Assessment and Monitoring Resource Centre

Terms of Reference – Assessment Enumerator

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| **Job Title:** Assessment Enumerator |
| **Contract Type**: Consultancy |
| **UNIT/DIVISION**: CO/Division |
| **Duty Station**: [City, Country] [Include country and city or specify residence if working remotely] |
| **Duration:** DD/MM/YYYY until D/MM/YYYY |

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

*This assignment is crucial in the context of [country], contributing to UNHCR's ongoing efforts in [highlight the purpose of the data collection]. The data collected will inform key decisions and strategies to support refugees and address the current humanitarian crises.*

ACCOUNTABILITIES/RESPONSIBILITIES

[Include all specific tasks]

*Examples:*

* *Conduct site visits to designated areas according to the assessment methodology.*
* *Inform respondents about the purpose of data collection, ensuring informed consent and emphasizing confidentiality.*
* *Undertake primary data collection through direct observation and interviews, utilizing recommended assessment tools.*
* *Manage questionnaire/assessment forms, ensuring the coherence of collected information.*
* *Identify and report challenges encountered during data collection.*
* *Submit completed tasks to the team supervisor, engaging in daily discussions on progress.*
* *Adhere to the UNHCR Code of Conduct.*
* *Demonstrate a good understanding of the local situation and community dynamics.*
* *Effectively convey information in both the local language and English.*
* *Gather information objectively, appropriately, and sensitively through observation and active listening.*
* *Apply basic knowledge of interviewing techniques.*
* *Act with respect for local culture, interpreting reactions in a culturally and gender-sensitive manner.*
* *Display strong organizational skills, working under pressure while respecting deadlines.*
* *Take accurate notes and record data in written or electronic forms.*
* *Demonstrate a basic understanding of technology, including mobile phones and computers.*
* *Collaborate effectively within a team.*
* *Exhibit strong written and verbal communication skills.*

REPORTING

*Enumerators will report to the Team leader for data collection. In their absence, reporting will be directed to the Assessment Coordinator or any other designated representative.*

QUALIFICATIONS & EXPERIENCE REQUIRED

* *Advanced level certificate (university education desired).*
* *Experience in conducting household interviews is preferable.*
* *Personable and able to build trusting relationships.*
* *Ability to remain impartial and maintain confidence.*
* *Skilful in eliciting information without leading the interviewee.*
* *Fluent in [languages].*

ETHICAL REQUIREMENTS

* *Honesty and Integrity: The credibility of the survey relies on the accuracy and integrity of data collection. Falsifying data or submitting fabricated records could lead to immediate dismissal.*
* *Confidentiality: Data collectors must guarantee respondents that provided information will be kept strictly anonymous and confidential, used only for analysis purposes.*
* *Ethics: Surveys may not be delegated, and neutrality and impartiality must be maintained during data collection.*
* *Professionalism: Data collectors are entrusted with an important task that contributes to safety improvement. Face-to-face interviews should be conducted with pride and responsibility.*