



Short-term Engagement: Enumerators for RAPID Project Data Collection Activities in Benue & Plateau States

Purpose

This Scope of Work (SoW) outlines the tasks, responsibilities, deliverables, timeframe, and remuneration arrangements for enumerators engaged by Catholic Relief Services (CRS) under the RAPID (Rapid Assistance for People Impacted by Disasters) Project in Benue and Plateau States, Nigeria.

Project Background

Disaster-affected and crisis-impacted communities in Benue and Plateau States face humanitarian needs that require timely, coordinated, and accountable assistance. Catholic Relief Services (CRS) is implementing the RAPID Project from September 2026 to 6 August 2027 to support people affected by disasters and other shocks.

The project covers eight Local Government Areas: Agatu, Gwer West, Kwande, and Logo in Benue State; and Bassa, Barkin Ladi, Bokkos, and Riyom in Plateau State. Across these locations, RAPID aims to reach approximately 57,000 people, equivalent to about 9,500 households, through a multisectoral response covering food assistance, nutrition, water, sanitation and hygiene (WASH), shelter, protection, and disaster risk reduction (DRR). Activities will be delivered in targeted communities within the listed LGAs, based on approved project plans and operational access.

The community base enumerators will support the project by collecting reliable and timely data for assessments, participant registration and verification, monitoring, accountability, and other MEAL activities. The data collected will inform programme decisions, track implementation and results, and support safe, transparent, and accountable assistance.

Objective

The primary objective of engaging enumerators is to collect accurate, complete, and timely data from potential participants, project participants, and other relevant respondents in RAPID target communities. Enumerators will follow approved data collection protocols, locate and engage respondents respectfully, obtain informed consent, protect confidentiality, and submit quality data within agreed timelines. Enumerators will report to the assigned MEAL supervisor and work closely with relevant MEAL and programme staff.

Roles and Responsibilities

- Support data collection for assessments, registration, monitoring, verification, and other MEAL activities as directed by the assigned supervisor.
- Identify and contact respondents in line with the approved sampling approach and target population.
- Administer approved questionnaires and accurately enter responses using designated digital or paper-based tools.
- Obtain informed consent and comply with data protection, confidentiality, safeguarding, and research ethics requirements.
- Check submissions for completeness, consistency, accuracy, and reliability before transmitting them.

- Report access constraints, respondent concerns, data collection challenges, safeguarding concerns, and other incidents promptly through the appropriate channels.
- Use data collection applications, ICT4D platforms, and equipment as instructed, and keep all devices and materials secure.
- Participate in field briefings, training, debriefings, and feedback sessions before and after assignments.
- Support focus group discussions, key informant interviews, observations, and other qualitative methods when required and trained to do so.
- Submit all project materials and equipment to the supervisor at the end of an assignment or when requested.
- Maintain accountability, impartiality, and transparency, and avoid promises or commitments to respondents beyond the approved project information.
- Comply with CRS policies, security procedures, safeguarding standards, MEAL SOPs, and field operational guidance.
- Enumerators shall comply with the CRS Code of Conduct, Safeguarding Policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) requirements, and all applicable project procedures.
- Undertake other lawful and relevant tasks related to data collection as assigned by the supervisor.
- Enumerators are expected to meet established data quality standards, including completeness, accuracy, adherence to protocols, timely submission of assigned questionnaires, and participation in required quality assurance reviews.

Deliverables

- Completed, accurate, and timely survey submissions using the project-approved data collection platform(s).
- Completed registration, verification, monitoring, or other data collection records as assigned.
- Support for focus group discussions, key informant interviews, observations, and other qualitative data collection where required.
- Daily updates on progress, completed interviews, pending cases, and field access or data quality issues.
- A brief field report summarizing the data collection process, challenges encountered, and practical recommendations.
- Secure handling and return of CRS devices, accessories, documents, and other materials.
- Compliance with CRS policies, security protocols, safeguarding standards, and the project MEAL SOPs.
- All data, records, reports, and materials collected or produced during the assignment remain the property of CRS and may not be shared, copied, retained, or distributed without prior authorization.

Qualifications and Competencies

- Minimum secondary school certificate (tertiary qualification preferred).
- Ability to communicate in English and relevant local languages.
- Experience conducting household surveys, registrations, or assessments.
- Familiarity with smartphones and digital data collection applications.
- Strong interpersonal, communication, and ethical conduct skills.
- Willingness to travel within assigned communities.

Timeframe

The engagement period covered by this SoW is October 2026 to August 2027. Actual working days and assignments will depend on approved activity schedules and field requirements. Enumerators will be compensated only for days on which they are engaged and perform assigned duties.

This engagement does not constitute full-time employment with CRS. Enumerators will be engaged on an activity-by-activity basis according to project needs, approved workplans, and operational requirements.

Remuneration

1. Enumerators will be remunerated at ₦10,000 per day, subject to applicable tax and CRS procedures.
2. Payment will be based only on verified days worked and approved by the assigned supervisor.
3. Mobile credit may be provided when enumerators are required to contact participants by phone for an approved survey or assessment.
4. Transport costs, per diem, and accommodation, where applicable, will be provided in accordance with approved project arrangements and CRS policies when assignments require travel or overnight stays.
5. Any training-day refreshment or other training-related support will be communicated separately in line with approved arrangements.
6. Payments will be processed through the enumerator's bank account details provided to CRS, subject to verification and the applicable payment cycle.

Management and Reporting Arrangements

Enumerators will report to the assigned MEAL supervisor and work closely with relevant MEAL and programme staff. Actual assignments will be communicated according to approved activity schedules, project needs, and operational access.

Method of Application

Interested candidates should click on this [LINK](#) to complete their application. The deadline for submission is COB (i.e., 5:00pm), **Monday, October 19, 2026**. Only applicants who send in the required format will be considered and only short-listed candidates will be contacted.

Equal Employer Opportunity:

"CRS is an equal opportunity employer, does not discriminate based on race, color, religion and we are committed to gender sensitive programming and management'. etc.

Qualified women are strongly encouraged to apply"

Safeguarding

By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

Statement of Commitment to Protection

"CRS' recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation".