



**federation of small
& medium-sized enterprises**

**JOB DESCRIPTION FOR SHORT-TERM DATA ENUMERATORS
(CONSULTANTS)**

Background

The Federation of Small and Medium-Sized Enterprises (FSME) is a member of a consortium of organizations that will implement the Stimulating Agribusiness for Youth Employment (SAYE) project. The consortium is led by Heifer International in partnership with Mastercard Foundation. This project is being implemented in 11 districts of the Busoga region, namely: Jinja, Mayuge, Iganga, Kamuli, Kaliro, Namutumba, Bugweeri, Luuka, Buyende, Bugiri and Namayingo. This project is running from 2023-2029 and it is aimed at improving the socio-economic wellbeing and resilience of young people in the Busoga sub-region. A total of 250,000 young people aged between 16-35 years will be reached through this intervention. 70% of these will be young women and 30% will be young people with disabilities. This project intends to address the endemic joblessness among young people in the Busoga region through two pathways: Agri-hub development and MSME promotion. Under the MSME promotion pathway, FSME will support 2,000 off-farm agricultural enterprises in urban and peri-urban areas. These will be provided with a range of demand driven business development and brokerage services aimed at increasing their market access, stimulating their performance and creating apprenticeship and employment opportunities for 20,000 young people. FSME will also support these young people to engage in evidence-based policy advocacy to address policy and regulatory barriers that constrain the growth of youth-owned ventures.

Job Summary

FSME is looking for qualified, dedicated and experienced Ugandan Nationals for the “Field Data Collectors – Enumerators” position to support our Monitoring, Evaluation and Learning (MEL) team. Enumerators will work in the 11 districts where FSME will be implementing activities under the SAYE project. They will work under the guidance and supervision of the MEL officer. N.B This is a short-term part-time assignment that will be compensated based on days worked.

Responsibilities

Pre- enumeration duties

Through training, develop sufficient comprehension of the SAYE project and FSME’s objectives, research protocol, ethical requirements, the target MSMEs and the study tools.

Work with FSME staff and local leaders to mobilize MSMEs for the profiling exercise.

Enumeration duties

Collect profiling data by using structured interviews with the sampled MSMEs using pre-developed questionnaires and/or digital gadgets.

Ensure completeness of data for accuracy and consistency after the data collection.

Ensure proper and accurate transcription of information gathered through interviews.

Maintain effective teamwork and excellent communication with both the team M&E Officer, key staff and all other data collectors during fieldwork

Provide an update on the progress and challenges in the field and seek guidance on the way forward.

Participate in data quality check exercises soon after data collection and have a close look at missing and error reported data.

Ensure data quality, sampling protocols by accurately, and strictly following the guide/survey tools used for the specific data collection and conduct quality check before and after sending the data by looking and outliers, missing and error reported data

Hand in assignments as instructed by the MEL Officer and any other notes on observations made during the interviews.

Actively participate in daily briefing and debriefing sessions

Represent FSME professionally and correctly for the assignments in all the target districts.

Post-enumeration duties

Hand in assignments as instructed by the MEL team and any other notes on observations made during the interviews

Ensure that enumerator checking is complete.

Account for all questionnaires/guides and equipment.

Turn over all literature and materials used in the survey to the M&E team

Requirements

A Bachelors degree /diploma or equivalent in any Business, Development Studies or Humanities course

Good communication and interpersonal skills

Ability to work independently and follow procedures

Attention to detail and accuracy in collecting data

Basic computer skills and ability to use electronic devices for data collection

Good time management and organizational skills

Ability to walk or drive to designated locations

Fluent in both spoken and written English. Fluency in Lusoga will be an advantage.

NOTE: The Mastercard Foundation adheres to the highest standards of care related to its programs. Those involved in carrying out its mission, and the millions of young people it supports in accessing dignified and fulfilling work. The Foundation has a zero-tolerance policy for all forms of misconduct and takes seriously its responsibility to improve the safety and well-being of the young people who participate in its programs. This duty of care is shared by the Foundation's partners. As such, during recruitment of staff for Foundation supported programs, all necessary mechanisms are put in place to ascertain that candidates under consideration share our commitment to safeguarding.

Application Procedure: All suitably qualifying, and interested candidates are encouraged to apply following these instructions: Email a cover letter, CV, scanned academic documents and a copy of your national identity card only to humanresource@fsmeuganda.info by **April 12th 2024**, at **5:00pm**. Application documents including scans of documents that exceed 5MB will lead to rejection of your application. In addition, indicate three names, telephone contacts and e-mail addresses of professional referees.