



### **Terms of Reference (TOR)**

**Vacancy No: 003**

**Job Title: Lead Surveyor**

**Number of Position: 2**

**Duty station: [Kabul, Nangarhar, Kunduz and Ghazni.](#)**

**Duration: 20 Days (at least)**

**Salary: Market compatible wages**

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#### **Position Objectives:**

Lead surveyor will be responsible to lead and supervise the field team to carry out the survey and interviews with randomized respondents and officials. He/ she will carry out an important task of collecting and delivering first-hand information from the respondent groups ensuring that the data is complete, accurate, consistent, and all the questionnaires are adequately completed and submitted to the office.

#### **Responsibilities**

- Study and understand all instruction included in the survey guide and provided through the training in order;
- Ensure adherence to the Code of Conduct for surveyors provided through the training;
- Guide the surveyor on how to carry out the survey and to report daily work done;
- Initially coordinate the interview for surveyor;
- Supervise the surveyor and the whole data collection process;
- Guide the surveyor on the replacement strategy;
- Contact local authorities to inform them about the research and to gain their support if needed;
- Check that material necessary to carry out the survey is sufficient and appropriate;
- Motivate and obtain permission of the respondent/ participants for the interview;
- Conduct the interviews by asking questions in a clear and kind manner;
- Probe to clarify unclear answers;
- Record the responses accurately;

- Develop case studies, one from each province
- Double check and revise the completed questionnaires at the end for accuracy consistency and completion before submitting the data.
- Report the work progress on daily basis;
- Cooperate with the team of supervisors and other team members to develop a positive team spirit;
- Any additional duty related to the project work assigned by project manager;

### **Experience and Qualifications**

- Bachelor degree or equivalent in research, sociology, law, economics, political science;
- Minimum one year experience of data collection i.e. administering questionnaires; survey and conducting interviews;
- Strong communication skills;
- Experience working in the field/ provinces;
- Willingness to learn and explore new experiences;
- Fluently speaking and understanding Dari and Pashto;
- Having knowledge of English language;
- Ability to work collaboratively with colleagues;
- Ability to work in challenging circumstances;
- Ability to use personal initiative and creativity to solve research problems;

### **Reporting line:**

- Lead surveyor will report to project manager and in his/her absence will report to the project officer.

### **Application**

Interested candidates are advised to send their cover letter and CV of no more than 3 pages to:

[Info@porseshresearch.org](mailto:Info@porseshresearch.org) OR [zubaida.karim12@gmail.com](mailto:zubaida.karim12@gmail.com)

The closing date for receipt of applications is September 15, 2018.