

### **TORs for Office Coordinator**

- i. His appointment will not confer upon him any claim for or title to permanent retention in this institute.
- ii. His services are liable to be terminated by this Institute on unsatisfactory performance or on expiry of contract period or even earlier, immediately with payment of 15 working days or on 15 days' notice.
- iii. His contract period will be extended, if so needed subject to his satisfactory performance.
- iv. Supervise administrative/accounts procedures for field staff and routines and distribution of work.
- v. Manage project files and maintain their record.
- vi. Facilitate in arranging training for field staff.
- vii. He should have strong analytical skills
- viii. Ensure coordination of field teams
- ix. Contact Resource person(s) to deliver the lecture(s) during training.
- x. Close contact with the field teams.
- xi. Maintain/ record keeping of the field work plans and other necessary stationery items/ materials required to field teams and in office.
- xii. Help in arranging the Pre-test of questionnaires at local level.
- xiii. Prepare work plans for field staff.
- xiv. Prepare progress report about data completion whenever required
- xv. Collect bills from the field teams and maintain proper record in excel sheet and responsible for timely clearance of bills from Accounts and Administrative Sections.
- xvi. Record keeping of the questionnaires sent/ received from the field teams or other necessary stationery items/ material required to field teams and in office.
- xvii. Record keeping of all issues/ matters relating to survey and submitted weekly status.
- xviii. Prepare papers for meetings and be responsible for the overall efficiency and smooth working.
- xix. Should have strong organizational, communication and interpersonal skills.
- xx. Ability to work under multi-cultural environment and a strong team working capacity.
- xxi. Perform any other activity/ task as assigned.
- xxii. He will not be entitled to draw TA/ DA on his joining of duty.
- xxiii. Ensure office timings.
- xxiv. Any other task assigned by director.

### **TORs for Enumerator**

- i. Payment will be released after the completion and submission of field work/questionnaire.
- ii. Locating the structures and facilities in the sample, and completing the Questionnaire.
- iii. Identifying all eligible respondents in those facilities.
- iv. Interviewing selected eligible respondent in the facilities using the Questionnaire.
- v. Checking completed interviews to be sure that all questions were asked and the responses neatly and legibly recorded.
- vi. Returning to facilities to interview respondents who could not be interviewed during the initial visit.
- vii. The survey will cover 4 provinces, Punjab (Bahawalpur, D.G. Khan, Faisalabad, Gujranwala, Lahore, Multan, Rawalpindi, Sahiwal, Sargodha), Sindh (Hyderabad, Karachi, Larkana, Mirpur Khas, Sukkur, Shaheed Benazirabad), Balochistan (Kalat, Makran, Nasirabad, Quetta, Sibi, Zhob), KP (Bannu, Dera Ismail Khan, Hazara, Kohat, Malakand,

Mardan, Peshawar), including Islamabad (ICT), Gilgit Baltistan and Azad Jammu and Kashmir. Enumerators should be from these provinces and be fluent in the native languages.

- viii. Good knowledge of IT and internet communication.
- ix. Working capacity with ability to work under multi-cultural environment.
- x. Assist to Supervisor in submitting the completed clusters to the head office.
- xi. Maintain cooperation and discipline among team members.
- xii. Complete the interviewer sheets of each cluster and submit to NIPS.
- xiii. Any other task assigned by director.

### **TORs for Field Supervisor**

- i. His appointment will not confer upon his any claim for or title to permanent retention in this institute.
- ii. His services are liable to be terminated by this Institute on unsatisfactory performance or on expiry of contract period or even earlier, immediately with payment of 15 working days or on 15 days' notice.
- iii. His contract period will be extended, if so needed subject to his satisfactory performance.
- iv. Supervise administrative/accounts procedures for field staff and routines and distribution of work.
- v. The survey will cover 4 provinces, Punjab (Bahawalpur, D.G. Khan, Faisalabad, Gujranwala, Lahore, Multan, Rawalpindi, Sahiwal, Sargodha), Sindh (Hyderabad, Karachi, Larkana, Mirpur Khas, Sukkur, Shaheed Benazirabad), Balochistan (Kalat, Makran, Nasirabad, Quetta, Sibi, Zhob), KP (Bannu, Dera Ismail Khan, Hazara, Kohat, Malakand, Mardan, Peshawar), including Islamabad (ICT), Gilgit Baltistan and Azad Jammu and Kashmir. Field Supervisors should be from these provinces and be fluent in the native languages.
- vi. Manage project files and maintain their record.
- vii. Facilitate in arranging training for field staff.
- viii. Contact Resource person(s) to deliver the lecture(s) during training.
- ix. Close contact with the field teams.
- x. Maintain/ record keeping of the field work plans and other necessary stationery items/ materials required to field teams and in office.
- xi. Help in arranging the Pre-test of questionnaires at local level.
- xii. Prepare work plans for field staff.
- xiii. Prepare progress report about data completion whenever required
- xiv. Collect bills from the field teams and maintain proper record in excel sheet and responsible for timely clearance of bills from Accounts and Administrative Sections.
- xv. Record keeping of the questionnaires sent/ received from the field teams or other necessary stationery items/ material required to field teams and in office.
- xvi. Record keeping of all issues/ matters relating to survey and submitted weekly status.
- xvii. Prepare papers for meetings and be responsible for the overall efficiency and smooth working.
- xviii. Should have strong organizational, communication and interpersonal skills.
- xix. Ability to work under multi-cultural environment and a strong team working capacity.
- xx. Perform any other activity/ task as assigned.
- xxi. He will not be entitled to draw TA/ DA on his joining of duty.
- xxii. Ensure office timings.
- xxiii. Any other task assigned by director.