



# TERMS OF REFERENCE

## SELECTION OF ENUMERATORS FOR THE ANNUAL REVIEW OF THE RESPONSIBLE KENYAN GOLD PROJECT

### 1. INTRODUCTION

Fairtrade Africa (FTA) is the umbrella organization representing Fairtrade certified producers in Africa and the Middle East. Fairtrade Africa is a member of Fairtrade International, the umbrella organization for Fairtrade worldwide. FTA works within the Fairtrade system to support over 1.1 million farmers and workers in over 500 producer organizations spread over 33 countries. The support to producers is aimed at enabling them to maintain their Fairtrade certification which enables them to access better prices, decent working conditions and fairer terms of trade. Fairtrade Africa interventions are guided by the [Fairtrade Theory of Change](#) which is a generic theory which visually expresses how Fairtrade's interventions ultimately lead to the three Fairtrade Goals: Make Trade Fair, Improving Sustainable Livelihoods and Empowerment of workers.

The Responsible Kenyan Gold project plans to conduct a review of the project in line with the project MEL framework.

### 2. PROJECT CONTEXT AND BACKGROUND

Fairtrade Africa (FTA), Fairtrade Foundation (FTF), The Dragonfly Initiative (TDI), National Council of Churches of Kenya (NCCCK) and GROOTs Kenya have been funded by the European Partnership for Responsible Minerals (EPRM) to implement a 3 year project between Jan 2018 – Dec 2020 dubbed; The Responsible Kenyan Gold Project. It aims to create better social and economic conditions for artisanal and small-scale gold miners in the counties of Kakamega and Migori in Kenya.

The project explores the developmental opportunity of the Artisanal and Small Scale Mining Sector in Kenya as presented by the Kenya Mining Act 2016. It includes the provision for the formal and legal operation of small-scale mining sites. Working in close collaboration with other stakeholders at National and County Levels, the Project will contribute towards the following result areas:

- i. Improving access to finance for Artisanal and Small-Scale Mining Organizations (ASMOs)
- ii. Improving productive and responsible mining practices in Artisanal and Small-Scale Mining Organisations (ASMOs)
- iii. Identifying routes for exporting responsibly mined gold from ASMOs
- iv. Sharing and scaling project learnings with government actors and EPRM members for development of the ASM sector.

### 3. THE TASK

The annual review will take place in the project sites of Kakamega and Migori reaching 8 Artisanal and Small Scale Mining Organizations (ASMOs) 5 project partners (NCCCK, GROOTs, FTA, TDI and FTF).

**Methodology:** Focus group discussions (FGDs), document review, key informant in-depth interviews (KIIs), observations and site visits.

**Timeline:** The review will take place on the **23<sup>rd</sup> to 27<sup>th</sup> March, 2020.**

#### **Review Objectives:**

- Determine the project progress in line with the project objectives
- Identify the effectiveness of the approaches used in the project.



## TERMS OF REFERENCE

- Document the lessons learnt from the project and propose recommendations for the next implementation cycle.

-

Enumerators will be identified and contracted to support the review under the guidance and supervision of FTA and will be expected to avail high quality notes in both hard and soft form.

### Responsibilities of Enumerators

- Task 1:** Attend data collection training
- Task 2:** Moderate the interviews ( FGD, KII and In depth)
- Task 3:** Document all the findings on the data collection tools
- Task 4:** Participate in team review meetings at the beginning/end of each day's assignment
- Task 5:** Compile and sort the collected data as directed by the Supervisor
- Task 6:** Present the data to the supervisor for review at the end of each day
- Task 7:** Present final data in hard and soft copy to supervisor within timelines supplied by the supervisor

### 4. THE CANDIDATE

The Enumerator should:

1. Have University/college education in social sciences (education, community development, psychology). Degree will be preferred with considerations to diploma (field based experience a requirement).
2. Demonstrate prior experience as a research assistant in undertaking annual reviews, baseline surveys and evaluations.
3. Have prior experience in moderating and notetaking (required).
4. Must commit to be fully available within the period of the assignment and able to travel to collect data in rural locations for at least one full week.
5. Prospective candidates must be proficient in Kiswahili, English and the main local language in the areas of operation they wish to be involved.
6. Understanding of Fairtrade and any prior engagement with the organization will be an added advantage.
7. Upon engagement, the Candidate must sign and demonstrate commitment to strictly adhere to FTA's Child Protection Policy.

Interested individuals should complete the **Fairtrade Africa Enumerator Application Form** below and send it to [recruitment@fairtradeafrica.net](mailto:recruitment@fairtradeafrica.net), with the Email subject line **Enumerator Application**, to reach us on or before **12<sup>th</sup> March 2020**. Early applications are encouraged as selection will be done on a rolling basis

# Fairtrade Africa Enumerator Application Form



## 1. PERSONAL INFORMATION

NAME	
ID NO & D.O.B	
KRA PIN	
SEX	

## 2. EDUCATION

YEAR	INSTITUTION	CERTIFICATION ACQUIRED

## 3. DATA COLLECTION EXPERIENCE

YEAR AND DURATION OF TASK	ORGANIZATION	OBJECTIVE OF THE TASK/ENGAGEMENT	DESCRIBE YOUR SPECIFIC ROLE IN DATA COLLECTION

## 4. TASK SPECIFIC COMPETENCIES

Please share your skills & experience under the following headings:

1. Moderating FGD
2. Moderating in-depth interviews
3. Note taking for FGD or in-depth interviews
4. Data entry

## 5. EXPECTED PAY PER DAY

## 6. REFERENCES (MINIMUM 2)