TERMS OF REFERENCE (TORs)

1. **CONSULTANT**

   i. Provide technical support to NIPS throughout the process i.e. from planning to implementation.

   ii. Manage/ monitor overall activities of the survey including field operations, data processing and dissemination of report.

   iii. Liaise with stake holders on all activities of the survey/study.

   iv. Modification and translation of research tools/questionnaires.

   v. Arrange and attend TAC and other meetings.

   vi. Impart training and finalize the questionnaires after Pre-test.

   vii. Prepare tabulation plan for analysis.

   viii. Guide in the preparation of preliminary results/presentation for seminars.

   ix. Attend dissemination seminars at Federal and Provincial Level.

   x. Prepare and finalize report writing.

   xi. Assist the reporting officer in handling any assignment/ unforeseen activity of the survey.

   xii. Ensure office timings as per the workplan.

   xiii. Perform any other activity/ task as assigned by the higher authority.

2. OFFICE COORDINATOR

i. Coordinate for developing the administrative procedures and routines and distribution of work.

ii. Facilitate for arranging training of field survey staff and core team.

iii. Participate in the training and conduct revision sessions of questionnaire as per instructions of the core team of the survey

iv. Contact Resource person(s) to deliver the lecture(s) during training.

v. Liaison with the field teams across the country.

vi. Assist in handling project activities and initiating the tabulation plan of report

vii. Maintain and record keeping of the field work plans of Listing and Survey and maintain other necessary stationery items/ materials required to field teams and in office.

viii. Help in arranging the Pre-Test of questionnaires at local level and incorporate the modifications if any.

ix. Prepare progress report about data completion whenever required.

x. Assist in managing project files at NIPS.

xi. Maintain records of inventory of all financial matters, issues/ matters relating to survey and submitting weekly status.

xii. To prepare papers for meetings and be responsible for the overall efficiency and smooth working.

xiii. Ensure office timings as per the workplan.

xiv. Perform any other work assigned by the higher authority.

3. DATA PROCESSING MANAGER

     i.   Prepare and manage application for data processing and management, and install complete Network system for connectivity of computers/ synchronization.

    ii.   Revision in questionnaire after Pre-testing.

   iii.   Provide household listings to each Female Enumerator and keep office record.

   iv.   Manage all data processing.

    v.   Imparting training to Data Entry Operators.

   vi.   Compare the soft data and generate the error lists and incorporate corrections in the data base with the consultation of Core Team Member.

  vii.   Clean data and submit to Core Team and IT Section for official record keeping.

 viii.   Prepare and Submit tabulation plan for report preparation/ analysis.

   ix.   Contact with Office Editor to check/edit the cluster before submit for data entry.

    x.   Prepare the status of data received from field and entered in computers and also share progress/ coverage of data with the core team of survey.

   xi.   Check the performance of each interviewer and report to Core Team of survey.

  xii.   Close contact with the field teams to check and maintain the quality of data on regular basis.

 xiii.   Prepare field check tables (FCTs) with the consultation of Core Team Member (NIPS Researchers and IT Staff) and Senior Staff of survey.

 xiv.   Prepare tabulation plan for report writing/analysis.

  xv.   Prepare statistical tables for Researchers whenever required.

 xvi.   Assist Researchers for preparing regional analyzing and presentations

 xvii.   Submit all final official record/ data to Core Team Member and NIPS IT staff before expiry of his contract.

xviii.   Ensure office timings as per the workplan.

 xix.   Perform any other activity/ task as assigned by the higher authority.

4. ASSISTANT DATA MANAGER

i. Assist in Preparation of data entry program

ii. Revision in questionnaire after pre-testing

iii. Manage all data processing

iv. Generating the error lists with consultation of core team members, researchers and senior staff of survey.

v. Helping field teams regarding any issue related to computer.

vi. Maintain status of data received in soft form and enter it to the computers and also share progress/ coverage of data with the core team of survey.

vii. Check the performance of each interviewer.

viii. Handle all issues related to upload data and update the program in case of any changes.

ix. Close contact with the field teams to check the data uploading status

x. Check the uploaded data on daily basis and report to Concerned officers.

xi. Impart training to the IT Section.

xii. Prepare field check tables by team and interviewer to check their performance.

xiii. Prepare tabulation plan for report writing/analysis.

xiv. Prepare statistical tables whenever required.

xv. Assist in preparing presentations

xvi. Ensure office timings as per the workplan.

xvii. Perform any other work assigned by the higher authority.

5. DATA ENTRY OPERATORS

i. Data Entry of clusters/ questionnaires within the time limits.

ii. Maintain high quality/ accuracy of data entry.

iii. Assist the Data Processing Manager in any assignment whenever required.

iv. Ensure office timings as per the workplan.

v. Perform any other activity/ task as assigned by the higher authority.

6. ADMIN/ACCOUNT SUPPORT PERSONNEL

i. Supervise administrative/accounts procedures for field staff and routine and distribution of work.

ii. Maintain record and inventory of all project staff and financial matters etc.

iii. Responsible for overall efficiency and smooth working regarding admin/account matters.

iv. Prepare papers for meeting and Seminars.

v. Keep proper record of movement of files and other classified documents.

vi. Submission the case to higher officers in proper and complete form.

vii. Ensure office timings as per the workplan.

viii. Perform any other activity/ task as assigned by higher authority.

