



NCST RESEARCH GRANTS

ANNOUNCEMENT

**CALL FOR APPLICATION: ENUMERATORS FOR RESEARCH**

The Principal Investigator of research grant number NCST-NRIF/COVID-19/001/2020 where research topic is “**Mathematical Models for Predicting and Monitoring the Impact of COVID-19 in Rwanda**” invites qualified candidates to apply for the post of enumerators for data collection. The terms and references are listed below.

***Terms of Reference for Enumerators***

**Purpose**

Enumerators are responsible for collecting data and carrying out the interview with individuals selected using the questionnaire designed for research work. As an enumerator, s/he has an important task of delivering first-hand information from the community. S/he hence must be certain that the information s/he is collecting is accurate. S/he needs to check to see that the data is consistent across the questionnaire such that all tables in the survey are adequately completed. S/he must check over surveys upon completion and sign the survey verifying the accuracy of the survey.

**Key Responsibilities**

- Understand all instruction provided by the supervisors/team leaders
- Coordinate with the research supervisor/team leader on how to carry out the survey and to report daily work done;
- Check that material necessary to carry out the survey is sufficient and appropriate;
- Introduce her/himself, explaining who s/he is and for who s/he is working in a manner that facilitates the participation of individuals in the survey;
- Ask questions in a clear and kind manner, and ask all the questions exactly as worded:
- Probe to clarify unclear answers;
- Write down the answer in an ordinate and clear way, recording responses accurately;
- Ensure adherence to the Code of Conduct for Enumerators (attached).

**Reporting arrangements**

The Enumerators will report using ICT media (Email) to the PI, C0-PI with copy to team leaders of research project.

**Personal Specifications, illegibility and essential qualifications:**

- UR Student in year 4 or 5 of Medicine (School of Medicine and Pharmacy)
- Fluent in Kinyarwanda, French or English
- Ability to use medical material for testing COVID-19

**Skills and Traits:**

- Able to build trusting relationships
- Able to remain impartial and maintain confidence
- Able to elicit information without leading the interview
- Able to use the recent Technology objects including Telephone, machine, tablet, ect.)
- Have good skills in other ICT use and Microsoft office.

**Important code of conduct for enumerators**

***1 Honesty and Integrity***

The credibility of the outcome of the entire survey rests solely on the accuracy and integrity of data collection exercise. It is critical to record data in a timely and accurate manner. Avoid memorizing and filling the answers later as such entries eventually end up being inaccurate. Never falsify data of any kind as the submission of fabricated records could lead to an immediate dismissal. If you suspect that a responder is deliberately falsifying his or her responses, keep note of the findings and contact your supervisor/team leader for advice.

***2 Confidentiality***

All information gathered in surveys is highly personal and sensitive. Enumerator has to understand that respondents are only giving out information because they trust her/him and the organization s/he works for. Prior to the



interview, s/he is mandated to always guarantee respondents that the information they provide will be kept strictly anonymous and confidential, and will be used for analysis purposes only.

In order to protect this public trust, s/he will be asked to sign the declaration at the end of each questionnaire.

Collected data must never be shared or discussed with anyone who is not her/his supervisor/team leader. Data may not be used for any other purpose other than the survey. Enumerator must not discuss the data of specific individuals among others, with family, friends, or colleagues.

All data collected and any survey materials, including questionnaires, material and guides are the property of the research project and cannot be shared with anybody else apart from the supervisor.

### **3 Ethics**

Surveys and interviews may not be delegated to any other individual and must be completed by the assigned Enumerator. Enumerator should never collect data over a cell phone.

### **4 Neutrality**

Enumerator has to maintain her/his neutrality and impartiality as an enumerator during the survey. This means that s/he works without any political, religious, social, clan-based affiliation. It is neither necessary nor appropriate to comment on or defend any local, state or political policy.

### **5 Professionalism**

Be mindful of the fact that s/he is being entrusted with an important task that contributes immeasurably to the improvement of safety in her/his areas as a whole. Be proud of that fact, and take that responsibility seriously.

Face-to face interviews are a way to get information directly from the person being interviewed. It should not be viewed as a mechanical process, but rather as a normal, smooth conversation between two people, and should be conducted in a manner that does not influence or lead the answers or get external suggestion from other people.

#### **Submission of Application:**

Applications including application letter, Curriculum vitae, (and one recommendation letter) will be submitted by email to project PI with copy to CO-PI:

#### **PI:**

E-mail: [jmnt@yahoo.fr](mailto:jmnt@yahoo.fr), [j.m.ntaganda@ur.ac.rw](mailto:j.m.ntaganda@ur.ac.rw)

#### **CO-PI**

E-mail: [japhetniyo@gmail.com](mailto:japhetniyo@gmail.com)

**Deadline:** The deadline of the submission if fixed on February 15<sup>th</sup>, 2021 at 6:00 pm

Done at Kigali, January 12<sup>th</sup>, 2021  
Prof. Ntaganda Jean Marie, PI