**Terms of Reference for Pre-Qualification of Field Enumerators**

**Position:** Field Enumerators for Data Collection

**Reports to:** MERL Unit

**Location:** Phnom Penh and Provinces

**Period of Assignment:** One Year

**Duration:** August 2025- August 2026

**Employment type:** Short-termconsultant

**Contractual arrangement:** “Eligible for Cambodian residents/citizens only”

**Program Background**

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension.

The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical domains including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component comprising: Gender Equality, Disability and Social Inclusion (GEDSI), Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

Currently, CAPRED is recruiting **part-time field enumerators** to support its Monitoring, Evaluation, Research and Learning (MERL) unit to collect data for baseline and other studies and conduct data entry into a statistics software.

**Position Summary**

Prospective job holders will support the MERL unit to complete CAPRED program baseline, data collection, data entry, data checking, and data verification. The specific requirements of this role are:

1. **Technical**

* To actively participate in a training workshop on how to administer survey questionnaires and the data collection ethics
* To test the questionnaires after each training workshop and provide feedback for questionnaire improvement
* Make an appointment and inform respondents based on a data collection schedule
* To conduct interviews based on the nature of the study design
* To work collaboratively with other data collection team members to undertake a face-to-face interview or online interview with identified survey respondents
* To make respondents feel comfortable and respected during the interview, which will be conducted in appropriate locations and at appropriate times of day.
* To gather evidence (photos, shoot videos, or voice recordings) of interviews for documentation as necessary
* To actively participate in daily meetings and evaluate daily achievements and work in a collaborative way to solve any problems both during and after interviews
* To work collaboratively with field supervisors and CAPRED MERL team to ensure the accuracy of data collection and data entry
* To organise the associated materials for data collection such as paper-based questionnaires, tablets, extension cords, and voice recorders, etc before and after the fieldwork.

1. **Compliance**

* Field enumerators will operate within Cowater and DFAT-related codes of conduct and policies including all inclusion-related policies such as Child Protection and PSEAH; antifraud and corruption; value for money and other policies.
* Champion integration of GEDSI and climate resilience in MERL practices.
* Commitment to championing environmental sustainability and climate action across the Facility.

**Selection Criteria**

* Hold at least an associated degree in community development, agriculture, agri-business, food processing, water and energy, business administration, and/or social work
* Demonstrated at least three years of experience (several tasks) in quantitative and qualitative data collection in above mentioned fields
* Have experience in conducting data collection on agriculture, water, and energy
* Experience using a tablet for data collection is an advantage
* Good knowledge of basic computer software such as Ms. Word, Ms. Excel, and E-mail
* Experience in using statistical software for data entry such as SPSS, Kobotoolbox, etc.
* Good English communication and interpersonal and facilitation skills (Optional)

Please Note: This is a short-term position with attractive remuneration daily package being commensurate with CAPRED’s policy. Contracted on a one-year contract, the job holders will perform his/her services based on specific study requirements and it is expected that the number of working days for this service could be up to 130 days per year.

**Closing Date: 10 August 2025**

**How to apply**

Please send your cover letter and CV​​ with name and contact details (phone and email) of three professional referees with your expected daily rate (for consultants) to [recruitment@capred.org](mailto:recruitment@capred.org) mentioning the position you apply for in the subject line “**Field Enumerator Position**”.​​​

*Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to the professional experience and position expectations. Cowater does not discriminate against any employee or applicants on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. CAPRED aims to have a diverse workforce at all levels, and a workplace that is supportive of gender equality, disability and social inclusion. Women, people with disabilities and other minorities are highly encouraged to apply.*

Only applicants shortlisted will be contacted for interview.