

Assessment and Monitoring Resource Centre

Terms of Reference: Team Leader - Assessment Enumerators

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| **Job Title:** Team Leader - Assessment Enumerators |
| **Contract Type**: Consultancy |
| **UNIT/DIVISION**: CO/Division |
| **Duty Station**: [City, Country] [Include country and city or specify residence if working remotely] |
| **Duration:** DD/MM/YYYY until D/MM/YYYY |

BACKGROUND AND PURPOSE OF THE ASSIGNMENT

*This assignment is crucial in the context of [country], contributing to UNHCR's ongoing efforts in [highlight the purpose of the assessment enumerator team leader]. The data collected will inform key decisions and strategies to support refugees and address the current humanitarian crises.*

ACCOUNTABILITIES/RESPONSIBILITIES

[Include all specific tasks]

Example:

* *Facilitate the work of the assigned enumerator team in the field;*
* *Assign clear tasks for enumerator;*
* *Maintain field work control sheets;*
* *Regularly send completed questionnaires and progress reports;*
* *Keep field coordinator informed of team location and communicate any problems;*
* *Be in charge of team vehicle and driver;*
* *Oversee and be on top of any security related matters;*
* *Ensure coherence and quality of collected information;*
* *Act as a link between the enumerator team and the assessed population;*
* *Duly adhere to Code of conduct;*
* *Perform other duties as required.*
* *Display strong organizational skills, working under pressure while respecting deadlines.*
* *Take accurate notes and record data in written or electronic forms.*
* *Demonstrate a basic understanding of technology, including mobile phones and computers.*
* *Collaborate effectively within a team.*
* *Exhibit strong written and verbal communication skills.*

REPORTING

*Assessment enumerators team leader for data collection will report to the Assessment coordinator. In their absence, reporting will be directed to the persons designated to coordinate the assessment.*

QUALIFICATIONS & EXPERIENCE REQUIRED

* *Good understanding/knowledge of local situation and community dynamics;*
* *Good qualitative and quantitative research skills;*
* *Solid knowledge of interviewing techniques;*
* *Excellent analytical skills and ability to understand and adapt to complex socio-cultural background in regard to the overall assessment context;*
* *Good organizational skills, ability to work under pressure while respecting deadlines;*
* *Good interpersonal and management skills and ability to work in a multi-cultural environment;*
* *Good understanding of technology such as mobile phones and computers;*
* *Strong written and verbal communication skills*