

Terms of Reference Enterprise Survey Enumerator

1. Background

The Suriname ENTERPRISE SURVEY 2018 (Suriname ES 2018) is a World Bank study of the business environment in Suriname and update of the Suriname ES 2010. The Suriname ES 2018 is standardized to reduce measurement error and to improve cross-country comparability with other Enterprise Surveys around the world. The World Bank has hired the Consortium of NGL Nordicity Group Ltd and Equal Chances @ Green Development (EC@GD) to support the Suriname ES 2018 research.

2. Objectives

The *Suriname ES 2018* has the following objectives:

- To provide feedback from enterprises on the state of the private sector in client countries;
- To provide robust business environment indicators that are comparable across countries;
- To provide measures of firm-level performance, including productivity;
- To assess the constraints to private sector growth and enterprise performance;
- To build a panel of data in applicable countries, which will make it possible to analyze changes in the business environment over time; and
- To stimulate systematic policy dialogue on the business environment and to help shape the agenda for reform.

3. Scope of Work and Tasks

A total of up to **360** face-to-face interviews are expected to be carried out by a **team of eight enumerators** with managers from the private sector in Paramaribo, Wanica, Commewijne and Nickerie. The data collection will use computer-assisted personal interviews (CAPI). Each interview will use a single questionnaire, which is internally divided into several modules to allow saving time by skipping certain questions that may not be applicable to some establishments (i.e. manufacturing-specific questions asked to retail firms etc.).

There are two different versions of the questionnaire: manufacturing and services. The *Manufacturing* questionnaire will be used in all interviews with manufacturing establishments. The *Services* questionnaire will be used in all interviews with retail, wholesale, repair, communication, transport, hospitality, constructions and It establishments. The questionnaire for services includes skip patterns for questions that only apply to retail firms. Experience shows that the questionnaire may take approximately 45 minutes to implement. All questionnaires will be finalized after the pilot interviews takes place.

In addition to the Questionnaires used to carry out interviews, the enumerators will use a screener questionnaire (the “Screener”) to determine if establishments are eligible to be included in the survey. The *Screener Questionnaire* has been used effectively in the past. The *Screener* was designed to be implemented over the phone, but the Consultant must devise alternative strategies to complete it for those cases where phone communication is not feasible. This includes administering the *Screener* in person. The Survey Team will keep record of the full list of firms

sampled with the results obtained during the screening, including updated information such as emails and phone numbers.

Field Work

Experience shows that in addition to the fieldwork needed to complete the interviews substantial effort and resources should be allocated to the preparation and logistics before the fieldwork begins. The use of Global Positioning System (GPS) will capture the geo-spatial location of the establishment being interviewed, which may differ from the place where the interview takes place.

Training

Training of enumerators and supervisors in the specific implementation of the questionnaire is essential for the success of the project. Enumerators are required to participate in one 3-day training session with the team.

Interviewing

The duties of the **enumerator** will be: to visit the selected establishments and ensure their participation; to conduct face-to-face interviews with the selected respondents; to accurately record respondents' answers; to ensure completeness and accuracy of answers; to perform accuracy checks on the questionnaires; to ensure security and confidentiality of the completed questionnaires; to deliver completed questionnaires to supervisors; to respond to other needs related to the field work as assigned from time to time; and to safeguard the confidentiality and privacy of the collected information. The Enumerators will be responsible for their own logistical arrangements. The enumerator will need to ensure completeness and accuracy of answers and ensure security and confidentiality of the completed questionnaires. The enumerator may need to respond to other needs related to the field work as assigned from time to time.

4. Management arrangements

Enumerators will work under the direction of a field supervisor and quality of work will be controlled.

5. Desired Expertise and Experience

Previous experience in survey research and implementation.

Graduation from an institution of higher learning.

Excellent written and verbal communication skills in the Dutch and English.

Some knowledge of accounting & finance and familiarity with the survey topics would facilitate data gathering and validation.

The enumerator must be available throughout the entire duration of the field work.

Qualified candidates living in Nickerie are also encouraged to apply.

6. Tentative Time Schedule

Survey enumeration work is expected to start by the **mid August 2018** and is expected to take up to two months.

7. How to Apply

Interested candidates who meet the above-mentioned criteria can submit their applications via info@equalchances.sr . Applications should be send by email, latest by **Augustus 8, 2018**.

The email subject shall be clearly marked **“Suriname ES 2018”** and **the name of the applicant**

Letters shall be addressed to:

Mrs. Madhawi Ramdin

Managing Director

Equal Chances @ Green Development

Basjafowroestraat no. 50

Morgenstond. Paramaribo. Suriname.

www.equalchances.sr

info@equalchances.sr

(+597) 8733632 or 556799

Curriculum Vitae should be preferably submitted using the format included in the Appendix.

Implementation of the *Suriname 2018 ES*

APPENDIX: CURRICULUM VITAE

Position Title and No.	<i>Enterprise Survey Enumerator</i>
Name of Expert:	<i>{Insert full name}</i>
Date of Birth:	<i>{day/month/year}</i>
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, contact information of previous clients and employing organization(s) who can be contacted for references. Past employment which is not relevant to the assignment does not need to be included.}

Period	Employing Organization and your Title/Position. Contact Information for References	Country	Summary of Activities Performed Relevant to the Assignment
<i>{e.g. May 2005-present}</i>	<i>{e.g. Ministry of, Advisor/Consultant to... For references: Tel...../e-mail; Mr. Hbbbb, Deputy Minister}</i>		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment: {Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks}

Expert's Contact Information: (e-mail....., phone.....)

Certification:

Jul 25, 2018

I, the undersigned, certify that to the best of my knowledge and belief, this Curriculum Vitae correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date