

## Terms of Reference (TOR)



<b>Title</b>	<b>Enumerators for Field Data Collection of Livelihood Interventions in Karnataka, Assam, Odisha, Mizoram and Manipur</b>
<b>Duration</b>	July 2026 – March 2027
<b>Expected area of expertise</b>	Field Data collection / Freelancer
<b>Email and website</b>	<a href="https://forms.gle/VMbcXuYnaf2xyT3W8">https://forms.gle/VMbcXuYnaf2xyT3W8</a> (Contact Procurement for Form Link)

### Background:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

As part of ongoing and new programs, Selco Foundation will be conducting field-based studies to evaluate program impact and inform decision-making processes. To support this, we are looking to onboard Field Enumerators who will be responsible for primary data collection from intervention sites, households, enterprises, institutions, and other stakeholders across different regions as per project requirements.

### Objective:

To collect high-quality quantitative and qualitative data from the field using structured tools, ensuring accuracy, confidentiality, and cultural sensitivity.

## Field Data Collection Process and Key responsibilities

### ***A. Training:***

- Enumerators must attend a **4–5-day training session** organized by Selco Foundation in respective regions.
- A **field practice visit** to nearby livelihood sites will be conducted.
- Prior to training, enumerators will receive **program intervention videos** to build contextual understanding.

### ***B. Site List Review and Telephonic Interactions:***

- Enumerators will receive a list of **assigned sites**, including respondent contact and intervention details.
- They are required to call the respondents to:
  - Confirm respondent name, address, and intervention type.
  - Collect basic enterprise details.
  - Confirm availability for data collection.
  - Record and submit these preliminary details in the digital app.

### ***C. Respondent Site Visit and Data Collection:***

- Enumerators must visit all assigned sites within the specified timeframe.
- Data collection must be done via the **SurveyCTO app**, including **Photographs, Videos, Voice recordings and GPS coordinates**
- Data should be thoroughly reviewed and **submitted before leaving the site**.
- Any field challenges should be immediately reported to the designated Selco Foundation point of contact.

### ***D. Data Quality Check Process:***

- Data quality will be verified by the SF team in collaboration with enumerators.
- **Minor errors** must be corrected via follow-up calls with respondents.
- In case of **major discrepancies**, enumerators must revisit the site at their own expense to correct and verify data.

## ***Qualifications & Requirement***

- Minimum Educational Qualification: Graduation or higher.

- Mobile Device Requirement: Must have an Android smartphone with Android version 4.4 or above, and an active 4G internet connection.
- Interviewing Skills: Excellent interviewing and interpersonal skills, particularly in the social and development sectors.
- Field Experience: Previous experience in field data collection using Android-based data collection apps such as SurveyCTO, ODK, etc.
- Local Knowledge: Enumerators must be from or familiar with the intervention district or geographical area assigned.
- Ability to converse fluently in the local language.
- Ability to translate standard questions into the local context.
- Familiarity with English or Hindi is an added advantage.
- Mobility: Willingness to travel extensively to rural and remote areas.
- Ability to use personal vehicles or public transport for local travel during fieldwork.
- Cultural Sensitivity: Demonstrated sensitivity to different cultural backgrounds and community dynamics.

### Duration & Remuneration:

- Duration: The engagement will span the fiscal year 2026–2027, starting from July 2026 to March 2027. Duration may be adjusted based on project requirements.
- Remuneration:
  - Payments will be made on a per-completion basis, post successful data collection and quality verification.
  - Enumerators must submit an invoice monthly, along with quality-checked data in the prescribed format.
- Travel Allowance:
  - Reimbursed based on number of days travelled and distance covered per interview. Reimbursement will follow Selco Foundation’s travel policy.
- Deliverables:
  - Submission of quality-checked data aligned with project timelines and data protocols.
  - Participation in all mandatory training, Quality check and feedback processes

### Selection Criteria:

- Applications from both male and female candidates are welcomed and will be given equal consideration
- Shortlisted candidates will be contacted for interview or further assessment as per SF's selection process
- Final selection will be based on qualifications, experience, and suitability for the role

### Confidentiality:

All information provided in response to this TOR shall be treated as confidential and used solely to submit the proposals.

### Disclaimer:

SF reserves the right to accept or reject any or all applications / proposals received without providing any reason for such action

### To apply:

Freelancers and enumerators with relevant experience, based across India, are invited to submit their detailed resumes through the Google Form <https://forms.gle/VMbcXuYnaf2xyT3W8> by **13<sup>th</sup> June 2026, 5 PM.**

### Queries:

For any further queries, please write to [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org) with the subject line: **“Enumerators for Field Data Collection of Livelihood Interventions in Karnataka, Assam, Odisha, Mizoram and Manipur.”**