

# Terms of References

---

<i>Position:</i>	<i>Supervisor</i>
<i>Position Type:</i>	<i>Deliverable Base</i>
<i>Duration:</i>	<i>Short Term Project</i>
<i>Qualification:</i>	<i>Bachelor in Social Science &amp; MIS</i>
<i>Experience</i>	<i>3 to 4 years In IT Equipment</i>

1. Participate in the training workshops to be organized by the AF for its Field Staff and to get trained in the correct understanding and filling of all sections of the CAPI Application (Annex - B) as well as the reporting tools;
2. Get well acquainted with the following NSER Guidelines that involve guidelines for Supervisors, Area Coordinators, Enumerators and procedures on how to fill the EFF;
3. Undertake overall planning for the Targeting process as per the logistic plan of the AF;
4. Ensure listing is conducted two to three days before beginning of the enumeration.
5. Generate route map using tab by fetching listing information from the sever using online internet facility and ensure enumerators carry these maps in soft/hard form to field before to commence with field work;
6. Assign work to each enumerator as per the required number of households allowed to be covered each day. The supervisor should also ensure that these are reflected through their map as well;
7. Oversee the targeting process in order to ensure that the survey is conducted through house-to-house visits and ensures universal coverage;
8. Create and manage 'username/password' for individual Enumerator in their respective teams.
9. Set the address information for Enumerator and synchronize the data to ensure that the same geo information is set in their tablets;
10. Conduct a meeting on regular basis before leaving for field work. During the meeting, supervisor should perform 'Address Management'. Using the feature, Supervisor will select and assign Province/Region, Tehsil, Union Council and the Village/Locality to each enumerator to ensure address standardization;
11. Assign new villages to enumerators upon completion of a locality;
12. Inform BISP if the name of any locality/geographic area is found missing in the back-end library linked to the application. The supervisor must ensure that no data collection activity is undertaken in the area till the library is not updated.
13. Print and provide required number of Registry Receipt to each enumerator before leaving for field. Printing of receipt can be done at centralized location by AF;
14. Ensure that Enumerators synchronize all ERFs with him on daily basis other than exceptions;
15. Maintain a close liaison with local community leaders, public representatives and government officials to ensure local ownership in the targeting process and universal coverage of households. This is expected to be done through the Social Mobilizer in his/her team;
16. Utilize the available resources such as manual/guidelines, or publicity material to the best possible way to achieve quality results;

17. Accompany Enumerators to field to shadow data collection and make course correction;
18. Provide technical guidance to Enumerators to ensure quality of the survey;
19. Organize and lead daily debriefing meetings at the end of each day;
20. Ensure uploading of completed ERFs onto server;
21. Ensure that enumerators are provided with the following material for data collection:
  - a. Cap and flees bearing BISP's logo as per the design to be provided by BISP.
  - b. Name Tags as per the specified format to be provided by BISP;
  - c. An official letter identifying them as Enumerators of AF;
  - d. Guidelines manual (soft/hard);
  - e. Printed Receipt;
  - f. A fully charged tablet with preloaded application and location address;
  - g. Village map with household listing of the surveying area that should also indicate starting and ending point;
  - h. Mobile phone with top-up balance;
22. Clear all Call-backs involving ERFs with 'No One at Home'/ Incorrect CNICs as well as ERFs with no CNIC at all by personally visiting the household;
23. Report daily performance of each Enumerator;
24. Fill Final Log of Targeting Form by Village/Locality (both in soft and hard form) once survey in a particular village/locality is completed;
25. Supervisors are responsible for their teams. They must have a complete grip on all the sections of these guidelines.
26. Follow any other guideline provided during the trainings or immediate supervisors

### ***Supervisor Relevant Reporting Obligation***

A reporting format will be provided in excel format against which Supervisors will be required to fill the information and submit to BISP as when required by BISP. In this case, Area Coordinators will be responsible to collect and compile the information before sending the consolidated result directly to the authorized official at PMU/BISP.

### **Daily Progress Report**

BISP will be getting the progress report on daily basis through a 'reporting system' or 'dashboards'. It is pertinent to note that only the ERFs uploaded by Supervisor will be shown in the reporting system. The situation at ground may differ and both BISP and AF must have an idea about the actual data collection. Therefore, Supervisors shall keep a daily record after the debriefing sessions with the Enumerators in the evening. Similarly, Enumerators will be advised to keep a record of their activities so that the information is not missed. The provision of the following information must be ensured by each supervisor on daily basis.

- a. Date,
- b. Locality Information: District, Tehsil, Union Council, Locality, Block
- c. Name of Supervisor:
- d. Names of Enumerators (Individual)

- e. No. of ERFs received with completed status from individual Enumerator as well as in total
- f. No. of ERs marked 'Declined' by Enumerator (Individual and Total)
- g. No. of ERFs marked 'No one at Home' by Enumerator (Individual and Total)
- h. Reasons for Low Output (if any for any Enumerator)
- i. No. of ERFs Transferred During Syncing
- j. No. of ERFs Sampled for Reverification
- k. No. of ERFs for Call-Backs
- l. Data Uploaded to the Server (Yes/No)

These reports are important because physical reports will be verified through system generated reports. It will help BISP and AF in determining the occurrence of any data loss.

### **Village/Locality Progress Report**

In addition, Supervisors will submit locality wise reports after completion of one locality. These will generally be a sum of the daily reports until one locality is completed by his/her team. In addition to the above fields, locality reports will have following additional information.

- a. Name of Area Coordinator
- b. Social Mobilization Activities Conducted in the Locality (Descriptive)
- c. Issues Faced during the Survey
- d. Steps taken to Resolve the Issues
- e. Issues Forwarded to BISP for Resolution

Village/Locality wise reports will be maintained at the AC level and forwarded to PMU & BISP through Area Coordinator as and when desired to BISP.

### **Note:**

Please send your applications along with updated **CV** at the following e-mail address on [jobs.c1@af.org.pk](mailto:jobs.c1@af.org.pk) for **Cluster 1** districts are **(Islamabad, Rawalpindi, Attock, Jehlum, Gujranwala, Gujrat, Mandi Bahauddin, Hafizabad, Norowal Sialkot & AJK region)**

[jobs.c5@af.org.pk](mailto:jobs.c5@af.org.pk) for **Cluster 5** Districts are **(Bahawalnagar, Rahim Yar Khan, Ghotki, Kherpur, Larkana, Shikarpur, Kashmore Noshehro feroz Qamber shehdad kot, Shaheed Benazirabad, Sanghar, Mirpur khas Tharparker & Umer kot)** no later than **25<sup>th</sup> July 2018**. Kindly mention your name and job title in the subject line.