

CARE INTERNATIONAL IN KENYA

TERMS OF REFERENCE FOR ENUMERATOR POSITION – STRENGTHENING RESILIENCE TO CLIMATE CHANGE PROJECT IN SIAYA, MIGORI & TRANS NZOIA COUNTIES

Job Summary:

The task of this assignment is a Baseline survey for **The Strengthening Resilience to Climate Change Project** whose overall objective is to see Lake Region Economic Bloc Counties and Communities with capacity to absorb and adapt to climate shocks and manage growing risks. The Baseline survey will establish the baseline values for the Project designed Outcome and Output Indicators.

The enumerators will work directly with the Consultant as the supervisor, CARE MEAL and Project Officers as the overall oversight coordinators for the assignment supported by the Project Manager.

Responsibilities and tasks of Enumerators

The enumerators will be closely supervised and report to the consultant. Their core task will be to assist the consultant conduct successful Baseline survey.

R1. Conduct Qualitative data collection using the provided data collection tools – Key Informant Interviews (KIIs) & Focused Group Discussions (FGDs).

- Task 1:** Attend the baseline survey data collection training.
- Task 2:** Conduct KIIs & FGDs within the assigned areas.
- Task 3:** Document all the findings & discussions in the provided data collection tools / Note book.
- Task 4:** Participate in team review meetings at the beginning/end of each day's assignment

R2. Reporting

- Task 1:** Present the collected data / info to the supervisor at the end of each day.
- Task 2:** Report to the supervisor before and after day's work for further direction.
- Task 3:** Ensure submission of all the completed KII & FGD notes for the day to the supervisor.

Expected Outputs

Comprehensive and complete KII & FGD Notes from the field on daily basis, in line with the KII & FGD checklist/ guides.

Skills and Qualifications Required

- Must have KCSE certificate and at least a diploma for post-secondary education. Degree Holders will have an added advantage.
- Must demonstrate prior experience in conducting KIIs & FGDs, baseline surveys, midterm surveys or end line survey.

- Good report writing skills.
- Good facilitation skills.
- Good communication skills and experience in participatory methodology.
- Innovative, motivated and able to work with minimal supervision.
- Demonstrated ability to work on strict deadlines.
- Willing to accomplish each day's work with the supervisor by the end of each working day.

Work plan

The work plan will be developed by the consultant and implemented within 10 days by enumerators.

Duration of service

18 enumerators will be engage for 6 days [1 day for training (no payment) and 5 days data collection].

PAYMENTS

The enumerator will be remunerated at a **fixed all-inclusive allowance rate of KES 3,000 (three thousand hundred shillings) per day worked**, excluding day of training. Lunch, transport and any other costs by the enumerator is included in the total paid all-inclusive package.

The allowance payment will be made to the enumerators' bank account upon satisfactory completion of the task as will be assigned by the supervisor and consultant.