

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



1. INTRODUCTION

The Guyana Well-Being Survey (GWBS) aims to assess the mental health and psychological status of the population through face-to-face interviews across the country 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. SUPERVISOR ROLE

The Field Supervisor will work closely with the survey team to ensure the effective implementation of the survey and adherence to established protocols.

3. OBJECTIVE

The Supervisor will manage fieldwork within a designated supervisory area(s), ensuring that Enumerators follow the Enumerator's manual and other training materials, as well as ensuring that the Bureau of Statistics directives is carried out in accordance with Section 3 of the Statistics Act No. 14 of 1965 (Chapter 19:09) and Section 4 of the Bureau of Statistics (Bureau) Act No. 25 of 1991. (Chapter 19:11).

4. RESPONSIBILITIES

The Supervisor will be responsible for the supervision of the fieldwork for the GWBS. This will entail the following:

- i. Coordinating Enumerators for the timely completion of assignments.
- ii. Providing technical field guidance to Enumerators on the use of maps.
- iii. Maintaining safety, and security of all assigned materials and equipment.
- iv. Monitoring the effective and efficient utilization of all resources assigned to Enumerators.
- v. Foster a positive and collaborative team culture.
- vi. Conduct data quality checks in accordance with survey protocols.
- vii. Any other assigned duties for effective management of the team.

5. DESCRIPTION OF DUTIES

The duties of the Field Supervisor will encompass the following:

a) Coordinating movement of Material and Equipment:

- i. Work in collaboration with the assigned Manager on the allocation of materials, finance, and human resources.

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



- ii. Aid with providing the necessary survey materials to Enumerators in a timely manner.
- iii. Assist in organizing the submission of all survey materials, completed questionnaires and visitation records (where necessary), GWBS Identification Badges, and equipment (Handheld devices and clipboards among others) on completion of the field operations.

b) Monitoring of Field Work:

- i. Canvassing the assigned cluster(s) respective to each Enumerator.
- ii. Provide the necessary day-to-day supervision with respect to administrative and financial matters of the Enumerator.

c) Monitoring Staff Performance:

- i. Review all work submitted inclusive of maps (if required), daily diary, questionnaires (where necessary), control forms and, consent form by each Enumerator to ensure that the work is in accordance with the Survey Protocols and other training materials.
- ii. Conduct weekly re-interviews with randomly selected households. A maximum of 20% per geographical area (4 households per cluster) to monitor the quality of work done by Enumerators.
- iii. Prepare weekly control forms (reports) showing progress as well as issues encountered in the field.
- iv. Ensure that Enumerators adhere to ethical guidelines, confidential measures, and survey protocol.

d) Communication:

- i. Liaise with relevant personnel to ensure the technical and operational support for the GWBS communications at the supervisory level is accessible and adequate.
- ii. Ensure that there is an uninterrupted flow of the GWBS information and material.

e) Reports:

- i. Participate in regular progress meetings; follow-up with the agreed plan of action and provide weekly updates on field activities.
- ii. Bring to the attention of the Management Team any matter that can disrupt the smooth flow of the execution of the GWBS, for instance, poor work performance among others.

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



- iii. Prepare and submit weekly reports to the Management Team, inclusive of Enumerators progress reports and findings from re-interviews.

6. CHARACTERISTICS

- a. **Duration of Contract:** Six (6) weeks for pilot exercise
- b. **Place of Work:** Specified supervisory area(s), as well as travels within the area.
- 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, Grades 1 to 3, inclusive of Maths and English at the CSEC examination. A Diploma, associate degree, or a Bachelor's Degree in a relevant field (public health, social sciences, etc) or any other accredited certificate would be an asset but is **NOT** required.
- e. **Survey Experience:** Satisfactory performance at the Supervisor or Enumerator level in past surveys conducted in the area of Mental Health and Well-Being would be an asset.
- f. **Preferred Knowledge/Skill/Abilities:**
 - i. Have the problem-solving skill to resolve issues that Enumerators may encounter during the fieldwork.
 - ii. Can communicate effectively with people of varied backgrounds and different organizations.
 - iii. Strong organizational and leadership skills.
- g. **Reference:** Names and contact information of two references required.

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

7. REPORTING

The Field Supervisor reports to the Project Manager or Assistant Project Manager.