



Terms of Reference (TOR)

Onboarding a consultant for Baseline- field data collection in Karnataka

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| Title | Field Enumerators for quality verification and Baseline evaluation data collection of livelihood interventions in Karnataka |
| Timeline | One Year (April 2024 and concluding in March 2025) |
| Expected area of expertise | Field Data collection / Freelancer |
| Email and website | https://forms.gle/rQGRJ5GUWHdCaFuT8 (Contact Procurement for Link) |

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. Summary of the project:

SELCO Foundation (SF) is a non-profit organization dedicated to addressing energy poverty and empowering marginalized communities. As part of our monitoring and evaluation efforts for the fiscal year 2024-2025, SF is seeking to onboard Field Data Collection Consultants to assist in data collection activities across various districts of Karnataka.

2. Objective:

The primary objective of this engagement is to ensure accurate and timely data collection from the field, which will be crucial for monitoring the progress and impact of SF's initiatives.

3. Field Survey Locations

The process of on-boarding Consultant / Field surveyor to conduct a baseline study to collect data from multiple locations in Karnataka.

4. Scope of Work/Assignment

The Consultant will be responsible for the following tasks

- Participating the training sessions to ensure to equipped with the necessary skills and knowledge to carry out data collection activities effectively.
- **Field Data Collection:**
Consultants will collect data related to SF's projects and initiatives in their respective districts of residence.
- Collaborate with SF's Monitoring and Evaluation team for clarifications or additional support during data collection.
- Visiting intervention sites within a specified timeframe (one month from the date of inception) to collect baseline data.
- Ensuring the accuracy and completeness of data collection at each intervention site.
- Submitting a clean and organized dataset to SF upon completion of data collection.

5. Responsibilities

The field data collection team is expected to possess the following expertise:

- All Consultant / field surveyor, including enumerators, must use their personal Android phones for data collection.
- Data Quality Assurance: Ensure the accuracy and completeness of collected data by adhering to prescribed data collection protocols and guidelines provided by SF.
- Ability to maintain the integrity and quality of collected data.
- Commitment to maintaining confidentiality throughout the data collection process.
- Strong coordination skills to ensure effective teamwork and project management.
- Submit collected data within specified deadlines communicated by the SF Monitoring and Evaluation team.
- Strong attention to detail and commitment to data quality.
- Field enumerators must be prepared to ascend rooftops using temporary ladders or other supporting items in the absence of staircases to assess the quality of solar energy unit installations.

These specific requirements are crucial for ensuring efficient data collection and accurate evaluation of the installed solar energy units.

6. Training Program

The SELCO Foundation will organize a 4-day training program (comprising 2 days of classroom sessions, 1 day of field practice, and 1 day of review) in the respective zones for field enumerators and field supervisors. SELCO Foundation experts will lead the training sessions on the questionnaire and survey solution app. A field practice visit to nearby livelihood sites will be organized in SF.

7. Data collection

- Uphold data integrity, accuracy, and consistency across all interventions.
- Ensure that field enumerators and supervisors strictly safeguard the login credentials of the survey solution app.
- Provide daily updates on the progress of data collection through the tracker sheet.
- Promptly communicate challenges and issues encountered during data collection to the SF Point of Contact.

8. Timeline:

- The engagement will cover the period of the fiscal year 2024-2025, starting from April 2024 and concluding in March 2025.

9. Qualifications

- Excellent interviewing skills, particularly in the social and developmental sectors.
- Prior experience in conducting data collection and research activities.
- Proficient verbal communication skills in the local language.
- Flexibility and willingness to travel independently to various locations.
- Basic computer literacy and data entry skills. Prior experience with android data collection apps will be advantageous.
- Minimum educational qualification of Graduation and above.
- Proficiency in the local language and familiarity with the geographical area of the assigned district.
- Strong attention to detail and commitment to data quality.

• Annexure 01 – Attached Required Information to apply

10. Selection Criteria:

- Shortlisted candidates will be contacted for interview or further assessment as per SF's selection process.
- Final selection will be based on qualifications, experience, and suitability for the role.

11. Payment Terms:

- Payments will be made on a per-completion basis upon successful submission of collected data as per prescribed format and quality standards.
- Payment amount will be determined based on complexity and volume of data collection assignment.
- Consultants will be reimbursed for travel expenditure as per organization policy.

12. Confidentiality

All information provided in response to this TOR shall be treated as confidential and used solely to submit the proposals.

13. Disclaimer

SF reserves the right to accept or reject any or all proposals received without providing any reason for such action.

14. To apply

Interested consultants / Individual Freelancers, with relevant experience and Interested candidate and based out of Karnataka are requested to reach out with a detailed resume and submit the same to google form <https://forms.gle/rQGRJ5GUWHdCaFuT8> on before 22nd April, 2024.

Any further queries please write to procurement@selcofoundation.org with a subject line: "Onboarding a consultant for Baseline- field data collection in Karnataka" (Name of Project)

Annexure 01

Personal Information:

- Full Name: _____
- Date of Birth: _____ D/B/Y
- Gender: _____

Contact Details:

- Address: _____
- Phone No: _____
- Email Address: _____
- City of Current Stay: _____

Basic Information:

- Known Language: _____
- Graduate Details: _____
- Experience in Field Survey: _____ Month and Year
- Interested Survey Location in Karnataka: _____

Required Documents

- Aadhar Card
- PAN Card
- Bank Details