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**ROYAL GOVERNMENT OF BHUTAN
ANTI-CORRUPTION COMMISSION**

‘NATION’S CONSCIENCE’
“LEAD BY EXAMPLE”
“If you care, you will dare”



Ref: ACC/DoPE-RD/01/2021/255

15/09/2021

**Criteria for selection of Enumerators for the Youth Integrity Assessment
& the Review and Evaluation of Social Accountability Programs**

General criteria:

1. University Graduate (in any field) with ability to use MS Word, Excel and PowerPoint;
2. Excellent level in English and Dzongkha subjects;
3. Good in communication (multilingual in national dialects preferred);
4. Should possess ethics and integrity (an undertaking on confidentiality of information shall be signed);
5. Should be healthy and comfortable in travelling; and
6. Experience(s) in data collection using Survey Solutions (CAPI/CARI).

Selection Criteria:

1. Degree Marks (in any field) – 50 %;
2. Average of Class XII Marks in 5 best subjects (including English and Dzongkha) – 40 %;
3. Experience Certificate for enumeration – 10%; and
4. SUPW ‘A’ in Class XII (lower grades ‘B’ will be accepted if there are less number of applicants in SUPW ‘A’).

Terms of Reference:

1. The selected candidates shall be hired as Enumerators for the tentative period of two months (October to November 2021) for Data Collection;
2. The Enumerators shall maintain strict confidentiality of the Data Collected;
3. The Enumerators shall undergo training in Thimphu for 8-9 days in October;
4. The Enumerators shall co-ordinate and co-operate with Supervisors to plan interviews;
5. The Enumerators shall conduct face to face interviews with the respondents;

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6. The Enumerators shall assist Supervisor to update work progress and support the supervisor wherever necessary;
7. The Enumerators shall assist Supervisors in arranging interviews, meetings and carry out any research related works as may be assigned by the supervisor;
8. The Enumerators, in teams, will require traveling extensively in-country covering Dzongkhags, Gewogs, community, schools and institutions;
9. The Enumerrators shall assist Supervisor in transcribing the Qualitative Data;
10. The Enumerators will have to bear expenses related to their accommodation and food. However, the Supervisor shall coordinate/manage the logistical arrangements for the teams;
11. The Enumerators will be terminated in terms of integrity violations;
12. The Enumerators must sign ‘Letter of Undertaking’ before going for data collection; and
13. The transportation shall be provided by the ACC.

Remuneration/Benefits:

1. The Enumerators shall be paid Nu.6,000 per month for the period they are hired;
2. Daily allowance of Nu. 500 per day shall be paid while in the field;
3. An amount of Nu. 200 per day and working lunch shall be provided during the training period;
4. A nominal talk time voucher and data package shall be provided for the period they are hired; and
5. Upon successful completion of the task the ACC may consider issuing Certificate of Appreciation.

Note. Graduates who are planning to sit for Bhutan Civil Service Examination (Main Exam) and sit for other job interviews within the aforementioned time are not encouraged to apply for the post of enumerators.

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