



GOVERNMENT OF SAINT LUCIA

OECS DATA FOR DECISION MAKING PROJECT

TERMS OF REFERENCE

**FOR NON-CONSULTING SERVICES FOR
FIELD SUPERVISOR
CENSUS OF AGRICULTURE AND FISHERIES**

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Terms of Reference For FIELD SUPERVISOR 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 shall work under the guidance of the Field Coordinator undertake the following:

1. Be familiar with the contents of the Enumerator's Manual and adhere to the duties as contained.
2. Keep a record of the contact details (telephone number and home address) of the assigned Census Enumerators.
3. Ensure that the Census Enumerators assigned are familiar with the boundaries of their Enumeration District (ED).
4. Review the first four (4) interviews completed by the assigned Census Enumerators within the first week of enumeration.
5. Review all questionnaires on survey solution platform uploaded by the assigned Census Enumerators to ensure completeness and check consistency of the information contained therein.
6. Make contact with one in every ten (10) households/farm holding in order to verify the accuracy of the information contained therein. The form of contact will be shared between placing a call to the household using the listed land line or cell phone numbers on the front page of the household/farm holding questionnaire and making visits to the respective household/farm holding. When the Field Supervisor validates data for a household using

the phone “VALIDATED – (PHONE)” is recorded in the comment section to the back of the questionnaire. When validation occurred through a visit, “VALIDATED (VISIT)” is recorded in the comment section to the back of the questionnaire. The Field Coordinator will use this as a basis for follow-up with these specific households on a random basis.

7. Meet with assigned Census Enumerators on a bi-weekly basis and ensure that the difficulties which they encounter are resolved where possible. Unresolved issues should be escalated to the Field Coordinator
8. Maintain the record details on enumerators who requested a termination of contract and communicate such information in a timely manner to the Field Coordinator.
9. Collect the Census Progress Forms from the Enumerators and use this on a bi-weekly basis for the completion of the Supervisor Census Progress Forms for transfer to the Field Coordinator.
10. Follow up with the household/farm holding when it is determined that the household has refused to allow the Census Enumerator assigned to complete the questionnaire and attempt to convert the refusal into a completed questionnaire.
11. Record and refer matters of refusal to the Field Coordinator. Refer any matter which appears difficult to resolve to the attention of the Field Coordinator.
12. Ensure sensitivity is paid toward social-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.
13. Compile the bi-weekly census reports

3. Outputs

The Individual Contractor shall prepare and submit on a bi-weekly basis the completed Supervisor Census Progress Forms.

A monthly report should also be produced and submitted to Field Coordinators which capture:

- a summary on any complaints/matters/issues arising during the course of the census
- information on enumerators who opted out of the data collection exercise
- households not willing to participate in the census
- attendance registers which indicate that bi-weekly meetings were held with enumerators

4. Duration

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

5. Implementation / Working Arrangements

The Individual Contractor will serve as a Field Supervisor and will work under the guidance of the Field Coordinator and will submit the expected outputs of the assignment as listed in Section 3: Outputs.

The CAF will be implemented under the OECS Data for Decision Making Project. The Project Implementation Unit (PIU) has fiduciary responsibility for processing payment and contract management.

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) Distribute supplies/material

6. Qualifications/Experience

The Field Supervisor must:

- Completed Secondary/high school level education
- Have prior experience administering interviews for Censuses and Surveys

7. General

The Field Supervisor must:

- Be 18-65 years
- Have the ability to read and understand maps used for data collection exercises
- Must be literate in the use of computers or a hand held electronic device such as a smart phone or a tablet.
- Knowledge of the Agriculture Sector is an asset