

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 |
| Activity Reference Number (STEP) | SB-NSO-412650-NC-RFQ |
| Agency Name | Solomon Islands National Statistics Office (NSO) and the Office of Auditor General (OAG) |
| Country | Solomon Islands |
| Position Title/ Activity Description | Survey Supervisor(s) |
| National | <input checked="" type="checkbox"/> |

Project Background

| Project Details | |
|------------------------------------|---|
| Project Aim (PDO Statement) | The objective of the project is to improve the availability and quality of official statistics and audits in Solomon Islands |
| Project Length | January 19, 2024 to December 28, 2028 |
| Project Location | The position(s) will be based in the allocated field enumerated areas across 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 | |
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| Objective | The Survey Supervisor is responsible for supervising a team of Enumerators in the collection of data across assigned enumerated areas for the Household Income and Expenditure Survey (HIES) 2024-25 in the Solomon Islands. |
| Duration | This will be a 12-month contract (3 months' probation period). The expected start date is September 2024 or earlier. |
| Reporting | The Survey Supervisor will report to the Director (through the respective Provincial Coordinator) of the HIES 2024-25 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 Household Income and Expenditure Survey (HIES) 2024-25 with improved methodologies. According to the HIES sampling strategy, a sample of slightly over four thousand households will be selected for enumeration spread across the ten provinces of Solomon Islands. There will be about two enumerators in a team led by a team supervisor and the number and size of teams involved will depend on the geography, population and costs involved of the each of the provinces where households will be selected and enumerated.

The HIES Survey Supervisor(s) is responsible for the overall supervision of a team of enumerators in the implementation of the team's field plan that includes the enumeration of selected households within assigned enumerated areas. The Supervisor will ensure targeted enumeration areas and villages are informed and aware of the conduct of the face-to-face interviews and in attending to issues and challenges faced during the enumeration phase. The Supervisor(s) is also responsible for checking and ensuring all completed interviews and data obtained by the team via the CAPI approach are secure and transmitted to the HIES Project Office/NSO in a timely manner and in compliance with the assigned process.

Major Duties

- Supervise the initial field visit of a team of enumerators in selected enumerated areas to familiarise with the area, update listing records and prepare for enumeration
- Administer and implement the field plan for a team of enumerators in conducting interviews and obtaining data from households within selected enumeration areas
- Supervise the implementation of enumerator workloads in accordance with the HIES Project guidelines and procedures, and field plan weekly-schedules
- Supervise the conduct and behaviour of enumerators in line with the code of conduct and in addressing all field issues and challenges faced during the enumeration phase
- Inform the Provincial Coordinator/HIES Project Director whenever a problem arises and ensure resolution through the approved grievance mechanisms within the CAPSA Project
- Ensure HIES assets, equipment and supplies assigned to respective teams are secure and returned safely to the HIES Project Office/NSO after the completion of the enumeration phase.
- Act on other duties as directed consistent with the above

Specific Deliverables of contract

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

The Survey Enumerator will be on probation for the three months of the assignment. The respective HIES Provincial Coordinator with the assistance of the CAPSA Project Manager will undertake a performance evaluation as per the deliverables listed below.

| Key Deliverables | Timing |
|---|-----------------------|
| Implementation of the team of enumerators' monthly field plan schedule | Monthly |
| Report of the total household data collected by the team of enumerators (12 months) | Monthly |
| Report of the total household data by the team transmitted (via CAPI) to the HIES Project Office/NSO HQ (12 months) | Weekly/Monthly |
| Overall safe keeping and usage of the teams' equipment and supplies | Ongoing |
| Work with the HIES Provincial Coordinator in the safe return of all assets and supplies after the completion of enumeration | October/November 2025 |
| Providing support to the HIES Provincial Coordinator when required | As needed |

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 5 secondary/senior secondary education or other equivalent qualifications |
| 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, than the candidate must not be currently pregnant at the time of interview |

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 | |
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| Experience relevant to the Project | <ul style="list-style-type: none"> • 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 |

| | |
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| Experience relevant to the Terms of Reference | <ul style="list-style-type: none"> • 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 of enumeration • 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) • Ability to resolve issues and challenges faced during enumeration with respondent/people/households • Demonstrate ability to complete task and meeting deadlines. |
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Resources Provided

Provide an outline of items/resources the client will provide to enable delivery of the contract outcomes.

| INPUTS | |
|-------------------------------------|--|
| Equipment (IT/Comms etc) | <p>A tablet will be will be provided under the project for the supervision work /enumeration.</p> <p>Depending on allocated work-area/EA, a OBM/Canoe (with a OMB driver) will be assigned to a team (consisting of Enumerators and a Supervisor)</p> |
| Field Supplies and Materials | <p>Supervisor field supplies such as raincoats, torch batteries, cooking utensils, portable power charges, basic stationary etc.</p> <p>Maps, field work plans, enumerator guides and training manuals will also be provided</p> |
| Office Space | <p>A central common area/space within the HIES 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 the provinces.</p> |

Selection Process

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

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