

Nepal Labour Force Survey (NLFS), 2017/18

Terms of Reference for Enumerators

1. Background:

The Labour Force Survey (LFS) is a household-based sample survey designed to collect the data on various forms of work, based on which the total labour force in the country is estimated.

The Central Bureau of Statistics (CBS) is in the process of conducting its 3rd series of Nepal Labour Force Survey (NLFS-III) 2017/18 with the technical support from International Labour Organization (ILO).

This survey aims to collect information on employment, unemployment, under-employment and labour-underutilization along with a set of special questions on housing, agricultural land ownership and include several modules, such as own-use production of goods and provision of services, absentees, and volunteer work. More importantly, the survey will also have a separate module for Forced Labour Survey.

The sample size is determined at a total of 18,000 households (6,000 households per season) to allow reliable estimates in each of the 14 domains (7 Provinces and by urban rural areas).

On the field allocation, the plan is to have at least one team per domain, with selected domains having more than one team due to the size in Primary Sampling Units (PSUs). On average a team should be covering around 36 PSUs during the whole year; which means on average that about 25 teams will be needed.

Each team is comprised of 3 persons including the team leader. Each team will process first with the listing of households in each PSU (for about 2 days), then a tablet will automatically generate the sampled households. The field work will be completed in 2 days in each PSU (20 households, with an average of 2.5 households per day per person).

In this context, CBS has estimated that it requires to recruit 50 enumerators in addition to the human resources available with CBS. Hiring of these additional 50 enumerators is a part of ILO's technical and financial assistance to CBS to conduct the Labour Force Survey. Therefore, ILO is advertising the vacancy for 50 qualified enumerators.

2. Description of Task for Enumerators:

The enumerators will work under direct supervision of the Central Bureau of Statistics (CBS). ILO will be responsible to monitor the survey work in the field jointly with CBS Officials. The task of enumerators will be to:

- i. Participate in the training programmes to be organized for enumerators by CBS;
- ii. Participate in pre-testing of questionnaire together with CBS Team;
- iii. Provide feedback in revising the questionnaire following the pre-testing results;
- iv. Conduct the field survey under the supervision of CBS.

3. Deliverables:

Completed data files of questionnaires: Primary Sampling Unit (PSU) numbers to be allocated by CBS to each enumerator.

4. Time Frame:

The enumerators will be hired for a period of 6 months with possibility of extension for additional 6 months. The enumerators' training will be organised in mid-June 2017 by CBS. The field work will be organised from June 2017- May 2018.

5. Education and qualification:

Education: Completion of Higher Secondary Education (10+ 2 pass, preferably with mathematics)

Experience: Relevant experience in minimum 2 surveys, preferably on national surveys.

Competency: Computer literate & familiarity with the use of android smart phones.

Willingness to be placed in any of the geographic regions (Mountain, Hill and Terai) is a prerequisite for this work.

6. Payment and method of payment

Remuneration: Consultancy fee for 6 months is NPR 133, 020.00

Additional facilities: ILO will provide field bag, sleeping bag to each enumerators to support the field work and CBS will manage group insurance of the enumerators, communication cost and the DSA as per the government rule.

7. Payment Methodology

To be paid upon the submission of agreed deliverable and recommendation by CBS for payment with supporting documents.

8. Required Submissions by the Applicant

- i. A brief CV (Template Attached)
- ii. Education Certificate