

**NATIONAL INSTITUTE OF POPULATION STUDIES (NIPS)**

**JOB OPPORTUNITY:**

**Terms of Reference (TORS)**

National Institute of Population Studies (NIPS), Islamabad, invites applications from qualified candidates for the contractual appointment detailed as under:-

Reporting Officer:	Executive Director / Senior Fellow, NIPS
Duty of Station:	NIPS, Islamabad
Termination/ Continuation of the Contract:	The contract can be terminated by NIPS for unsatisfactory performance, immediately with payment of 15 days wages or on 15 days' notice

**TORs of Project Advisor for Panel Study**

- i). Provide technical advisory support to NIPS throughout the process i.e. from planning to implementation.
- iii). Monitor the overall activities of the survey including field operations, data processing, report writing workshops, printing of documents and dissemination of reports.
- iii). Liaise with all the stakeholders on all activities of the Survey/Study.
- iv). Assist the Executive Director/ NIPS in handling any assign/unforeseen activity of survey.
- v). Perform any other duty/assignment given by the Reporting Officer.
- vi). Appointment will be purely on daily wages/working days basis spread over project period.

**TORs of Facilitator for Panel Study**

**Deliverables:** The detailed deliverables for the facilitator for providing assistance to NIPS to undertake the task is as under:-

- i. Prepare a detailed plan for execution of survey including a finalization of training plan field plans and questionnaire of indicators and methodology by second week.
- ii. Prepare a presentation of proposal and indicators for the Technical Advisory Committee (TAC) members.
- iii. To arrange the TAC meetings including prepare above the list of experts from the field of population and development, migration and demography to by the fourth week.
- iv. Execute printing of questionnaire
- v. Facilitate in training
- vi. Facilitate field survey execution
- vii. Verify facilities data
- viii. Manage questioners receiving
- ix. Facilitate in Report writing

### **TORs of Data Processing Manager for Panel Study**

- i) Facilitate in questionnaire design and printing.
- ii) Prepare data entry program.
- iii) Revise questionnaire whenever required.
- iv) Provide household listings to each research enumerator.
- v) Generate errors lists with consultation of NIPS officers.
- vi) Assist field teams in any issue related to data entry.
- vii) Prepare status of data received in soft form, share the progress of data entry with the core team of survey.
- viii) Generate field check tables (FCT) to smooth the quality of work.
- ix) Handle all issues related to data processing.
- x) Close contact with research enumerators to check the quality of data.
- xi) Check the uploaded data on daily basis.
- xii) Impart training of software application to enumerators, Office editors and DEOs.
- xiii) Prepare tabulation plan for report preparation/analysis.
- xiv) Infographics presentation of data on dashboard.
- xv) Appointment will be purely on contract basis.

### **TORs of Office Coordinator for Panel Study**

- i. Facilitate and participate in training of field staff.
- ii. Liaison with the field teams.
- iii. Collect and review TA/DA bills from the field teams and maintain proper record in Excel sheet and responsible for timely clearance of bills from Accounts/Administration Sections and submit status report whenever required.
- iv. Record keeping of the questionnaires sent to / received from field teams or other necessary stationery items/ material required to field teams and in office.
- v. Receiving and issuing the stationery items to the survey teams during training and fieldwork.
- vi. Prepare progress report about data completion daily basis.
- vii. Any other task when & where required.
- viii. Appointment will be on purely contract basis

### **TORs of Administration Support / Accounts Personnel for Panel Study**

- i. Maintain records of financial documents (TA/DA bills).
- ii. Maintain records and inventory of the all project staff.
- iii. Provide material for meetings and seminars.
- iv. Provide record and relevant documents for audit.

- v. Perform any other activity as assigned.
- vi. Appointment will be on purely contract basis.

#### **TORs of Enumerator for Panel Study**

- i. Attend all training programs imparted by NIPS
- ii. Participate in field practice of questionnaires
- iii. Data gathering and return the completed clusters immediately to NIPS.
- iv. Locate the structures and households in the sample area, and complete Questionnaires.
- v. Interview the service provider of the selected health facility and conduct client exit interview
- vi. Before leaving the household check completed interviews to make sure that all questions were asked and the responses neatly and completely recorded
- vii. Returning to households to interview respondents who could not be interviewed during the initial visit.
- viii. Accountable to NIPS officers for resolving any inconsistencies of data.
- ix. Appointment will be purely on daily wages/working day's basis.

#### **TORs of Office Editor/Quality Controller for Panel Study**

- i) Check consistency of data and editing of filled questionnaires received from the field.
- ii) Report about continues field data errors to core team of NIPS.
- iii) Help field teams if any error observed in editing the clusters.
- iv) Responsible to submit the edited clusters to the computer section of NIPS.
- v) Provide help to DEOs while cross checking the data if required.
- vi) Visit the field teams for checking and data quality assurance.
- vii) Validate 5% completed questionnaires of each cluster.
- viii) Appointment will be purely on contract basis.

#### **TORs of DEO for Panel Study**

- i) Data entry into computers.
- ii) Re-enter the data whenever required.
- iii) Maintain high quality of data entry.
- iv) Assist the DPM in any assignment whenever required.
- v) Appointment will be on purely contract basis.