

2022 POPULATION AND HOUSING CENSUS

FIELD SUPERVISOR

TERMS OF REFERENCE

The **Internal Census Committee** (ICC), tasked with the coordination of activities for the 2020 round of censuses, has considered and determined the employment of **Field Supervisors (Supervisors)**. The Supervisors will assist with the supervision of the fieldwork for the 2022 Population and Housing Census (PHC) in the ten (10) Administrative Regions of Guyana.

1. OBJECTIVE

The Supervisor will manage and supervise fieldwork within a designated supervisory area, ensuring that Enumerators follow the Enumerator's manual and other training materials, as well as ensuring that the Census Office's directives are 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).

2. RESPONSIBILITIES

The Supervisor will be responsible for the supervision of the fieldwork for the 2022 PHC. This will entail the following:

- i. Coordinating Enumerators for the timely completion of assignments.
- ii. Providing technical field guidance to Enumerators on the updating of ED maps.
- iii. Maintaining safety, and security of all assigned census materials and equipment.
- iv. Monitoring the effective and efficient utilization of all resources assigned to Enumerators.

3. 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 Area Coordinator (AC) on the allocation of materials, finance and human resources.

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- ii. Aid with providing the necessary census materials to Enumerators in a timely manner.
- iii. Assist the AC in organizing the submission of all census materials (completed questionnaires and Visitation records (where necessary), Census ID cards and updated ED maps) and equipment (Handheld devices and clipboards) on completion of the field operations.

b) Monitoring of Field Work:

- i. Conduct “walking about” of the respective ED with each Enumerator. This is to ensure that the Enumerator is familiar with the boundaries of the assigned ED(s).
- ii. Provide the necessary day-to-day supervision in respect to administrative and financial matters of Enumerators.

c) Monitoring Staff Performance:

- i. Review all work submitted inclusive of maps, Visitation records, questionnaires (where necessary), control forms, by each Enumerator to ensure that the work is in accordance with the Enumerators’ manual and other training materials.
- ii. Conduct weekly re-interviews with randomly selected households. A maximum of 10% per ED 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.

d) Communication:

- i. Liaise with relevant personnel to ensure the technical and operational support for census communications at the supervisory level is accessible and adequate.
- ii. Ensure that there is an uninterrupted flow of census 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 assigned AC any matter that can disrupt the smooth flow of the execution of the 2022 PHC, for instance, poor work performance.

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

4. CHARACTERISTICS

- a. **Duration of Contract:** Four (4) months
- b. **Place of Work:** Specified Supervisory Area, as well as travels within the area.
- c. **Working condition:** Unusual working hours and exposure to adverse physical and weather conditions. Additionally, the incumbent may be required to live under unfavourable camp conditions.
- d. **Academic Qualifications:** A minimum of five (5) subjects, Grades 1 to 3, inclusive of Maths and English at the CSEC examination or UG IDCE Certification and others
- e. **Survey/Census Experience:** Satisfactory performance at the Supervisor or Enumerator level in past censuses or surveys conducted by Bureau would be an advantage.
- f. **Preferred Knowledge/Skill/Abilities:**
 - i. Have the problem-solving skill to resolve problems that Enumerators may encounter during the fieldwork.
 - ii. Have the ability to communicate effectively with people of varied backgrounds and different organization.
- g. **Reference:** Names and contact information of two references required.

Note: A satisfactory work performance' on past censuses or household surveys conducted by the Bureau of Statistics would be one of the requirements if one of the Referees is a staff of the Bureau. '

5. REPORTING

The Field Supervisor reports to the Area Coordinator.