



# Terms of Reference for Enumerators Conducting Assessment on Drought, Migration and Displacement

Southern Malawi

## INTRODUCTION

The Displacement Tracking Matrix (DTM) is a system that tracks and monitors population mobility. It is designed to regularly capture, process, and disseminate various layers of information to provide a better understanding of the evolving needs of a displaced population, on site or en route. Since 2015, the International Organization for Migration (IOM) through DTM in Lilongwe works with the Government of Malawi and Humanitarian Partners to conduct internal displacement and monitoring cross border and internal migration in multiple regions and districts of Malawi.

In this context, IOM is looking to expand the network of enumerators who will be part of a pool of people who will be called upon when needed.

The enumerators will be engaged in critical assessments and data collections, to understand the impacts of natural hazards on mobility and displacement.

This document outlines the responsibilities, qualifications, scope of work, and other essential aspects related to their role in the assessment.

## OBJECTIVES

The primary objectives of the enumerators' role in the drought assessment on migration and displacement are:

- Work with tablets and predefine software (Kobo collect) over a predefine questionnaire.
- To collect accurate and comprehensive data on the extent and impact of drought on migration patterns and displacement events.
- To provide insights into the socio-economic effects of drought-induced migration and displacement on affected populations.
- Maintain coordination and good working relations with all administrative levels from district to village level.

## SCOPE OF WORK AND RESPONSIBILITY

Under the direct supervision of the IOM Officer, the Enumerator will be responsible of the following activities, according to the procedures and training provided by IOM:

- Assess displacements sites and host communities collecting data according to IOM's methodology and by identifying and engaging with key informants and other stakeholders as needed.
- Closely liaise with the IOM/DTM colleagues and District Government Focal Point (DGFP) to address critical issues that may arise during the data collection.
- Support in the identification of reliable sources of information/key informants to collect relevant displacement data.
- Conduct DTM assessment at Zones/wards, Displaced Site and village level, according to the operation plan provided by immediate supervisor (DTM Focal point).
- Recording and documenting findings in a systematic and organized manner.
- Plan and organize the work based daily to ensure most effectiveness in data collection.
- Properly utilize data collection tools (tablets and software) as requested and for the scope explain.
- Respect IOM's Data Protection Principles, which include ensuring confidentiality and ethical handling of all collected data.
- Formal daily reporting to the field supervisor and providing updates on progress and any realities/issues or challenges encountered and making relevant recommendations.
- Protect office materials by only using them for office work and not exposing them to practices or materials that may lead to its damage.
- Perform other duties as they might be assigned and deemed necessary by supervisor.

## METHODOLOGY

The enumerators will employ a combination of methodologies to gather data, including but not limited to:

- Structured and semi-structured Key individual interviews.
- Focus group discussions with key informants and community members.
- Direct observations and photographic documentation.
- Use of digital data collection tools and GPS coordinates to map affected Villages/areas.
- Enumerators will be allocated to district and assigned Traditional Authority to target.
- The unit of observation for the assessment is group village headperson (GVH).
- Enumerator can be Re-allocated depending on the performance, coverage and speed on data collection.
- Enumerators must possess a working smart phone which they can use to collect data incase No gadgets have been provided (tablets)

## QUALIFICATIONS AND EXPERIENCE

Enumerators should possess the following qualifications and experience:

- A minimum of a diploma; in Information Management System, Statistics and social science (Geography) and other related fields of study is preferred.
- Prior experience in data collection, especially in humanitarian or emergency contexts, is highly desirable.
- Strong communication and interpersonal skills.
- Proficiency in local languages and dialects pertinent to the assessment area.
- Basic computer literacy and familiarity with data collection applications.

## LANGUAGES

- Knowledge of English and Chichewa is required
- Working knowledge of other local languages is an advantage.

## VALUES AND COMPETENCIES:

**Values** – all IOM staff members and consultants must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates the ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

## Core Competencies – behavioral indicators

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services this include probing skills.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Planning and organizing – plans work, anticipates risks, and sets goals within area of responsibility.
- Professionalism – displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

## CONTRACT TYPE

Enumerators will have a **daily consultant contract** through which the payments and other remuneration depend on the number of days worked. Enumerators may be given a two- or three-months contract with a prescribed number of days for work. This is being done to ensure a speedy response by removing other preparatory procedures like the process of renewal of contracts. As such this must not be mistaken as a period of full active engagement but must be understood as a **period of engagement depending on a need** hence, enumerators will only be paid depending on the time they will be engaged in IOM activities.

## DURATION OF ASSIGNMENT

The duration of the enumerators' involvement in the drought displacement assessment will be determined by the project's timeline, with an estimated period of two months and with possibility of extension depending on the assessment levels. However, the payment will be done based on days worked and agreed with IOM supervisor.

## VACANCY NOTICE

TOR above

duration of posting 1 week

Candidates should send their CV at [lilongwevacancy@iom.int](mailto:lilongwevacancy@iom.int) by the **24<sup>th</sup> of October 2024** clearly highlighting previous related experience and field of study.

Motivation should be included in the same document as the CV and should be a maximum of 250 words long.