevant to the Terms of Reference | <ul style="list-style-type: none"> • Must demonstrate basic numeracy skills (a automated 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 • 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) • Be able to work under pressure, even under varying geographical terrains and environmental conditions • Ability to resolve issues and challenges faced during enumeration with respondent/people/households • Demonstrate ability to complete task and meeting deadlines. |

RESOURCE 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 | Enumerator 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) Resumes as submitted and any 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 individuals. Interviews will assess the strengths and weaknesses of candidates *need to verified*.

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

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