

Terms of Reference (TOR)

Prequalified Enumerators – Somaliland Western Regions.

1. Introduction

Save the Children has been improving children's lives for more than 90 years across over 120 countries. As the world's largest independent child-rights organization, we are guided by the vision of a world where every child attains the right to survival, protection, development, and participation.

We are committed to our core values of Accountability, Ambition, Collaboration, Creativity, and Integrity, and uphold strict Child Safeguarding and Protection from Sexual Exploitation and Abuse (PSEA) policies. All representatives must demonstrate the highest ethical behaviour in professional and private activities.

2. Objective

The objective of this assignment is to recruit a prequalified roster of trained enumerators to support high-quality field data collection for Save the Children programs in Somaliland. This means enumerators will take part in both quantitative and qualitative assessments conducted by our different programs such as Health, Nutrition, WASH, Livelihoods, Education, Child Protection, and Child Rights Governance.

3. Scope of Work

3.1 Specific Activities

- Attend training on research protocols, data-collection tools training, ethics, safeguarding standards, and pretesting procedures.
- Conduct field data collection across targeted regions, including remote rural areas.
- Undertake quantitative surveys, and qualitative assessments such as KIs, and FGDs following sampling and methodological instructions.
- Transcribe and translate qualitative data (audio, notes) accurately.
- Complete daily data reviews, cleaning, and submission.
- Ensure strict data-quality standards are maintained throughout.



- These enumerators will be managed under and will support Maroodijeh, Awdal and Sahil regions.

3.2 Duties and Responsibilities

- Acquire full understanding of the study objectives, tools, and protocols.
- Interview beneficiaries, government officials, service providers, teachers, health workers, and other key informants.
- Facilitate gender-balanced FGDs (8–12 participants).
- Conduct structured observations in health facilities, schools, or community structures using approved checklists.
- Submit complete, consistent, and error-free data after each day of fieldwork.
- Coordinate with team leaders and Evidence and Learning staff and report challenges promptly.
- Maintain confidentiality, neutrality, and professional conduct at all times.
- Participate in debrief meetings and post-data-collection quality reviews.

4. Ethical and Safeguarding Requirements

Enumerators must:

- Adhere to all Save the Children safeguarding policies (Child Safeguarding, PSEA, Anti-Fraud, Code of Conduct).
- Obtain informed consent/assent before interviews or recordings.
- Protect respondent privacy and maintain confidentiality of all information gathered.
- Avoid any behavior that could be interpreted as coercive, abusive, or discriminatory.
- Immediately report any safeguarding concerns through the established reporting channels.
- Handle devices and data securely in line with data-protection guidelines.

5. Skills and Qualifications

- Minimum **Degree** in Public Health, Nursing, Nutrition and Food Science, Social Science, Education, Economics, Statistics, Development Studies, or other related fields.
- Experience in conducting field research studies, assessments and evaluations in Somaliland.



- Previous experience in conducting surveys, KIIs, community-based interviews.
- Strong command of **Somali and English** (spoken and written).
- Ability to travel extensively, including to remote areas.
- Familiarity with mobile data-collection tools (ODK, KoBoCollect, and CommCare).
- Good interpersonal and communication skills.
- High integrity, reliability, and attention to detail.
- Basic computer skills (Word, Excel) and data-entry competence.

6. Deliverables

Enumerators must submit:

- Completed and verified digital data-collection forms.
- Cleaned datasets with all identified errors corrected.
- Clear and high-quality audio recordings of KIIs and FGDs.
- Accurate transcriptions and translations (Somali ↔ English).
- Daily fieldwork updates and incident reports.
- Final submission of all data in accordance with Evidence and Learning guidelines.

7. Code of Conduct

All enumerators are required to adhere to the following **Code of Conduct**:

1. **Safeguarding & Ethics**
 - Uphold Save the Children's Child Safeguarding, PSEA, Anti-Fraud, and Code of Conduct policies.
 - Ensure voluntary informed consent is obtained before every interview.
2. **Professional Behaviour**
 - Treat all participants with respect, neutrality, and dignity.
 - Avoid influencing responses or expressing personal opinions during data collection.
3. **Confidentiality & Data Protection**
 - Keep all respondent information confidential and secure.
 - Do not share data, photos, or recordings externally without authorization.
4. **Integrity & Accountability**
 - Avoid falsifying data or skipping procedures.
 - Report immediately any ethical issues or safeguarding concerns.
5. **Respect & Inclusion**



- Respect cultural norms and ensure participation (gender, disability, minority groups).

8. Selection Criteria for Enumerators

Enumerators will be selected based on:

- Minimum Degree in a relevant field.
- Demonstrated field-data-collection experience (qualitative & quantitative).
- Experience in conducting KIIs, FGDs, and structured surveys.
- Proficiency in Somali and English.
- Strong communication and interpersonal skills.
- Willingness and ability to travel widely within Somaliland.
- Experience with mobile data-collection tools (ODK/KoBo).
- High level of integrity and adherence to deadlines.
- Good understanding of local context and culture.

Additional Selection Criteria (Shortlisting, Written Test & Interview Process)

- After the initial shortlist, candidates will be required to complete a written test
- If required, candidates who successfully pass the written test may be invited for an interview to further evaluate communication skills, professionalism, understanding of data-collection protocols, and suitability for fieldwork.

Final selection will be based on combined performance from the CV screening, written test, and interview (if required).

9. Application Procedure

Interested candidates should submit the following documents:

1. **Cover Letter**
2. **Updated CV** with at least *three traceable references*
3. Copy of Education Certificate and a copy of Somaliland National ID

Submit applications to : Somaliland.HargeisaEnumerators@savethechildren.org

Deadline: 27th July 2026

Only shortlisted candidates will be contacted.