

TERMS OF REFERENCE (ToR)

Enumerator/Research Companies Pool for Phone and On-Site Data Collection

1. Background and Purpose

The Swiss Agency for Development and Cooperation (SDC) has partnered with a consortium led by the Swiss Foundation for Technical Cooperation (Swisscontact), Mercy Corps, and the Springfield Centre for business in development to implement the Rural Small and Medium Enterprises Development Project (RSMEDP). Launched in December 2020 with a 10-months inception phase followed by a 39-months main phase and the second phase started in January 2025. The project has a market systems development approach to increase employment and income opportunities for rural men and women, contributing to the reduction of poverty and inequalities, including gender inequality.

On behalf of the consortium Swisscontact seeks to establish a pool of qualified enumerators and research companies to support primary data collection activities through phone-based and/or on-site interviews, in line with pre-developed methodologies and data collection tools (questionnaires/interview guides).

The enumerator/research companies pool will be mobilized on an as-needed basis to support baseline studies, outcome and impact assessments. Establishing a pool ensures consistency, data quality, and efficiency.

2. Objectives of the Assignment

The main objectives of the enumerator/research companies pool are to:

- Collect high-quality, reliable, and accurate primary data using approved questionnaires and interview guides
- Ensure consistent application of the agreed methodology across different data collection rounds
- Support timely and ethical data collection through phone and face-to-face interviews
- Contribute to the availability of clean, well-documented raw data for analysis by the M&E team

3. Scope of Work

3.1 Primary Data Collection

- Conduct phone-based and/or on-site interviews with identified respondents
- Use project-approved questionnaires and tools without deviation
- Follow sampling lists and interview plans provided by the project team
- Schedule interviews independently within the agreed timeframe
- Conduct interviews in the language specified by the project
- Ensure informed consent and ethical engagement with respondents

3.2 Data Recording and Documentation

- Accurately record all responses in the designated data collection format
- Voice-record interviews, where required and approved by the interviewee

- Capture additional observational notes and contextual information

3.3 Data Quality Assurance

- Ensure completeness and internal consistency of collected data
- Proofread and review responses before submission
- Flag inconsistencies or methodological issues and inform the project M&E team immediately

4. Methodology

The methodology and data collection tools are developed by the project team and will be shared prior to fieldwork. Enumerators are required to test the questionnaires and provide feedback to the project team. Data collection may be conducted via phone, on-site, or hybrid approaches depending on particular intervention requirements.

5. Training and Support

Enumerators will receive mandatory training on study objectives, methodology, questionnaires, ethical standards, and data recording tools prior to deployment.

6. Deliverables

- Completed questionnaires or interview records
- Interview progress tracking lists
- Audio recordings where applicable
- Observational notes and field feedback

7. Duration and Engagement Modality

Enumerators will be contracted on a short-term, task-based basis, where the particular task will be described in the detailed TOR. Inclusion in the pool does not guarantee continuous engagement.

8. Reporting and Supervision

Enumerators will report to the assigned M&E focal point and maintain regular communication during data collection.

10. Ethical Considerations and Confidentiality

Enumerators must adhere to data protection, confidentiality, and informed consent requirements. All collected data remains the property of the project.

11. Logistics and Costs

Travel and accommodation costs for on-site data collection will be covered according to project rules. Payment terms will be defined by assignment.

12. Required Qualifications and Experience

- At least 2 years of previous experience in data collection
- Strong interview and communication skills
- Ability to follow detailed methodologies
- Experience with phone and face-to-face interviews
- Basic data management skills
- Fluency in required working language(s) including Georgian and Russian (if needed)
- Experience of using online service platforms, such as survey monkey, Kobo Toolbox and Google forms.

13. Eligibility and administrative information

13.1 Eligible Entities

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies.
- Are bankrupt or in the process of going bankrupt.
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct.
- Have been guilty of grave professional misconduct.
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the Swisscontact policies (Anti Bribery or Anti-Corruption policies)
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organisations.

13.2 Evaluation and scoring

When performing the Scoring Evaluation, the tender committee will assign points for each submission based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

14. Bid submission

Interested bidders are invited to submit a bid in English which is to be received before 5:00 pm, Friday 18 February 2026):

- Cover letter (maximum one page).
- Evidence of relevant survey experience of the consultancy firm.
- Evidence of appropriate legal affiliation/entity in case of companies.
- Profiles/ resumes of the personnel/experts (including all personnel for data collection, data entry
- **Financial offer:** Indicating costs separately for phone interviews (including phone expenses) and face-to-face interviews (price per interview without additional expenses).
- ***Offers from the companies in response to this bid shall not include VAT from which this SDC-funded project is exempt.***

Files should be sent by email to info.georgia@swisscontact.org stating in the subject line: Enumerator/Research Companies Pool for Phone and On-Site Data Collection