



CARE DE in Iraq Terms of Reference (ToR)

Project/Assignment Title:

Enumerators Recruitment -

Please note that this is not a full-time staff position. The enumerator will be contacted based on needs to work on a daily or ad hoc basis.

1. Background

CARE International in Iraq works to improve the well-being of the crisis-affected communities in Iraq, creating lasting change in their lives by addressing the underlying causes of social injustice and strengthening social cohesion. Women and girls are at the center of all CARE Iraq programs because we believe that poverty cannot be overcome until all people have equal rights and opportunities.

CARE focuses on addressing the immediate and long-term humanitarian and development needs of the crisis-affected communities to support their recovery and help them live with dignity and security. Through its main office in Erbil, CARE delivers high-quality interventions directly and through local partners to strengthen local capacities. Today, CARE's programs extend across the governorates of Duhok, Ninewa, and Basrah with a possible extension to Thiqr.

2. Purpose and Objectives

The objective of hiring enumerators is to support the accurate, timely, and ethical collection of field data required for assessments, monitoring, evaluations, and other program-related activities. Enumerators play a key role in gathering reliable information from targeted communities through surveys, interviews, and observations, ensuring that the voices and needs of participants are properly captured and reflected. Their work helps improve evidence-based decision-making, measure project progress and impact, identify community needs and challenges, and strengthen the quality and accountability of humanitarian and development interventions implemented by CARE International and its partners.

3. Tasks

- Conduct household surveys, key informant interviews, and focus group discussions with targeted participants and community members.
- Collect accurate and reliable data using digital data collection tools such as Kobo Collect on tablets or mobile devices.
- Ensure all questionnaires and data collection forms are completed correctly and submitted on time through Kobo.
- Obtain informed consent from participants before conducting interviews or surveys.
- Maintain confidentiality, neutrality, and ethical standards during all field activities.
- Verify participant information and support registration or verification activities when required.
- Conduct field observations and document key findings, challenges, and feedback from communities.
- Follow daily workplans and instructions provided by supervisors or the MEAL team.
- Report any data quality issues, protection concerns, or field challenges to supervisors immediately.
- Ensure respectful and professional communication with participants and community stakeholders.



- Adhere to safeguarding, protection, and accountability principles throughout all activities.
- Participate in trainings, briefings, and debriefing sessions organized by the project team.
- Support data cleaning and clarification processes when requested by supervisors.
- Conduct all activities within the assigned geographic areas and according to project schedules.

4. Timeframe and Payment

Selected candidates will have a six-month contract with possible extension upon funding availability. Enumerators will maintain a daily attendance sheet for each working day.

Payment will only be made for actual completed and approved working days per month. After completing one month of work, enumerators may submit their attendance sheet to the MEAL team for processing the payment request along with other relevant supporting documents.

The enumerator will receive a daily allowance of IQD 60 (sixty Iraqi Dinnars) for each approved working day. CARE International will provide transportation to field locations and arrange office space at CARE offices as needed.

5. Qualifications and Experience

- Bachelor's degree or diploma in social sciences, statistics, public health, education, development studies, or any other related field is preferred.
- Previous experience in conducting surveys, assessments, or field data collection activities with humanitarian or development organizations.
- Experience using Kobo Collect or other digital data collection platforms on smartphones or tablets.
- Candidates are required to use **their own smartphones** for data collection activities and should ensure that their devices are functional, adequately charged, and capable of running Kobo Collect applications during fieldwork.
- Good understanding of data collection ethics, confidentiality, and informed consent procedures.
- Strong communication and interpersonal skills with the ability to interact respectfully with community members and participants.
- Ability to work independently in field locations and follow instructions from supervisors and MEAL teams.
- Good attention to detail and ability to accurately record and submit data on time.
- Familiarity with the local context and communities in the targeted communities (provinces and districts are listed below) is required.
- Ability to speak Arabic fluently; knowledge of Kurdish Badini for Dohuk enumerators.
- Willingness and ability to travel within assigned locations and work flexible hours when needed.
- Previous experience working with NGOs or international organizations is an advantage.

Province	District	Total # of enumerators required
Dohuk	Semel	4
	Zakho	3
	Dohuk - City Center and surrounding villages	4
Ninewa	Mosul City	6
Basrah	Hay Shat Al-Arab	5

	Hay Alhussien	3
Thiqar	Shatra	4
	Gharraf	4

6. Reporting and Supervision

Dohuk enumerators will report to the MEAL officer, Ninewa enumerators will report to the MEAL Coordinator, Basrah enumerators will report to the MEAL assistant, Thiqar enumerators will report to the MEAL Officer in Thiqar.

7. Ethical Considerations and Safeguarding

The consultant must comply with CARE's policies on safeguarding and data protection. Any breaches may result in the termination of the contract.

8. Application instruction

To apply for this position please submit your application through this link: [Enumerator Advertisement-2026](#) no later than 14 June 2026, **please note that this recruitment is done on a rolling basis; interested candidates are encouraged to apply as soon as possible.**

9. Awarding Criteria

Criteria	Description	Maximum Points
Educational Background	Bachelor's degree or diploma in social sciences, statistics, public health, development studies, or related fields	5
Previous Field Data Collection Experience	Experience conducting surveys, KIIs, FGDs, assessments, or monitoring activities	20
Experience with Kobo Collect	Practical experience using Kobo Collect or similar digital data collection tools	25
Availability and Flexibility	Ability to travel, work flexible hours, and respond to ad hoc assignments	15
Smartphone Availability and Digital Literacy	Ownership of a functional smartphone suitable for Kobo Collect and ability to use digital applications effectively	20
Previous Experience with NGOs/INGOs	Previous experience working with NGOs or international organizations	15
Total		100