7. OFFICE EDITORS

i. Check consistency of data and edit questionnaire received from the field.

ii. Visit field team whenever required.

iii. Submit report about continues field data errors to Core Team.

iv. Help field teams if any error observed in editing questionnaires.

v. Responsible to submit complete edited clusters/ questionnaires to the IT Section of NIPS.

vi. Maintain record of clusters/ questionnaires sent to IT Section of NIPS.

vii. Provide help to DEOs while cross checking the data if required.

viii. Ensure office timings as per the work plan.

ix. Perform any other activity/ task as assigned by higher authority.

8. QUALITY CONTROL PERSONNEL

i. Perform quality checks, such as speeder flag, straight-lining flag, red herring, knowledge check, attention check, duplicate check, open-ended validation, conflicting answer check.

ii. Validate 2% of questionnaires in the field.

iii. Ensure primary and secondary validation of data and generate reports.

iv. Keep and maintain the record of listing and manual recorded data.

v. Perform routine network startup and shut down procedure and maintain control records.

vi. Monitor network performance in order to determine whether adjustment needs to be made, and to determine where changes will need to be made in the future.

vii. Analyze equipment performance records in order to determine the need for repair or replacement.

viii. Reviewing data for deficiencies or errors, correcting, any incompatibilities and checking output.

ix. Ensure office timings as per the work plan.

x. Perform any other activity/task assigned by the higher authority.

9. PROVINCIAL COORDINATORS

i. Communicating with teams and regulate activities according to the work plan premeditated for provinces.

ii. Conduct assessment of provincial teams and mobilize field resources for the enumerators.

iii. Coordinate with provincial field workers/staffs to provide follow up consultations throughout the project duration and communicate with different personnel for the smooth running of survey.

iv. Follow-ups on the status of field work and questionnaire.

v. Submit bills/vouchers/invoices of teams and coordinate with account section to clear bills.

vi. Generate performance-based reports of the field supervisors/enumerators.

vii. Regular knowledge management and information sharing for the project.

viii. Ensure office timings as per the work plan.

ix. Any other work assigned by the higher authority.

10. FIELD SUPERVISORS

i. Commitment to participate in training of survey staff.

ii. Manage field works, arrange logistics and manage bills/invoices.

iii. Communication between office and the main field.

iv. Organizing workflow and completion of plans as scheduled.

v. Monitoring the performance of field enumerators

vi. Provide follow up information on data collection, workflow status and contingencies in the field.

vii. Locating the structures and household in the sample.

viii. Maintain timekeeping and personnel records.

ix. Pass on information from NIPS to the field workers, and vice versa.

x. Ensure office timings as per the work plan

xi. Perform any other activity/work assigned by the higher authority.

11. FIELD ENUMERATORS

i. Commitment to participate in the training of survey staff.

ii. Locating the structures and household in the sample and completing the Questionnaires.

iii. Identifying all eligible respondents in those households.

iv. Interviewing selected eligible respondent in the households using Questionnaires.

v. Checking completed interviews to be sure that all questions were asked and the responses neatly and legibly recorded.

vi. Returning to households to interview respondents who could not be interviewed during the initial visit.

vii. Complete the interviewer sheets of each cluster and submit.

viii. Accountable to resolving inconsistencies of data.

ix. Responsible to report any field problem to the head office.

x. Maintain cooperation and discipline among team members.

xi. The contract period will be terminated without assigning any reason on your unsatisfactory performance during training period.

xii. Ensure office timings as per the workplan.

xiii. Perform any activity/task assigned by higher authority.

12. OFFICE ASSISTANT

i. Handling organizational and administrative tasks.

ii. Organizing files and scheduling meetings.

iii. Managing workflow calendar, maintaining supplies and delivering/handling messages including mails, phone calls and faxes etc.

iv. Keep track records of important files.

v. Provide administrative assistance to the office authorities.

vi. Ensuring office timings as per the workplan.

vii. Perform any other activity/task assigned by the higher authority.

13. LISTERS

i. Work in coordination with mapper for listing sampled households.

ii. Make list of the clusters including all households locked or vacant or permanently shifted.

iii. Make a list of households in all sample enumeration blocks (PSU) selected in this survey in a systematic manner.

iv. Identify households in each cluster selected in this survey indicating residing status/occupancy status.

v. Assign number to each household/structure.

vi. Assist to Supervisor in submitting the completed household listing of all clusters to the head office.

vii. Communicate to the NIPS Core Team, problems encountered in the field and follow his/her instructions.

viii. Ensure office timings as per the workplan.

ix. Perform any other related activity/task assigned by higher authority.

14. MAPPERS

i. Read and direct location map of the clusters including all households locked or vacant or permanently shifted.

ii. Build an identification route of the households in all sample enumeration blocks (PSU) selected in this survey in a systematic manner.

iii. Identify structures of the building.

iv. Identify households in each cluster selected in this survey indicating residing status/occupancy status.

v. Assign number to each household/structure.

vi. Assist to Supervisor in submitting the completed household listing of all clusters to the head office.

vii. Communicate to the NIPS Core Team, problems encountered in the field and follow his/her instructions.

viii. Work in coordination with the lister.

ix. Ensure office timings as per the workplan.

x. Perform any other related duty assigned by higher authority.