



GOVERNMENT OF SAINT LUCIA

OECS DATA FOR DECISION MAKING PROJECT

TERMS OF REFERENCE

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

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Terms of Reference For FIELD COORDINATOR 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:

1. Management and oversight of the work done by the census enumerators and supervisors assigned.
2. Assist the census office in the coordination, monitoring and management of the Census Operations.
3. Assist the census office in the distribution of tablets, visitation records and other supplies required by Census Supervisors and Enumerators for the successful conduct of the CAF.
4. Meet (physical/virtual) bi-weekly with Census Supervisors during the enumeration process to determine and respond to their needs in a prompt and efficient manner ensuring that issues which may impede the progress of the census are expeditiously dealt with.
5. Monitor the progress made by Census Supervisors and their assigned enumerators through the review of supervisor control forms and enumerator transmittal forms and thereby assist the Census Office in the replacement of enumerators when necessary.

6. Review submitted questionnaires, visitation records, questionnaires for completeness and quality assurance and where necessary to bring to the attention of the census supervisor issues which may enhance the quality of his/her output. The guidelines for performing these checks are laid out in the enumerator's manual, the supervisors manual and the guidelines for checking errors in questionnaires laid out in the enumerator's manual.
7. Prepare transmittal forms and ensure validation checks are performed for proof of accounts, submission of work completed and to clearly identify payment request.
8. Prepare payment template from the submission of transmittal forms and ensure the necessary breakdown of basic fee, training stipend, telephone and transport allowance.
9. Where necessary to inform the Census Coordinator and personnel of the Census Office if there are systemic issues which need to be addressed at the national level based on issues arising in the enumeration process.
10. Attend meetings with and inform the Census Coordinator and officials of the census office of issues encountered in the field which may impede the successful completion of the CAF within your assigned area.
11. Where applicable to complete the census refusal record when it is determined that a respondent is not interested in completing the census interview and report the matter to the Census Office for further action where possible.
12. Responsible for the supervision and to 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.

3. Reporting Requirements/Deliverables

The Individual Contractor shall review the supervisor control forms and enumerator Transmittal forms. Produce monthly progress reports on the field activities including challenges arising including a record of business not willing to participate in the CAF and the attendance register which indicates that bi-weekly meetings were held with supervisors.

4. Duration

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

5. Implementation / Working Arrangements

The Individual Contractor will work under the guidance of the Census Coordinator and will submit the expected outputs of the assignment as listed in Section 3: Reporting Requirements/Deliverables.

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 Contractors;
- (iii) Initiate the consultation and co-operation of the other agencies required to provide support to the Individual Contractors for the realization of the relevant aspects of the assignment;
- (iv) Distribute supplies/material.

6. Qualifications

Interested persons should have the requirements listed below

The Field Coordinator must have:

- Be 18 years and over
- Possess at least 5 CXC passes
- Prior experience in the conduct of the censuses or surveys
- Access to Wi-Fi and a laptop and computer
- Ability to read and understand maps used for data collection exercises and knowledge of Survey Solutions are assets.