



GOVERNMENT OF SAINT LUCIA

OECS DATA FOR DECISION MAKING PROJECT

TERMS OF REFERENCE

**FOR NON-CONSULTING SERVICES FOR
CENSUS OF AGRICULTURE AND FISHERIES
ENUMERATOR**

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Terms of Reference

For

ENUMERATOR

CENSUS OF AGRICULTURE AND FISHERIES

1. Background

In its quest to improve the availability of data and statistics in the agricultural sector, the Ministry of Agriculture, Fisheries, Food Security and Rural Development has decided to conduct a Census of Agriculture and Fisheries (CAF) in Saint Lucia. The new CAF will not only provide a snapshot of agriculture but it will also provide an opportunity to identify trends and structural changes in the sector in Saint Lucia. It will also be a valuable source of data for the Government and the private sector of the country to develop and monitor food and nutrition security policies and investments in the agricultural sector.

The CAF will provide key information for understanding the dynamics of possible future developments of the country, such as: agricultural area operated, farm management methods, characteristics of holders and farm managers, farm workforce etc. Comprehensive information on fisheries activities developed at farm level will be collected as well. The CAF will be conducted from July 2024 to May 2025. The CAF will be conducted using Computer Assisted Personal Interview (CAPI) technology.

2. Scope of Services

The Individual Contractor will be responsible for the following activities:

1. Compile the Census progress form utilizing a accurate completed data/information
2. Submit the Census Progress Form on a weekly basis to the Field Supervisor assigned;
3. Ensure sensitivity is paid toward socio-economic considerations during census implementation and data collection. Special attention should be paid to particular needs of vulnerable groups which include women, youth, elderly as well as the socio-economically and geographically marginalized
4. Remain familiar with the Enumerator's Manual, Training Manual and other materials presented at training sessions/developed for the CAF
5. Understand the boundaries of assigned Enumeration District and use the maps provided to identify farmers/fishers which must be interviewed for the CAF

6. Visit every farmer/fisher (household or farm) within the boundaries of the assigned Enumeration District and conduct interviews for each farmer/fisher in order to complete the required questionnaire
7. Identify and appropriately record in the visitation form of all farms visited within the ED assigned
8. Daily upload completed questionnaires on survey solutions electronic platform for validity checks
9. Complete the CAF refusal record when it is determined that a respondent has refused to allow you to conduct the CAF interview and report the matter to your Field Supervisor
10. Communicate to the Census Supervisor assigned in a timely manner of any challenges identified throughout the assignment;
11. Attend and participate in all training sessions

3. Outputs

The Individual Contractor shall prepare and submit on a weekly basis the completed Census Progress Forms including a report on any complaints/matters/issues arising during the course of the CAF. The report should also include information on refusals.

4. Duration

The overall assignment will run over a period three to ten (10) months.

5. Implementation / Working Arrangements

The Individual Contractor will serve as CAF Enumerator and will work under the guidance of the Field Supervisor assigned and will submit the expected outputs of the assignment as listed in Section 3 above.

The Project Implementation Unit (PIU) has fiduciary responsibility for processing payment and contract management.

The CAF will be implemented under the OECS Data for Decision Making Project. The Individual Contractor will work directly with the Field Supervisor.

The CAF Coordinator will:

- (i) Facilitate the Individual Contractor by making training, training manuals, and Data Entry Forms for completion of the assignment
- (ii) Ensure timely review of the forms submitted by the Individual Contractor
- (iii) Initiate the consultation and co-operation of the other agencies required to provide support to the Individual Contractor for the realization of the relevant aspects of the assignment
- (iv) Provide supplies/materials

6. Qualifications/Experience

The CAF Enumerator must have:

- Completed Secondary/high school level education
- Prior experience administering interviews for censuses and Surveys.

7. General

The CAF Enumerator must:

- Be 18 -65 years old
- Have access to Wi-Fi
- Must be literate in computer or electronic hand-held devices such as a smartphone or a tablet
- Have a valid account with a financial institution
- Knowledge of the Agriculture Sector is an asset