

## **TOR's of Enumerators**

The enumerators will perform the following tasks:

- Motivate and obtain permission of the household for the interview
- Be neutral throughout the interview
- Never suggest answers/put words in the mouth of the respondent
- Do not change the wording or sequence of questions
- Handle hesitant respondents tactfully
- Do not create expectations about assistance based on the responses
- Full cooperation with team supervisor/field editors
- Help the Measurer during Anthropometry

## **TOR's of Field Editor**

The Field Editor will require to perform the following tasks:

- Observe/ back check at least 2 completed interviews every day
- Edit all completed questionnaires in the field – editing must be completed prior to leaving the sample area where the data was collected
- Keep record of all mistakes identified in each of the edited questionnaire for subsequent use in review sessions and periodic reporting to the survey head quarter
- Conduct regular review sessions with Enumerators and advise them of any problems found in their questionnaires
- The Field Editor will be rotated after 7 days and schedule will be conveyed by the Supervisors accordingly.
- Document and share with the Team Supervisor points/ areas that might require follow up/ revisiting of the team to the cluster
- Report on overall working of the team on a standardized checklist at the end of the week

## **TOR's of Measurers**

The Measurer will perform the following tasks:

- The measurer will receive child height measuring board and weighing machines with all the accessories from the Team Supervisor
- Before proceeding to the field, shall ensure that the machines are in perfect working order
- Take sufficient batteries with them that may be required in case of emergency
- Take height and weight of children under 5 as per instructions given during the training and mentioned in the instruction for the anthropometry measurement
- Ensure entering the reading at proper place of the questionnaire

## **TOR's of Team Supervisor**

The team supervisor will require to perform the following Tasks:

- Obtain sample household lists and/or maps for each cluster in which his/her teams will be working and discuss any special problems.
- Become familiar with the cluster where the teams will be working and determine the best arrangements for travel and stay.
- Contact local authorities to inform them about the survey and to gain their support and cooperation.
- Obtain all monetary advances, supplies and equipment necessary for the team to complete its assigned interviews. Careful preparation by the supervisor is important for facilitating the work of the team in the field, for maintaining Enumerators' morale, and for ensuring contact with the central office throughout the fieldwork
- Assign work to Enumerators, taking into account their linguistic competence, and ensure that there is an equitable distribution of the workload.
- Maintain fieldwork control sheets and make sure that assignments are carried out
- Regularly send completed questionnaires and progress reports to the Regional Supervisor and keep MICS secretariat informed of the team's location
- Communicate any problems to the respective Regional Supervisor
- Take charge of the team vehicle(s), ensuring that it is kept in good condition and that is used only for project work
- Ensure that questionnaires are kept confidential and that Enumerators do not discuss the results of the interviews among themselves or with others
- Make an effort to develop a positive team spirit; a congenial work atmosphere, along with careful planning of field activities and contribute to the overall quality of a survey
- Any additional duty related to the project work assigned

## **TOR's of Data Processing Supervisor**

The Data Processing Supervisor will perform the following Tasks:

- Entering all questionnaires for a cluster into a data file
- Checking the structure of the data file
- Generating field check tables to monitor survey quality
- Entering the data second time (double entry ) and then verifying the data file
- Backing up the checked and verified data files
- Performing secondary editing on the data files
- Backing up the edited, or final, data files
- Concatenating all cluster data files into one data file
- Exporting the data to the SPSS software
- Calculating sample weights
- Computing wealth index quintiles
- Recoding variables to simplify analysis
- Creating the tables required to analyze the data as per finalized indicators
- Archiving and distributing the data files

**TOR's of Data Entry Operators:**

- Person with in-depth knowledge and experience Data Entry.
- Knowledge of computer application, MS word, Excel.
- Previous experience of working with similar project is a plus.

**Qualifications & Experience:**

- At least intermediate (F.A / F.Sc / ICS / I.Com or equivalent)
- Having experience of Data Entry with at least 10,000 numeric key strokes per minutes.
- Must qualify a Computer Based Test for data entry.