

GUYANA WELL-BEING SURVEY ENUMERATOR TERMS OF REFERENCE (TOR)



1. INTRODUCTION

The Guyana Well-Being Survey (GWBS) aims to assess the mental health and psychological status of the population and will span multiple years. This project involves collaboration with the Guyana Ministry of Health, and the Global Psychiatric Epidemiology Group (GPEG) of Columbia University-NYSPI among other stakeholders to ensure efficient and ethical collection of accurate data.

2. ENUMERATOR ROLE

The task of the Enumerator is to collect data for the Guyana Well-Being Survey (GWBS) primarily via face-to-face interviews in keeping with the survey protocols.

3. RESPONSIBILITIES

The execution of all tasks related to collecting high-quality data by directly interacting with participants for the GWBS. This involves following established procedures and adhering to specific survey protocols to ensure the accuracy and reliability of the data collected.

4. DESCRIPTION OF DUTIES

The duties of the Enumerator will encompass the following:

a) Data Collection and Security of Survey Materials:

- i. Conducting interviews for assigned households in keeping with survey protocols.
- ii. Maintaining the safety and security of all survey materials.
- iii. Demonstrate flexibility and adaptability to the need of participants such as navigating situations with empathy and recognizing stress and familiar hardships.
- iv. Any other related field work.

b) Reports:

- i. Participate in regular progress meetings; report all issues to the assigned Field Supervisor. In cases where the matter is not resolved by the Supervisor, consult the Assistant Project Manager or Project Manager.
- ii. Prepare and submit weekly progress reports on the status of work assigned.

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5. CHARACTERISTICS

- a. **Duration of Contract:** Six (6) weeks for pilot exercise
- b. **Place of Work:** Assigned to a specific geographical area(s) as well as travelling within the assigned geographical area(s) to conduct interviews.
- c. **Working conditions:** Unusual working hours and potential exposure to adverse physical and weather conditions. Additionally, the incumbent may be required to live under camp conditions.
- d. **Academic Qualifications:** A minimum of five (5) subjects at the CSEC examination inclusive of English and Mathematics. A Diploma, associate degree, or Bachelor's Degree in a relevant field (public health, social sciences, etc) or any other accredited certificate would be an asset but **NOT** required.
- e. **Survey Experience:** Satisfactory performance in any previous survey conducted in the area of Mental Health and Well-Being would be an asset.
- f. **Preferred Knowledge/Skill/Abilities:**
 - i. Ability to make routine decisions in relation to tasks to be performed while filling questionnaires, and completing the visitation record.
 - ii. Proficiency in a second language would be an asset but not required.
 - iii. Ability to communicate effectively with people of varied backgrounds.
- g. **Reference:** Names and contact information of two referees are required.

Note: Prior experience working with the Bureau of Statistics, along with a record of satisfactory performance, will be an asset.

6. REPORTING

The Enumerator reports to the assigned Field Supervisor.