

Enumerator in Joint Assessment Roster | Pakistan

Terms of Reference June 2012

The Joint Assessment Roster is established as to serve the humanitarian community in primary data collection for the purpose to improve understanding of the needs by people affected by any natural disaster or complex emergency. The roster members will be asked to support any assessment carried out within and following the SOPs of the Assessment and Monitoring Framework which could be a Multi-sector Initial Rapid Assessment (MIRA) or a Detailed Cluster Assessment.

Initially, the Joint Assessment Roster is established to support the preparedness for the upcoming monsoon season 2012 and ensure the quality of available enumerators for any eventual need for roll-out of a Multi-sector Initial Rapid Assessment.

Nomination for the Joint Assessment Roster

The Joint Assessment Roster is open for staff of a humanitarian agency such as International NGOs, local NGOs and CBOs. The enumeration job is volunteer-based, while cost in field will be covered according to an established rate per each assessment.

The Joint Assessment Roster Database

Admitted enumerators profile will be stored in a database including details such as contact data, place of origins, languages spoken, experiences and trainings in assessment. The database will be regular updated with information of any additional training and field assessment deployment. All roster members and enumerators will have to sign and adhere to the agreed *Code of conduct*.

Duties of an enumerator include the following:

- Visit identified village (samples) and select appropriate Key Informants and households according to the methodology for the respective assessments;
- Conducting interviews using the assessment tools advised;
- Handle and fill in questionnaire either on paper or through digital device (PDA/Smart Phone)
- Undertake structured/semi-structured observation and fill in appropriate form
- Recognize and give an account of problems in obtaining data during the assessment and other challenges encountered, as to support evaluation of data collection mechanism;
- Submit completed tasks to the team supervisor and discuss developments daily.

Knowledge and Skills Requirements for an Enumerator Job:

- Good understanding and knowledge of the local situation and of the community dynamics
- Ability to gather information in an objective, appropriate and sensitive way by carefully observing, by actively listening, by paying full attention to the situation and the information of the various sources, and understand the points being made;
- Ability to pose appropriate questions incl. gender sensitive, child or vulnerable community-focused;
- Know how to effectively convey information, in local language and in English;
- Acting with appropriate respect for local culture, understanding and interpreting reactions in a culturally and gender sensitive way;
- Expertise to enter, transcribe, record, maintain data/ information in written or electronic forms;
- Basic understanding of technology such as mobile phones and computers.

Training and admission

To ensure good capacity and knowledge of the enumerators, following steps will be taken:

- Training on basic assessment and data collection with specific focus on MIRA.
- Final screening test of enumerators at the end of training will be conducted for final admission to the roster – as to ensure high quality of interview and data collection.
- Refresher training will be conducted prior to commencement of any field assessment.